

Macomb Continuum of Care (CoC)
Board Meeting Minutes
Oakland University – Anton Frankel Center (AFC) Room 210

June 7, 2017 @ 2:30 P.M.

<p>Present: Lori Baumgart, Dawn Calnen, Heather Elkoury, Sama Harp, Mark Henderson, Gloria Kekalos, Patty Madigan, Jacqueline Theriot-Merchant Not Present: Kendal Ellis, John Seiss, Darlene Vasi Guest Speaker: Ellen Palmer, HMIS Lead Specialist</p>		
AGENDA ITEM	DISCUSSION	DECISION/ACTION
<ul style="list-style-type: none"> Meeting Called to Order Motion Approval of the Agenda Approval of the Minutes 	<p>2:33 P.M. by Calnen</p> <p>Merchant motioned to modify Agenda and have E. Palmer provide her PIT report prior to other items on agenda items 2nd by M. Henderson.</p> <p>Baumgart 1st, Merchant 2nd – change was made with addition of E. Palmer (AIF)</p> <p>Madigan (?) 1st, El-Khoury 2nd</p>	<p>Quorum is present</p> <p>Motion passed and was welcomed by President and all Board Members. Ellen has been invited to be present at every board meeting.</p>
<ul style="list-style-type: none"> Ellen Palmer, HMIS Specialist's Reports 	<p>PIT Count Committee for 1-31-2018</p> <ul style="list-style-type: none"> First meeting is August 21, 2017 @1 p.m. in the MHC Office. This will follow HUD planning guide and plan in advance before the actual PIT Count. Data report was passed out and "Unsheltered Count Breakdown" was updated. <p>Coordinated Entry – RRH and PSH</p> <ul style="list-style-type: none"> Nine agencies are doing coordinated entry and in May 2017, RRH referral combined with PSH prioritization weekly conference calls 148 referrals made to the coordinated entry system after Train the Trainer meeting on 3/31/2017. Prior to this training only 100 referrals were received from 11/1/2016 until 3/30/2017. There are 66 people are on the PSH waitlist. 10 households have been assigned to PSH and 4 households have been placed in PH. Participants on the RRH-PSH call are encouraged to rapidly house homeless people since PSH registry is very slow to open up any slots. 	<p>First meeting August 21, 2017 @ 1 P.M.</p> <p>Weekly calls take place on Mondays @ 2:00 P.M.</p>

	<ul style="list-style-type: none"> Palmer reported there is a push to bring Public Housing Authorities to join the CoC in order to encourage them, to keep units open/vacant so they can be used to house eligible homeless people. Discussion centered on the population accepted by the PHA and the waitlist. Palmer stated she would like a case worker from DHHS to join the RRH/PSH weekly calls. So more information can be obtained on services, SER process, and to have one-on-one relationship so better services are provided for homeless clients. Last Coordinated Entry Meeting Minutes are attached and provided to the Board. Calnen asked whether there will be a submission through the HUD-NOFA process for coordinated entry dollars in addition to Planning and HMIS grants. It was suggested to keep it on the CoC's radar in the event bonus dollars are released for this type of project. Palmer reminded CoC Board that self-assessment for coordinated entry needs to be done in order to be on track with HUD. Palmer also reported that the committee has begun the self-assessment tool. Palmer spoke on VISPDAT process and possible modifications to have SPDATs be done either over the phone, in person by a CM and provide a choice to client if he/she prefers to speak with a man or a woman depending on situation, i.e. domestic violence. <p>Data Entry Committee</p> <ul style="list-style-type: none"> Mission Statement has been done, "To increase the efficiency and effectiveness of the Continuum of Care through collaboration and data driven decision making. A committee plan will be in place in the near future and will be submitted. Palmer reported on Data Quality, Destination Outcomes, Exit Income Outcomes, Coordinated Entry Referrals & PSH Registry, and System Performance Measures-Preliminary Data. Data entry report was distributed to Board Members and reviewed. Palmer reported HMIS committee will be working on updating policies and procedures in order move policy from 14 days (MCAH policy) for agencies to enter data within 5 days. Calnen suggested to have the goal to be "live" but not to exceed 5 days. Discussion to be continued. Harp suggested to include in P&P RRH clause. 	<p>Next Meeting June 21, 2017 @ 2 P.M. in the FRC.</p>
--	--	--

