

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

**November 7, 2023**  
**2:00 p.m.**

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

**Not Present:** Rev. Kelly Cooper, Randy Dudley, Victoria Carter, Pastor Lew Stier, Heather VanDenburg

AGENDA ITEM	DISCUSSION	DECISION/ACTION
1. Meeting Called to Order	The meeting was called to order at 2:09 pm by Julie Hintz. Introductions were conducted.	Roll call was conducted. A quorum was established.
2. Approval of the Agenda	Connie moved to approve the agenda. Seconded by Lisa Chapman. Unanimously approved.	Motion approved.
3. Approval of the Oct. Meeting Minutes	No corrections to the minutes. Connie Moved to approve, seconded by Shelley Brinkmann.	Motion approved.
4. President's Update	<p>Julie Hintz shared that Lisa Chapman, MCAH was interviewed for a recent news article discussing homeless data and included a mention of Macomb County and the winter shelter.</p> <p>Motor City Mitten Mission has had recent media coverage about the winter shelter. Gail Harding has resources and Thanksgiving food available to provide to Motor City Mission Winter Shelter, she contacted them and is awaiting response. Julie Hintz will reach out to Motor City Mitten to inform them that Gail has this resource available to provide to Motor City Mission clients.</p>	
5. HARA/Operations Update from CoC Lead Agency	Julie is unable to access a planning grant report at this time, since the County switched financial systems. MCA requested an extension from HUD through December.	

	<p>HARA – On Nov. 9 there is a grand opening event for Edison Crossing Apartment Complex. The building will not be officially open yet to residents due to construction delays, but it should be completed soon. Edison Crossing housing development is in Mt. Clemens, with 11 PSH units and 19 non-PSH units. MCA is the service provider. Project based units for one-bedroom are filled. Most two-bedrooms are filled.</p> <p>Szajna &amp; Associates are ending services. MSHDA will be offering the contracts to agencies. There may be a delay with HCV processing. We do have Busch Housing Associates who continue to serve Macomb Counties.</p>	
<p>6. ESG Fiduciary Update</p>	<p>April Fidler from MCREST provided a report:</p> <p>April Fidler met with MSHDA representative Zienab Fahs to talk with Tom Strother (MCREST ESG grant manager) on what MSHDA prefers MCREST to do first. Have to complete 22/23 FSR and work backwards to get agencies paid.</p> <p>Working on ESG FY 22/23. All of 22/23 will be submitted to MSHDA next week. Supposed to complete the ESG CV this week. Then will be caught up, and will wait for the 23/24 grant process. It will not be the current grant process, it will be when MSHDA signs the document before it is paid back. MCREST does not have the new ESG contract yet.</p> <p>Just received grant contract on October 10, 2023 for FY 23/24.</p> <p>April is working on some other grants with MSHDA, including the Housing Navigator Program and Homelessness Prevention Program.</p> <p>MSHDA indicated there can be multiple active grants, but we must spend out available funding first.</p> <p>April has not requested any billing at this time for FY23/24. April plans to meet with the agencies and fiduciaries. Backup documents and reports are important when it is time to submit.</p>	
<p>7. HMIS Lead Agency Update</p>	<p>Lisa Chapman. Wayne Metro will take over HMIS Lead. Awaiting a formal response to the RFP. Wayne Metro would take over January 1, 2024.</p>	

8. Old Business	<p>The winter shelter opened November 1, 2023. Julie sent the flyer out to the CoC. MCA and CHN will be going to the Warming Shelter to screen and provide resources to individuals.</p> <p>Next week is the Safe Haven event at Trinity Lutheran Church on November 14 from 11am – 3pm. There will be food, clothing, housing resources, and more.</p>	
9. New Business	<ul style="list-style-type: none"> <li>a. Board Nominations- Terms expiring- Heather VanDenburg, Lisa Chapman, Megan Vinyard, Randy Dudley, Sharman Davenport, Rev. Kelly Cooper. Please give notice if you wish to continue terms. Sharman Davenport, Megan Vinyard, are interested in continuing on the Board.</li> <li>b. Voting will take place at the January Membership meeting.</li> </ul> <p>Board Nominations coming up. Reverend Cooper has expressed not wanting to continue on the Board. Also, should consider looking for an individual with lived experience to join the Board, current member is unavailable due to other obligations. Julie has a contact with lived experience who may be interested in joining. Discussion held on compensation for persons with lived expertise and that will be something Julie explores through the CoC Planning Grant.</p> <p>Election process- Board VP Call for nominations at least 31 days prior to the Jan. Meeting - this will be done at the November Membership meeting; A list of nominees shall be communicated to the membership fifteen (15) days before the January meeting. Feel free to make suggestions if you know of other individuals in other sectors that will be good for the Board. Julie will reach out to the individual with lived experience to see if they want to join the Board.</p>	
1. Standing Committee Updates	<ul style="list-style-type: none"> <li>a. <b>Point-in-Time Committee</b> Set a date of Wednesday, January 24, 2023. Holding a backup date if the weather is poor. Email was sent to the membership with a volunteer request. Working on a flyer. We are collecting donations to put in the bags to hand out to individuals. We need volunteers to help with the PIT count, there is a form online to complete. HUD has a webinar on updates on 2024.</li> <li>b. <b>Coordinated Entry Systems Committee</b> Meeting held on 10/26/23. Kristin did send out a final draft of the Policies and Procedures for the Board to review. If you have feedback, email Kristin DeFranco. Once approved by the Board, it will be added to the CoC website. It will be a living document that can be updated.</li> </ul>	<p>Lisa moved to accept CE P&amp;P, Connie seconded. All those in favor. No opposed.</p>

	<p><b>c. Grant Ranking &amp; Compliance Committee</b> Cecilia Gaglio will bring sign-up sheets for the committees to the CoC Membership meeting to look for sign-ups. Housing First Compliance Review process. Cecilia will help keep these schedules on track. More information to come.</p> <p><b>d. HMIS and Data Quality</b> Staffing changes at CHN. Will ask at CoC Membership meeting tomorrow for members and Chair.</p> <p><b>e. Awareness and Advocacy Committee - need a chair.</b> Safe Haven event will be occurring on November 14, 2023. Please encourage individuals to attend if they are looking for resources.</p> <p><b>f. Mainstream Resources Committee</b> Speaker lined up for 11/08 at CoC Membership meeting. HUD likes to see updates on mainstream resources.</p> <p><b>g. Landlord Engagement Committee</b> No updates. On hiatus right now. MCA will hire AmeriCorps staff to do landlord engagement.</p> <p><b>h. Equity- COC equity results team- CERT</b> No updates. Would like to continue meeting. Will advertise meeting at CoC Membership meeting. This committee meeting will make sure there are best practices in mind and there are no unintentional discrimination in our policies and procedures.</p>	
2. Announcement, Policy updates	<p>Homeless Awareness Month is in November. MCAH has resources on the website of awareness, events, and promotional content available for use.</p> <p>Cecilia has been posting updates to CoC Macomb website. She will continue to update the site. <a href="https://www.macombcoc.org/">https://www.macombcoc.org/</a> . Point in Time Count event and Safe Haven event are currently posted.</p> <p>Monisha Scott reported that the VA hired new coordinated entry staff - this person will be working in Macomb, though Monisha will still continue on Macomb CoC Board.</p>	
3. Close	Connie moved to close the meeting. Second by Monisha Scott. All approved. 3:18pm	Motion approved.
4. Next Meeting	Next CoC Board meeting is <b>Tuesday, December 5, 2023 at 2pm</b>	

Respectfully submitted by Cecilia Gaglio