**Meeting Description: MCHCCN Steering Council Committee Meeting**

**December 14, 2023**

**United Way of the Lakeshore**

**31 E Clay Ave Muskegon, MI 49442 via Zoom:**

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**Meeting Date: ￼** **December 14, 2023** **Time: 8:30am – 9:30am**

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| --- | --- | --- | --- | --- | --- | --- |
| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Sharonda Carson, City of Muskegon |  | X |  | Julie Aaron-Shyne, City of Muskegon Heights | X |  |
| Donata Kidd, Department of Health & Human Services | X |  |  | Brandon Baskin, HealthWest, Chair, Coordinated Entry Committee | X |  |
| Lisa Reinecke, True North Community Services (HARA) | X |  |  | Lashae Simmons representing lived experience | X |  |
| Jamie Hekker, Public Health of Muskegon County, Chair | X |  |  | Dan Skoglund, Muskegon Rescue Mission, Co-Chair |  | X |
| Angela Mayeaux, Muskegon Housing Commission, Chair, Review Committee & Data Committee | X |  |  | Cindy Larsen, Muskegon Lakeshore Chamber of Commerce | X |  |
| Christine Robere, United Way of the Lakeshore | X |  |  | Hillery Ross, Health Project, Chair, Nominating Committee |  | X |
| John Peterson, Consultant (non-voting) |  | X |  | Diolinda Sali, HMIS Administrator (non-voting) | X |  |
| Jillian Pastoor, EWP | X |  |  | Madison Butler, Coordinator (non-voting) | X |  |
| Trina Burmeister, The Red Project | X |  |  |  |  |  |

