

## Macomb Continuum of Care (CoC)

### Board Meeting Minutes

Oakland University – Anton Frankel Building  
20 South Main St. Mt. Clemens, MI 48043

**December 4, 2019**

**2 p.m.**

**Present:** Deanne Honeycutt, Connie Lasher, Mark Henderson, Heather El-Khoury, Heather VenDenburg, Natalie Dean-Wood, Brian Demoisy, Dr. Gerald Curley, Dawn Calnen, Dawn Revyn (on phone), Jacquelyn Merchant (on phone), Ricky Garcia, Rev. Kelly Cooper

**Not Present:** Lori Baumgart, April Fidler

AGENDA ITEM	DISCUSSION	DECISION/ACTION
1. Meeting Called to Order	The meeting was called to order at 2:02 p.m. by Calnen. Introductions were conducted.	Roll call was conducted. A quorum was present.
2. Approval of the Agenda	Motion made by Lasher to approve the agenda and seconded by Dean-Wood.	Motion approved.
3. Approval of the Minutes from the November 6, 2019 meeting	Motion made by Lasher to approve the minutes of November 6, 2019 and seconded by Fisher Curley.	Motion approved.
4. Operations Updates from CoC Lead Agency	<p>Honeycutt reported:</p> <p><b>Committee Descriptions</b></p> <ul style="list-style-type: none"><li>Honeycutt distributed a document 2020 CoC Committee Descriptions and 2020 CoC Committees Chair/Co-chair/members. These documents were also emailed to Board members. Honeycutt reviewed the documents.</li><li>Honeycutt has templates for attendance and meeting summaries/minutes for the committees to use. The expectation for each committee is that there is an update at each Board and Membership meeting from the committee chairs or a report to Honeycutt so she can report an update on behalf of the committee.</li></ul> <p><b>Governance Charter Updates</b></p>	

	<ul style="list-style-type: none"> <li>Honeycutt added the mainstream resources, community engagement, and awareness/advocacy committees into charter. The Board discussed the additional committees and concluded that the only committees that should be listed in the charter are those mandated or strongly encouraged by HUD to be a part of the CoC. The other committees are considered ad hoc. Honeycutt will remove the committees that were added.</li> <li>Curley proposed that one committee co-chair is a board member and one co-chair is a non-board membership. Board members approved of this suggestion. Honeycutt will note that it is encouraged that each committee has one co-chair that is a Board member and one co-chair that is a membership representative.</li> <li>Honeycutt reported that currently in the Charter, Board member duties include to chair or co-chair committees. A change has been suggested to include Board members to participate on committees, not only as chair/co-chair.</li> </ul> <p><b>CoC Board Elections</b></p> <ul style="list-style-type: none"> <li>Honeycutt stated that elections must be announced 31 days prior to the election and a list of nominations provided to the membership 15 days before the election, per the Governance Charter.</li> <li>Honeycutt needs a list of the nominees from Henderson prior to December 23 to send to the membership.</li> </ul> <p><b>Budget Update</b></p> <ul style="list-style-type: none"> <li>Calnen asked for a budget update to the Board on the planning grant.</li> <li>Merchant noted that the MHC board needs to vote on what will be submitted. Merchant noted that Honeycutt will present this information after the MHC votes on what will be submitted.</li> </ul>	<p>Honeycutt will update the Governance Charter to include a suggestion that each committee is chaired by a co-chair from the Board and a co-chair from the membership.</p> <p>Honeycutt will also update the Charter to suggest that Board members participate on committees, not only in chair/co-chair roles.</p>
5. Conflict of Interest Policy Document	<ul style="list-style-type: none"> <li>Honeycutt made requested changes to the COI.</li> <li>Honeycutt noted that any potential conflicts should be reported and noted in the meeting minutes.</li> <li>The COI should be filled out by all board members and all committee members. Henderson noted that it may be easier if all membership representatives signed the COI. The COI will be included with the membership documents.</li> <li>Honeycutt distributed copies of the COI Policy.</li> </ul>	

