# Minutes……………………….………………Muskegon County Homeless Continuum of Care Network

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

**May 11, 2023**

**United Way of the Lakeshore 31 E Clay Ave. Muskegon MI 49442**

**via Zoom:**

**Meeting Date:** **May 11, 2023** **Time: 9:00 – 10:30 am**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Julie Aaron-Shyne, City of Muskegon Heights |  | X |  | Dan Skoglund, Muskegon Rescue Mission, Co-Chair | X |  |
| Hillery Ross, Health Project, Chair, Nominating Committee | X |  |  | Leslie Slater, Department of Health & Human Services  |  | X |
| Brandon Baskin, Health West, Chairman, Coordinated Entry Committee | X |  |  | Madison Butler, Community enCompass (HARA) | X |  |
| Valerie Nance, Salvation Army, Secretary | X |  |  | Sharonda Carson, City of Muskegon |  | X |
| Jamie Hekker, Public Health of Muskegon County, Chair | X |  |  | Angela Mayeaux, Muskegon Housing Commission, Chair Review Committee | X |  |
| Lashae Simmons representing lived experience | X |  |  | Cindy Larsen, Muskegon Lakeshore Chamber of Commerce |  | X |
| Joe Whalen, Fresh Coast Alliance |  | X |  | Miranda Paggeot, Coordinator (Non-Voting) | X |  |
| Christine Robere, United Way of the Lakeshore  | X |  |  | John Peterson, Consultant (Non-Voting) | X |  |
| Jillian Pastoor, Every Women’s Place, Guest | X |  |  | , HMIS Administrator (Non-Voting) |  |  |

**MINUTES**

1. Call to Order - The meeting was called to order at 9:06 am by Ms. Hekker.
2. Approval of Agenda– (AR) Major Nance made a motion to approve the agenda. Ms. Simmons provided the second. All in Favor. Motion Carried.
3. Approval of Minutes of Steering Council (AR) - April 13, 202: Minutes from April has Mr. Baskin’s name spelled wrong. Ms. Mayeaux motioned to accept the minutes with changes. Mr. Baskin provided the second. All in Favor. Motion carried.
4. Data Committee report – Ms. Paggeot provided the HMIS (Homeless Management Information System) Policy and Procedures. It is a live document. It will change when MICA does its updating. Under the Disaster Recovery mandate, there needs to be a change from EWP (Every Woman’s Place) to UW. Ms. Butler motioned to approve the Policy and Procedures as presented with the noted change. Ms. Mayeaux provided the second. All in Favor. Motion carried.
5. Coordinated Entry report-Brandon Baskin – It is suggested that the PIT (Point in Time) Count happens twice a year. The report is on the COC (Continuum of Care) Website and is similar to the one two years ago. The By name list is being revamped. All agencies need to put the assessment into the CE B must put the assessment into the CE Bin so the names are correctly pulled into the report. Every year the MOU must be updated and approved. Covid created a need to be lax, but we now need to get into compliance. The MOU will be sent out to the agencies when the HARA Interim is finalized. Ms. Mayeaux moved to accept with grammatical fixes and font fixes. Ms. Ross provided the second. All in favor. Motion carried.
6. ESG HARA Update-(AR) - Ms. Hekker reported on what is happening with the HARA and MISHDA’s recommendations. The submitted RFPs were inaccurate. There is no HPP (Homelessness Prevention Program) Funding for the ‘22-’23 ESG. It will not be available at all, even when an interim HARA is appointed. The HPP funds that the community is missing out on are $137,000 for direct cash assistance. This is not Rapid Rehousing. The 23-24 year’s Exhibit One is due in three weeks. The RFP needs to be revised to provisional rather than Interim. Ms. Robere motioned for the RFP to be due June 1, 2023. Mr. Skoglund provided the second. All in favor. Motion carried. There will be a mandatory informational meeting on July 17th that interested agencies can come in person or attend on Zoom. The Review Committee will meet on June 5, 6, or 7th.
7. HMIS Policy and Procedures-(AR) - See Data Committee Report.
8. Emergency Transfer Plan-(AR) - Ms. Paggeot presented the plan with edits. Mr. Baskin motioned to approve the plan. Major Nance provided the second. All in Favor. Motion carried.
9. Coordinators report-Miranda – There was no written note. Ms. Paggeot provided the following information: A lot of work has been done with the data committee and the by-name list, and Cherelle from EWP accepted the chair for the outreach committee. The HMIS Coordinator position is posted. Contractor payments will be made on May 22.
10. Other Business/Announcements Major Nance announced that The Salvation Army has appointed her to another position and will be moving at the end of June.
11. Adjourned – The meeting was adjourned at 10:30 am.