

**Macomb Continuum of Care (CoC)**  
**Board Meeting Minutes**  
 Virtual meeting, Zoom

**Oct. 03, 2023**  
**2:00 p.m.**

**Present:** Julie Hintz, Gail Harding, Lisa Chapman, Pastor Lew Stier, Sarah Gilstorf, Megan Vinyard, Connie Lasher, Sharman Davenport, Monisha Scott, Cecilia Gaglio, Heather VanDenburg, Shelley Brinkmann

**Not Present:** Rev. Kelly Cooper, Randy Dudley, Victoria Carter,

AGENDA ITEM	DISCUSSION	DECISION/ACTION
1. Meeting Called to Order  2. Approval of the Agenda  3. Approval of the Sept. Meeting Minutes	The meeting was called to order at 2:05 pm by Julie Hintz. Introductions were conducted.  Connie moved to approve the agenda. Seconded by Pastor Lew. Unanimously approved.  No corrections. Connie Moved to approve, seconded by Pastor Lew.	Roll call was conducted. A quorum was established.  Motion approved.  Motion approved.
4. President's Update	New staff person Cecilia Gaglio started in Sept. as the grant manager to support the COC- Board, committee work, monitoring, work of the COC. Julie has been onboarding and working with Cecilia working on this role in a large capacity. If you have any items for the COC to work on and prioritize, please let them know. MCA was awarded an AmeriCorps member who will start in jan that can help with homeless services and planning.	
5. HARA/Operations Update from CoC Lead Agency	Julie ran the planning grant report- as of 9/2 most recent (county new financial system so not current to Oct) and 44% has been spent. MCA requested an extension from HUD through December and submitted the paperwork formally.	

	<p>The funds are used for COC coordinator and supervisor staffing. Grant agreement for new FY 23-24 in place.</p> <p>HARA- Nothing new to report. Continue to put folks on Edison Crossing interest list and process applications- submitted 6 of the 11 slots. Occupancy is slated to begin Oct, with Nov. 9 grand opening. Edison crossing housing development is in Mt. Clemens, with 11 PSH units. MCA is the service provider.</p>	
<p>6. ESG Fiduciary Update</p>	<p>April from MCREST not able to attend due to personal reasons. Julie spoke with her to get update. MSHDA extended spending for 22/23 til December. MCA will spend by Nov. Once all complete spending, close out of grant in Dec. No payment/reimbursement on the next grant until the next one is open (Can incur costs but there is not a way in the system that can be generated for repayment). Discussion of whether that will be a hard ship on some of the smaller grantees to wait until the next grant period opens. Also pointed out in the letter was the lack of communication by the fiduciary. Pastor Lew will contact FYI to ask about the impact on their org. Is the MSHDA system physically able to authorize payment from 2 grant years?</p> <p>Discussion on concerns from an ESG grantee and requested a formal response from the fiduciary. MCREST has hired a new person to help with the ESG payments- Tom. April did communicate with the grantees via email recently about the current status. April or someone from MCREST us requested to provide an update to the Board monthly in writing if someone is not able to attend the meeting. Concerns will be collected by the COC and meet with the fiduciary.</p> <p>Agencies will be required to submit expenses on a monthly basis to the fiduciary going forward to promote closer monitoring of expenditures, potential amendments or changes in line items and more effective expenditures.</p> <p>It was brought up that payments to grantees are months behind. The COC is expecting more timely payments and reporting, as well as communication to the grantees.</p>	

	<p>A Comment was received from an ESG grantee to the BOARD about the delay in ESG payment processing-this comment was sent out to the Board. A motion was made by Pastor Lewand seconded by Connie to look into the matter further, receive and file the comment.</p>	<p>Motion passed.</p>
<p>7. HMIS Lead Agency Update</p>	<p>Meeting was held with MSHDA 8/7 at 2pm regarding the HMIS lead. Outreach was made to lead agencies for HMIS to neighboring communities. Meeting was held in late August with Wayne Metro. Waiting to hear back from them- asked several times and hoping for an answer. Another HMIS lead is also potentially interested. New MOU drafted with MSHDA/MCAH/Macomb COC for 10-12/31.</p>	
<p>8. Old Business</p>	<p>MSHDA – HCV Mobility Pilot. CHN completed the application for this pilot. They heard officially that they were selected for Macomb county for the pilot, as well as Oakland county. \$465,000. Taylor will come to the next membership meeting to discuss.</p> <p>HUD NOFO- announced 7/5; was due 9/28. Overall COC application was submitted on 9/28 with all projects +2 bonus'- DV and CHN CH leasing. Discussed HUD scoring on overall application and project apps.</p> <p>Warming shelter plans for this winter: Will open on Nov.1, funding a concern. Nov. 14- MCMM hosting a cookout at the warming shelter for an open house. More details to follow. At Trinity Lutheran in Warren. Working on other funding sources. Trying to put in a laundry room- putting in plumbing. Trying to put in a tent outside for people to line up under, as well as a bike rack. Getting donations from church members, CMH is looking at doing funding (Connie spoke with Dave ED CMH). Goal of 100k, have secured 60k so far. Will also</p>	