**Meeting Minutes**

1. Call to Order – 8:35am
2. Approval of Agenda – (AR) – Motion to approve by Brandon Baskin seconded by Angela Mayeaux
3. Approval of Minutes of Steering Council (AR) – November 9, 2023-Motion to approve by Angela Mayeaux, seconded by Lashea Simmons. MDHHS did not have the proper abbreviation on previous meeting minutes.
4. Governance Charter-
	1. Review proposed revisions - Madison Butler pulled up our Governance Charter to present the recently worked revisions. Working on this policy is important with the upcoming Membership Meeting so they will also be able to review this document and to be aware of any changes. Changes to Membership Duties, such as Point in Time studies and to participate in HMIS were edited out. These duties do not align with what Membership does.
	2. An additional item like Quorum does not relate to Membership committee as well so it was removed from the Article 4-Voting. We have also added clearer language to explain when a special meeting will be called and how they will be notified.
	3. Article 6-Steering Council- This article touches on the composition of the Steering Council. Previously, there was only one designated spot for a person with lived experience, we wanted to change this so as many people with lived experience can apply for the Steering Council. There will also be clearer language put in to properly explain what a person with lived experience means. Making this change is important to show the community what the purpose of the CoC truly is and how we want to bring value to our process. Conversations will be had regarding how to classify the Outreach Committee as there have been thoughts on whether it should be its own standing committee instead of being classified as a Sub-committee. Outreach is something the CoC will be working on intensively to improve our reach in the community.
	4. Article 7-Elected Officers- This section will be changed the term limits to one to two-year terms instead of having elections each year.
	5. Cindy Larsen agrees that having a seat for two-year terms would have more positive outcomes versus each year having turnover of a chair or co-chair. This section will involve more review of how to go about the terms and what language to use. Donata Kidd suggests that looking at other counties on how they are handling this kind of situation would be helpful. Lisa Reinecke stated that the Balance of State also does two-year terms for chairs and co-chairs.
5. Membership Meeting
	1. Wednesday, January 10, 2024, 9:00 AM-Hillery Ross sent out membership meeting notification. The meeting will be held at United Way of the Lakeshore and applications have already been sent out for people to complete and send it. These applications must be updated each year. There will also be four meetings scheduled in the next year, and the dates will be sent out shortly by Jamie Hekker or Hillery Ross.
	2. Donata Kidd asked if the membership application will be sent out to other agencies or if they are just for the people already that are part of the CoC. Jamie Hekker explained that they have been sent out via the CMRN so we can get more reach.
	3. Christine Robere suggests the meeting gets sent out to as many people as possible so there can be more community participation.
6. Contracts & Grants Updates-
	1. Planning Grant-Christine Robere shared news on the Planning Grant. She states it took a while for the HMIS to be transferred, the initial request for the transfer was put in May/June, the transfer was finally completed in September. Christine Robere shared that she was told by HUD (Housing and Urban Development) that the Planning grant would take an additional 3-4 weeks to transfer. She has sent emails to get some updates on the status of the transfer and has not heard anything back yet. Madison Butler stated that she had received a reply very recently and was told that they cannot process the grant as of yet yet, they do not know what is causing the delay, she will let us know when there is news on the grant. A brief update regarding the CoC Consultant was given, Christine states that she has not received a new contract or invoice regarding the consultant’s works. Christine was told that HUD’s new standard for paying the consultant would be to have quarterly invoices submitted.
	2. VET/PSH-(AR Vote for Motion to transfer Veteran PSH from CenC to HealthWest)-Motioned by Julie Aaron-Shyne, seconded by Lashae Simmons. Brandon Baskin states that he wrote a motion to the CMH board, Health West Board. Madison says there is another person she will have to talk to about the Vet Grant, and that board wants to vote and get official reproval to properly transfer the grant to Health West. Health West wants ELOCCS draws and W9s for the Housing that is a part of the grant. Brandon believes that the board will pass the vote and health west will likely be taking over the Veteran PSH and other PSH units. Motion to transfer Veteran PSH from CenC to HealthWest approved by unanimous vote.
		1. Christine asked if the units in question were full now. Brandon states that there are currently three units that are full.
		2. Brandon is also wanting environmental reviews on the units.
		3. Veterans’ preference was written into the grant by Health West, Brandon wants to see how they had originally written the grant.
		4. Lashae asked if there were currently vacancies in Health West’s PSH Program, he states yes.
		5. Madison States that there is a goal to have training at the CoC regarding Fair Housing to keep people within the CoC and others to be aware of the rules and regulations.
	3. Contractor-Judy Kell was paid for the work she did for the HUD 2023 NOFO (Notice of Funding Opportunity).
7. HARA Update – Lisa Reinecke-Lisa Reinecke states that True North is currently working with 6 RRH clients, 3 of which will be moving into housing soon. Intakes are booked out till February. Josh Brubaker-Salcedo, a caseworker for True North goes to the CRC every Wednesday to work with clients on a first come, first serve basis. True North continues to add people to the Coordinated Entry system. Lisa states that there is currently one more slot open in RRH. Lisa contacted MSHDA (Michigan State Housing Development Authority) to try to get more program funding. She says there is still $7000 in ESG funds that have not been used yet. HPP funding is gone, they also moved money from Admin accounts to help more people. $137,000 was paid out overall in less than a month in a half. Intensive case management is happening to ensure less redivision. They are currently working on hiring a new caseworker for their open slot. There is potential for more funding through a LEO grant in partnership with Goodwill. More news to come on the funding. Donata Kidd asked what the average amount paid out per client. Lisa stated that it was averaging about $2,000-$4,000 per client. She says most clients were averaging about 6 months behind on rent.
8. Committee Updates
	1. Coordinated Entry-Coordinated Entry report has more additions to the report, Madison Butler worked on adding a new sheet to the report that will show a bigger picture of the numbers over a longer period.
	2. Data-Donata Kidd asked If there was a chance to include data on those who were not served, to see where there are unmet needs in the community. Cindy Larsen suggests also adding Demographic information, and if any individuals identified where consider seniors or elderly. Jamie Hekker wants to ensure that we are really looking countywide to get people involved. Christine asked what committee where McKinney Vento should be seated, Jamie thinks they should be involved among all committee members.
	3. Nominating- (Hillery is out of the office so this topic was not touched on much during this meeting.) The election will be in January; Jamie will reach out to everyone individually. There are going to be 7 seats avaliable for members to apply to.
	4. Outreach- Madison States that there is good turnout at this month’s Outreach Committee meeting. A workbook from the Outreach Committee was sent out to the Steering Committee to review as part of our efforts in creating a new strategy to bring into the new year. There is work being done by Lisa Reinecke and Stephen Thiele to go out and do monthly outreach work to connect with the community. This will help us in finding what the community needs and where.
		1. PIT Count – Wednesday January 31st, 2024-This year’s PIT will be hosted at Life Align. Still working on a time frame to start on the PIT. The goal is to start earlier than last year. There will be sign up via Get Connected. There will be an option to sign up as an Agency Contact point, to work the seven days after the date of the PIT to collect information from any unhoused individuals who visit those locations. Anyone who would like to assist with making the calls to the unsheltered on the BNL can contact Diolinda Sali or Madison Butler if they do not already have access to the list. Agencies should be calling out to their own clients to determine where they plan to go the night of the PIT. Donata Kidd and Brandon Baskin said they are willing to have Volunteers at their offices to do the work. Super House will also be a suitable location to get into contact with to have a volunteer sit and get information on people who visit the location.
9. Other Business/Announcements
	1. Longitudinal Systems Analysis (LSA) report- Diolinda Sali presented the LSA progress report to the group. So far, the majority of warning flags being presented on the LSA are related to Housing Inventory Count and the Bed counts coming from HMIS. The submission of the LSA is currently on track to meet the deadline.
10. Adjourned-10:00am