



Administrative and Finance Committee

Current date: 01/12/24

Next meeting: 1/19/24

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Susila Jones, Tehani El-Ghusein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez, Shida McCormick

Public: Amy Copeland, DMH

1/12/24 Agenda

1. Call to Order
2. Approve minutes from 11.17.23
3. Old Business:
 - a. Monitoring Update
 - b. Program Standards
 - c. Vacant Position
4. New Business:
 - d. Internal Program Transfers
 - e. Housing and Healthcare
 - a. Application Feedback
5. Next Meeting: 1/19/24
6. Adjournment

01/12/24 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:01am.
Approve minutes	HBG	Lynn moved to approve the minutes as presented. Alli seconded, and the minutes were approved.
Old Business: Monitoring Update	HBG	<p>Marqueia shared that GKCCEH staff is reviewing the existing monitoring process and Scorecards. Staff are considering significant changes to the scorecard and will present it at the first meeting in February.</p> <p>Tehani shared that the CEGC has asked that Move-on be incorporated into the scorecard process. She shared her personal notes from the CEGC retreat in December 2023 showing how little movement there is on the existing PSH vouchers in our CoC. Presently there are 1032 HH on PSH:</p> <ul style="list-style-type: none"> ● 481 of whom have been on the program for over 5 years. <ul style="list-style-type: none"> ○ Those > 5 years, average length of stay is 4000 days (10+ years) ● Overall, the average length of stay in a PSH program is approximately 6 yrs

		<ul style="list-style-type: none"> ● This reality relates to 604's ranking as the CoC with the highest % of individuals experiencing chronically homeless who are unsheltered. <p>Amber shared that she and Simon (board chair) have been meeting with leadership at the Kansas City Housing Authority.</p> <ul style="list-style-type: none"> ● KCHA has expressed openness in having all PSH programs sign MOUs to access move-on vouchers. ● Amber and Simon setting up a meeting with all PSH programs. Becky asked to be invited to represent Balance of State (KCMO Northland) and Amber agreed. <p>Shida expressed how not having a policy in place limits ability to implement and enforce standards. She asked how we go about establishing a policy? where it lives so that it lives beyond the discussion?</p> <ul style="list-style-type: none"> ● Need a Community Standard for there to be tangible action steps. <ul style="list-style-type: none"> ○ Likely a shared task among Admin and CEGC and Data committees ○ Ensure equity is a part of this standard (applied to PSH, not RRH) ○ What is the national average? ○ What does "permanent" mean? ● Recommend not including it as part of the scorecard but rather noting that it is coming. <p>Other committee members echoed Shida's perspective -</p> <ul style="list-style-type: none"> ● Want workgroups to be productive. Committees and workgroups seem to fizzle out. How develop, keep up, ensure full implementation and record-keeping. ● What's the purpose of the workgroups? Who leads? <ul style="list-style-type: none"> ○ Reliance is high on GKCEEH staff. ○ Marqueia observes a power differentials <ul style="list-style-type: none"> ■ Originally a couple of ppl ran the show. Seems to have left an imprint today. ■ Management and leadership crisis in community - middle managers have lots to do without a lot of support. ■ Leaders/power persons not involved ● How distribute this information that comes from meetings? And for communication to be cohesive? ● Policy development must include a concurrent implementation plan and accountability/monitoring process, so GKCEEH staff know how and programs know what and when. ● Different staff talk to different people and little crossover among committees and industries (youth, adult literal homelessness, McKinney-Vento) <ul style="list-style-type: none"> ○ Different knowledge bases - really hard to get up to speed when not a housing provider, even though working with those who are homeless (different lingo) ● Onboarding improvement may help. ● HBG willing to work on it; Lynn too. Shida and Amber also offered. ● HBG and Tehani will work on convening cross-committee conversations. ● Recommendation for Membership mtg restructure so each member on committee(s) rotate sharing (so different ppl, forces there to be a role; pay attention at meeting so can present)
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Old Business: Program Standards	Becky, John, Lynn	<p>Status check in? Met once, while other meetings were canceled. Krysten Olson volunteered to draft policies for RRH, PSH, and one more. She has drafted 2 of the 3. Evy Duffy and Amber Bauer agreed to draft the CM standards, after RRH/PSH standards are done Admin subcommittee members have not seen drafts. Amber will ask Krysten to share a status update with subcommittee members. Krysten, Evy, and Amber have committed to draft and present to Admin Committee by 3/1. To be reviewed at March 3 meeting.</p>
Old Business: Vacant Position	HBG	<p>John will do an intro between Paris and HBG today. Paris is working part-time in the office at Drumm Farm and is involved in YHDP. HBG will follow-up.</p>
Old Business: Internal Program Transfers	HBG	<p>Drafted last May. What are next steps? HBG will reshare, along with timeline of past work on it, to review prior to next meeting, at which time next steps will be determined. Review in advance.</p>
Old Business: Housing and Healthcare	HBG	<p>Next meeting scheduled for later this month.</p>
New Business: Application Feedback	Marqueia	<p>Plan to distribute feedback to applicants. Reviewers took copious notes: <ol style="list-style-type: none"> 1) Thematic - How successful applications were, pain points, some technical feedback. 2) Individual applicant - Detailed, specific info about each application. Recommend providing this info to applicants along with the Admin Committee's own debrief of the local NOFO process (outside of the HUD feedback that we will get): <ul style="list-style-type: none"> ● Internal timeline ● Collaborative application and getting that completed (technical/tool as well as how successful we believe our responses addressed the questions) ● Local app - question quality ● ZoomGrants platform - staff setup, user experience, reviewers' experience ● Be lovely that we are in NOFO season at beginning in year. ● Did not have enough new applications that met threshold to fund new. How address this to prepare for 2024 competition (educate, promote, recruit. Marqueia sees this as a staff role.) ● Tehani shared, similarly, that traditional DV programs are reaching their capacities to ask for more funding so also recommend planning for how to ensure there are enough applicants for DV Bonus, if still offered. Ideally also include updated score card info/plans. Offer office hours to applicants to ask questions / offer feedback; offer 1:1 with agencies if requested. These questions may provide insight to prep for annual to-be-scheduled training for funded agencies. Committee members shared differing opinions on progress being made by the committee. While recognizing strengths of now having the YHDP and growth of</p>