6. HMIS Lead Agency Updates	<p>Garcia reported:</p> <ul style="list-style-type: none"> <li>• MCAH is completing an audit of data corrections that need to be made. The HMIS users at agencies have been contacted and additional emails will be sent for additional corrections as audit phases are completed.</li> <li>• Current HMIS error rate is approximately 5%. This is a significant improvement from previous years.</li> <li>• MSHDA recommended running the pay for performance reports quarterly. Garcia will run this report for October-December and present this to the Board in January.</li> </ul>	Garcia will present the pay for performance reports for October-December at the January meeting.
7. CoC Vice President Update	<p><b>2020 Board Elections</b></p> <ul style="list-style-type: none"> <li>• Calnen reported that Lori Baumgart has resigned her position on the board.</li> <li>• Henderson requested from Merchant a list of all current board members and their respective term limits. Merchant will provide this to Henderson.</li> <li>• There was a call for nominations at the November membership meeting. A reminder will be made at the December membership meeting to submit any nominations by December 20.</li> <li>• Henderson has reached his term limit in his role as Vice President. Henderson must be nominated to continue as a Board member. Board members El-Khoury and Calnen must also be nominated to continue as Board members. A new Vice-President must be nominated.</li> <li>• All nominations must be made to Henderson via email or announcement at the Board or Membership meetings.</li> <li>• Calnen and Merchant asked about non-participating Board members. Henderson contact these Board members to let them know they will be removed unless we hear otherwise. The Board is able to remove members who has unexcused absences for two regularly scheduled meetings in any 12 month period.</li> <li>• Revyn nominated Calnen for President.</li> <li>• Calnen nominated Lisa Chapmen from CHN for a Board member position.</li> <li>• Honeycutt nominated VanDenburg for Board Vice President.</li> <li>• Revyn nominated Curley for Board Vice President.</li> <li>• Calnen requested that any additional nominations are submitted to Henderson as soon as possible.</li> </ul>	
8. CoC President's Update	<p>Calnen presented:</p> <p><b>Board Development</b></p> <ul style="list-style-type: none"> <li>• Calnen asked board members for feedback on any additional sectors that should be recommended for participation on the CoC Board.</li> </ul>	

	<ul style="list-style-type: none"> <li>• VanDenburg reported that she is working with the Roseville Police Department and that a representative will be involved.</li> </ul> <p><b>Advocacy</b></p> <ul style="list-style-type: none"> <li>• A legislative hearing was held today with a presentation from MDHHS to provide a vision for a single provider of behavioral mental health services integrated with physical health care services.</li> </ul>	
9. Standing Committee Updates	<p><b>a.) Point in Time Committee</b></p> <ul style="list-style-type: none"> <li>• Honeycutt noted that the first meeting is November 19 at 3 p.m. at MCFRC.</li> <li>• PATH team is helping with maps of the “hot spots” that are known locations where homeless people may be found.</li> <li>• Working with Family Youth Interventions for feedback from youth.</li> </ul> <p><b>b.) Coordinated Entry Systems Committee</b> No update. No meeting in December; meeting will be held in January.</p> <p><b>c.) Grant Ranking Committee</b> No report.</p> <p><b>d.) Compliance Committee</b></p> <ul style="list-style-type: none"> <li>• El-Khoury distributed the Compliance Committee Report Outcomes document.</li> <li>• Revyn provided a summary of the report; there were no significant findings.</li> <li>• Recommendations include that agencies have Policies and Procedures on site and opportunities for growth through engagement with partners.</li> <li>• MOU for the Collaborative Applicant and HMIS Lead Agency expired May 8 and was extended for three months and not extended again. Revyn recommends that the MOU is extended retroactively.</li> <li>• Merchant stated that the MOU is effective on the date it is signed until a new MOU is in place. There are no changes in an extension.</li> <li>• Calnen stated that the term of the agreement was one year from the date of the signature; the term ended May 8, 2019.</li> <li>• El-Khoury made a motion seconded by Curley to retroactively extend the MOU for a six month period – August 8, 2019 through February 8, 2020.</li> <li>• There was a discussion about a budget report for the Planning Grant. Merchant indicated that the budget report that is submitted to the Board is a report that is submitted to HUD. Any different reports need to be</li> </ul>	Motion approved.