	<p>get a needs/wish list for supplies for COC membership and promote it within the community.</p>	
<p>9. New Business</p>	<p><b>a.</b> Board Nominations- Terms expiring- Heather, Lisa, Megan, Randy, Sharman, Rev. Cooper- can nominate self or have someone nominate.</p> <p><b>b.</b> Vacancy- one (Dee Mercer, term expires 1/24) and HMIS lead. Board consider nominating Shelley Brinkmann to the open seat from Dee Mercer. Lisa moved to Nominate Shelley for appointment to the vacant position from Dee, seconded by Meghan.</p> <p>Election process- Board VP Call for nominations at least 31 days prior to the Jan. Meeting; A list of nominees shall be communicated to the membership fifteen (15) days before the January meeting. Heather is finishing her 2<sup>nd</sup> term as VP and is not able to run again per the governance charter. Do have another person with lived experience who is interested in serving on the Board. Pastor Lew has been in contact with Rev. Cooper and she is not interested in continuing on the Board for the next term. Heather is interested in continuing on the board, not in an officer role.</p>	<p>Motion approved</p>

<p>1. Standing Committee Updates</p>	<p><b>a. Point-in-Time Committee</b> No updates. Will start meeting soon, between Kristin and Cecilia there will be support for the planning.</p> <p><b>b. Coordinated Entry Systems Committee</b> CES committee has been meeting regularly to review the existing Policy and Procedure; committee met on 9/28 and has made it through the entire P &amp; P document, finalizing attachments updates and changes. Kristin with MCA will go through the document and finalize, Board will approve, membership affirm and then send it out to all parties on the Google drive, as well as post it to the website. Next meeting 10/26 at 11am.</p> <p><b>c. Grant Ranking &amp; Compliance Committee</b> Grant ranking completed. Monitoring will need to be implemented now with the application being finalized and the new staff person is on board. Need to get more people on monitoring- Pastor Lew, Lisa, others? Will need to determine tools along with Housing First assessment. Cecilia can help with research on a new tool and support the planning, support committees.</p> <p><b>d. HMIS and Data Quality</b> Committee met in Oct. There is a new interface for HMIS users and update. It seems to be cleaner, but is a change and there is a new log in site. Working on assistance with users, hard copy. MCAH sending info to HMIS agencies for they know about the new standards as well as the HMIS training center website. Need to redo login for the new site.</p> <p><b>e. Awareness and Advocacy Committee- need a chair.</b> Shelley from CHN may be able to join committee and co-chair, asked about the commitment. 1 meeting a month. Heather and Sarah Gilsdorf are on the committee. HAM event with warming center on Nov 14 during homeless awareness month. Plan the 2 outreach/connect events in the community for people experiencing homelessness. Committee also connects with other sectors to inform such as hospitals, law enforcement, getting the word out about homelessness. Cecilia is willing to help coordinate too. Checking to see if the Safe Haven event can be done on Nov 14 in concert with the warming center cookout. Heather has previous flier that can be revised. Meet Tuesday the 10<sup>th</sup> at 4pm.</p> <p><b>f. Mainstream Resources Committee</b> Speaker lined up for 11/08 -Taylor from CHN for mobility pilot; potentially one other. Meeting to be In person and virtual.</p> <p><b>g. Landlord Engagement Committee</b></p>	
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	<p>No updates. On hiatus right now. Sharman or someone from TP will join, new MCA AmeriCorps, Sarah Muhich from CHN.</p> <p>h. <b>Equity- COC equity results team- CERT</b></p> <p>No updates. Mostly on hold- will get rolled into the regional housing partnership meeting. Do push in November with membership meeting to push for continuing this and reviewing the data, P &amp; Ps, diversity, etc.</p>	
2. Announcement, Policy updates	<p>Macomb Regional Housing Partnership is being spearheaded by the Macomb Health and Community Services department. Committee work is going on through this body. Draft plan being completed.</p> <p>National alert will be going out over cell phones tomorrow as a test. Save the Date for the upcoming Homeless Summit on October 23-24, 2023 at Shanty Creek in Bellair MI. Registration open.</p>	
3. Close	Connie moved to close the meeting. Second by Pastor Lew . All approved. 3:42 pm.	Motion approved.
4. Next Meeting	<p>Next CoC Board meeting is <b>Tuesday, Nov. 7, 2023 at 2pm</b></p> <p>Next scheduled membership meeting is 11/08 -in person in the Senior auditorium, with virtual meeting. Lisa to send out Zoom link with agenda.</p>	

**NEXT MEMBERSHIP MEETING- HAVE SIGN UPS FOR COC COMMITTEES, REFRESH MEMBERS!**

Respectfully submitted by Lisa Chapman