		<p>GKCCEH staff, also see areas for growth, so not starting from scratch annually and setting smaller, more tangible goals. Challenged by desire to make big changes, without completely disrupting the existing work; bringing others to the work so shared responsibility; middle managers with responsibility but not broad authority.</p> <p>Where do we go from here?</p> <ul style="list-style-type: none"> ● Set on next week's agenda. Start with discussing this next week's meeting. ● Maybe divide and conquer, with subcommittees/small groups <ul style="list-style-type: none"> ○ debriefing and reporting back for larger group to react to. ○ Accomplish TBD smaller, tangible aims. <p>Surprising that HUD has released the 2024 competition registration but awards have yet to be announced. Had anticipated them earlier as HUD had reached out in late Nov/Early Dec reached out for some info related to the certification of consistency with consolidated plan (an attachment to the consolidated application).</p>
Public Comment	HBG	Consensus to add topic to the agenda. No public comment.
YHDP Update	John	<p>Consensus to add topic to the agenda.</p> <p>Mid-December kickoff session had 40-50 attendees. The training portion was delayed due to trainer illness - topic: authentic youth engagement. Will be rescheduled.</p> <p>1/16: Virtual input session on Mission, Vision, and Guiding Principles</p> <p>1/30-1/31/2024: 2-day planning session at Drumm Farm for all folks interested in establishing the community plan that will drive the YHDP process/system modeling (gaps analysis to define needed projects), priorities, how funds will be used, expectations for projects (# units, pay, service levels), equity, local YHDP NOFO process. TA providers also attending.</p> <p>Intensive TA also awarded. Meeting regularly with area McKinney Vento staff and the overlap with housing.</p> <p>March 20, 2024 - Community Plan will be submitted to HUD.</p> <p>HMIS committee meeting looking at data and part of plan.</p> <p>Youth 4 change continues to be a part of this.</p> <ul style="list-style-type: none"> ● YAB - board members elected. 25-30 members. Core group (smaller) coming to YHDP. <p>Contact Amber or Kaylee with questions</p>
Next Meeting	HBG	1/19/24
Adjournment	HBG	Alli moved to adjourn. Becky seconded and the motion passed. The meeting ended at 10:26am.

Recorded and submitted by: Tehani El-Ghussein