	<p>approved by the Macomb Homeless Coalition Board of Directors before it is submitted to the CoC Board.</p> <ul style="list-style-type: none"> <li>• Revyn indicated that the Compliance Committee will make recommendations for an updated MOU. The Compliance Committee will negotiate the additions and subtractions to the MOU on behalf of the CoC Board with the Macomb Homeless Coalition Board of Directors.</li> <li>• Revyn will generate letters with the outcomes of the compliance visit and a procedure for this moving forward. Agencies can respond to these letters.</li> </ul> <p><b>e.) HMIS and Data Quality Committee</b> See report under HMIS Lead Agency Update.</p> <p><b>f.) Awareness and Advocacy Committee</b></p> <ul style="list-style-type: none"> <li>• VanDenburg reported on the Hunger and Homelessness Awareness week – MCREST's open house and Oakland University's involvement raised about \$2,000. MCREST's staff rode the SMART buses, took outreach items to distribute and talked to people staying in hotels about housing options.</li> <li>• Committee meeting is tomorrow night at 6 p.m. at MCREST.</li> <li>• Honeycutt reported on community meal at Trinity Lutheran Church in Utica. Distributed hand warmers, gloves, hats, gift cards, and other outreach items.</li> <li>• Henderson reminded the Board that the warming center is operating. The schedule is not publicized publically, but guests can preregister at Ray of Hope. There is a phone number for people to call for current location.</li> </ul> <p><b>g.) Mainstream Resources</b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>	
10. Adjournment	<p>Additional announcements:</p> <ul style="list-style-type: none"> <li>• The Board will be meeting January 6, 2020 at 11 a.m. at the VerKuijen Building, Conference and Training Center.</li> <li>• Future meetings will be held on Tuesdays at 2 p.m. from February forward.</li> </ul> <p>Motion to adjourn made by Dean-Wood seconded by El-Khoury at 3:42 p.m.</p>	
11. Next Meeting	CoC Board Meeting, Monday, January 6 at 11 a.m. at the VerKuijen Building Conference and Training Center.	Agenda will be sent prior to meeting.

Respectfully submitted by Julie Hintz.

CoC Coordinator Report  
Macomb County CoC Board of Directors Meeting  
Wednesday, December 04, 2019  
VerKuilen Building – 21885 Dunham Rd., Suite 10, Clinton Twp., MI 48036

I. HUD Updates:

- a. Committees: Descriptions Updated. 2020 Committee Chairs and Members. See Documents (2).
- b. Conflict of Interest Policy – Sign and file
- c. Governance Charter: Updated to reflect COI Policy and Committees. BOD Members and CoC Committees change – “sit on” rather than ‘Chair’. Will be sent out - CoC General Membership Agenda for vote of approval 12/11/19.
- d. 2020 CoC Membership Meetings – Location – Check with Julie
- e. January election and Governance Charter/Dates: 31 days prior calling for nominations (Dec. 11<sup>th</sup> Meeting). List of nominees communicated to Membership 15 days prior to annual meeting (January 8<sup>th</sup>). Henderson to send to Honeycutt to post to CoC Google Group Friday, December 20<sup>th</sup> or Monday December 23<sup>rd</sup>.

II. MSHDA: ESG Partners have already started billing for the 2019/2020 ESG Grant.

III. Macomb Homeless Coalition Lead Agency Update: No update.

Respectfully Submitted,  
Deanne Honeycutt  
CoC Coordinator  
Macomb Homeless Coalition  
December 04, 2019