	Palmer will be emailing the policy for board members' comments.	
<ul style="list-style-type: none"> President's Report/ Updates 	<ul style="list-style-type: none"> Calnen, Henderson and Harp met and began the process of revisiting and making any needed revisions to the Governance Charter. Recommendations will be made after the NOFA application is completed. MOUs will also be reviewed after the Charter is done. Retreat Date is scheduled same time as Board Meeting, August 2, 2017. Attendees to pay \$10. Each toward lunch. Tressa will coordinate. <u>Hospitality component</u> to be added to the membership meeting. More than one agency can partner to bring treats to the meeting. <u>July 12, 2017 Membership Meeting will be cancelled and Board Meeting will take its place and keep Verk location IN Clinton Township.</u> 	<p>Motion approved but names were not collected.</p> <p>All members present agreed to set the second round of retreat day for August 2, 2017 @12:30-4:30 p.m.</p> <p>Board Meeting on July 5, 2017 is moved to July 12, 2017 at 9:00 a.m.</p>
<ul style="list-style-type: none"> Operations Report from CoC Lead Agency and Coordinator Jackie Merchant 	<ul style="list-style-type: none"> HUD Updates: Merchant states: <ul style="list-style-type: none"> We are on target for the opening of the FY17 HUD NOFA. Our Confirmation of the Consolidated Jurisdictions has been submitted and accepted by HUD. We still await notification on the GIW and the amount that may be available for Bonus Projects in the FY17 Competition. HUD All Grantee Meeting will take place tomorrow Thursday, June 8, 2017 at the Westland City Hall. MSHDA ESG <ul style="list-style-type: none"> The MSHDA Exhibit 1 portion of the NOFA is out. I have been in contact with our Community Partners who receive MSHDA funding, as well as the Community Partners who must sign the Exhibit 1. Detailed information on the MSHDA NOFA can be found at www.michigan.gov/mshda. Click on Homeless and Special Needs. 	

	<ul style="list-style-type: none">○ Our current CoC members that receive MSHDA ESG funding from the 2016 Award are: Salvation Army MATTS; MCREST; MCWC; Family Youth Interventions; and Macomb Homeless Coalition. MSHDA is currently gathering HMIS data for the period 1-1-17 to 5-31-17 to see if Agencies have met certain benchmarks in awarding funding for 2017/2018 year. (8 Benchmarks are identified).○ I have secured 5 partners to review the MSHDA Application before submission. The Agencies represented on this review team are: Macomb County Action; The Mount Clemens Housing Commission; The Department of Health & Human Service; Eastpointe Housing Commission and an Individual from the Community.● Macomb Homeless Coalition (Lead Agency) Updates:<ul style="list-style-type: none">○ El-Khoury and Merchant have met to talk about the layout of the Macomb CoC Tab on MHC Website –MHC’s IT Associate has been hired to post information on the CoC Tab.○ Our ESG/UW Specialist has been hired. Teresa Peguese started this week and shadowing staff members.○ Baker College is sending another Intern to the MHC for the Summer & Fall Semesters.	
	<ul style="list-style-type: none">● Standing Committee Updates: <p>Ranking Committee is in place. In preparation for the Macomb CoC NOFA application review and ranking, Harp and El-Khoury will attend the all Grantee Meeting on June 9, 2017 @ 10:30 a.m. at Detoit’s HAND (Homeless Action Network of Detroit) prior to the release of FY-2017 HUD CoC NOFAs.</p> <p>Compliance Committee –</p> <ul style="list-style-type: none">● Henderson reported that no official update yet, but John began the process of requesting information from agencies. Merchant confirmed agencies responses on the subject and there will be a timeline on the committee meetings sent by John	

	<p>Seiss. Plan to meet bi-weekly until the onset of monitoring process of partnering agencies.</p> <p>Strategic Planning Committee –</p> <ul style="list-style-type: none"> • Committee is meeting regularly and a checklist evaluation sheet was sent out to be completed by each agency. Merchant reported that self-assessment worksheets were sent to community partners and many responded, however, agencies were unclear how to respond. Merchant stated that quantifying the information at this time is not determined. Calnen stated, “This is a good learning tool and further education is needed”. • Merchant confirmed that Gannon, Merchant and CJ met as a sub-group and began to strategically explore how to bring PHAs to the table and become partners of the CoCs. Spoke on Portland, Oregon program landlord-tenant education pilot program and encouraged strategic planning committee to consider similar tactic. • Calnen reported that Cannon sent recommendations from the committee, however, Calnen has not been able to look them over at this point. Calnen will look go over them and will forward to board members. • Coc Membership Meeting - Mary Labodia, MISD Homeless Liaison will be the Guest Speaker. An agenda will be sent prior to meeting. 	
<ul style="list-style-type: none"> • Next Meeting 	The next meeting is scheduled for July 12, 2017 @ 2:30 P.M. Verk. Bldg. Clinton Township.	Agenda will be sent prior to meeting.
<ul style="list-style-type: none"> • Adjournment 	4:00 P.M. p.m. Baumgart 1 st and Merchant 2 nd	

Respectfully Approved by: Sama Harp, Acting Board Secretary