



**Lenawee CoC Executive Committee Meeting
October 17, 2022 @ 10:00am – via Zoom
Minutes**

In Attendance: Madeline DeMarco, Lynne Punnett, Laura Pipis, Claudia Annoni, Clint Brugger, Chris Howard, Kelly Castleberry, Jill Hicks

NOFO to address unsheltered and rural homelessness

Kelly shared the letter of intent and budget that has been put together for this grant opportunity. The budget includes 2 crisis response peers, a case manager, and then support for capacity building and HMIS. Lynne suggested to include the budget in the letter of intent. Kelly clarified that “admin” is not an eligible expense for this grant; Housing Help will need to cover the admin expenses from their regular budget. Our best guess is that funding from this grant, should we be awarded it, will begin in January. Clint emphasized that the healthcare cost-savings resulting from this process would be important to share with the full CoC.

We completed the ranking tool for this proposal. Housing Help received (-1) point.

Clint made a motion to recommend this grant application to the full CoC as presented. Laura supported the motion. The motion carries. Claudia and Lynne abstained from the vote.

Thank you, Kelly, for all of the time and effort you've put into this grant opportunity!

Please submit a letter of support from your agency for participating in outreach and resource planning as outlined in the letter of intent by the end of the day on Tuesday.

Laura will come up with a template letter of intent.

CoC Retreat Planning

The retreat will be at the United Way office (in Adrian at the Gallery of Shops) on October 31st from 9:00am – 3:00pm. Pizza and water will be provided by the United Way. Kelly will pick-up donuts. Claudia will bring tea. We are requesting that folks RSVP by Friday, October 28th.

Agenda items we have previously discussed include:

- Maintaining member engagement in the CoC.
- Up-to-date workgroups.
- Clarifying expectations around workgroup participation, leadership, and accountability.

Additional ideas include:

- Detailing why each member is part of the CoC and how each member contributes to the CoC and its goal of ending homelessness.
- Defining how we will make decisions at the retreat.
- Sharing information about what the CoC is and what it does. This can also serve as new member orientation to the CoC.

The schedule for the retreat is:

1. Welcome and introductions (Claudia)
2. CoC new member orientation + introduction of Advocacy Toolkit (Clint) – 30 mins
3. CERT highlights and importance of equity lens (from CERT co-chairs)
4. Ice breaker lunch
5. Data + coordinated entry – 30 mins
6. The future of the CoC: Planning for the future, re: Membership and resources (Kelly) – 1 hour
 - a. Input on workgroups
7. Closing + next steps (Claudia)

Retreat materials we will need include:

- Laptop and projector (CAA)
- Pizza, salad, and water (United Way)
- Tea (Housing Help)
- Flipcharts
- Raffle basket for dinner!
- Music + speaker (United Way)