



Meeting Minutes

Date: 9/6/2023
 Time: 10:00 – 11:30 am
 Location: Virtual

To become a more trauma-informed and resilient community where:
 Everyone has what they need to be well.
 Everyone understands trauma and its impact.
 Everyone has what they need to support themselves and each other.

Members Present		
Cradle to Career		
<input type="checkbox"/> Tim Kelly	<input checked="" type="checkbox"/> Kelly McNicol	
Lenawee Essential Needs Council		
<input checked="" type="checkbox"/> Linda Needham	<input checked="" type="checkbox"/> De'Angelo Boone	<input checked="" type="checkbox"/> Laura Schultz-Pipis
<input checked="" type="checkbox"/> Vickie Pfeifer	<input checked="" type="checkbox"/> Lisa Millyard	
Lenawee Financial Stability Coalition		
<input checked="" type="checkbox"/> Clint Brugger	<input checked="" type="checkbox"/> Ashley Vandenbusche	<input checked="" type="checkbox"/> Angie Shepherd
Lenawee Health Network		
<input checked="" type="checkbox"/> Frank Nagle	<input checked="" type="checkbox"/> Monica Hunt	
OneLenawee		
<input checked="" type="checkbox"/> Chris Miller	<input type="checkbox"/> Bronna Kahle	<input checked="" type="checkbox"/> Paula Trentman
Backbone		
<input checked="" type="checkbox"/> Kathryn Szewczuk	<input checked="" type="checkbox"/> Jackie Bradley	<input checked="" type="checkbox"/> Brooke Habay

Check In

Review Shared Purpose:

Our Common Agenda is to become a more trauma-informed and resilient community where:

- Everyone has what they need to be well.
- Everyone understands trauma and its impact.
- Everyone has what they need to support themselves and each other.

Create the Agenda Pool:

Topic	What is the purpose of the topic?	What do we need to achieve that purpose?	Do we have what we need?
August Minutes	Agree on an accurate record of a previous meeting	Quorum	Yes
Action Planning	Develop workgroup specific strategies around the Temperature Check	Time	Yes
CoC Complaint Process	Create a mediation process for when complaints are referred from the CoC	Time	Yes
Commitment Check-In	Update members on commitments, request support, discuss next steps, etc.	A commitment to talk about	No
Transportation Survey	Inform members & solicit ideas	Time	Yes
Housing	Discuss the need for local advocacy as housing activity picks up	Time	Yes

Rank the Agenda Pool:

If we have what we need to achieve the purpose of the topic, it moves into the Agenda Pool. Each member ranked topics in the Agenda Pool from Most Important (1) to Least Important (5) that we talk about today.

Build relationships:

Discussion Prompt – From this summer, what is one thing you are glad you did and one thing you would not want to do again?

Review Today’s Agenda:

1. CoC Complaint Process (Ranking: 31)
2. Transportation Survey (Ranking: 39)
3. Action Planning (Ranking: 41)
4. August Minutes (Ranking: 43)
5. Housing Advocacy (Ranking: 43)

Discuss Agenda Topics:

1. CoC Complaint Process

What is the current situation?

The Continuum of Care (CoC) oversees grants from HUD and has a process for reviewing and ranking letters of interest. They recently went through this process for the Emergency Solutions Grant (ESG). The CoC Executive Committee received a complaint about how that process was handled. That complaint has been resolved. The CoC By-Laws say that any complaint that isn't resolved by the Executive Committee is referred to the Core. Lenawee Essential Needs Council is aware of this situation, but hasn't specifically discussed the process or proposed changes.

What would a good process be like for the Core to follow?

- Impartial and fair to all parties
- Legally appropriate
- Helps everyone feel heard
- Focused on the facts
- Applicable to any workgroup, not just the CoC
- Result in a resolution that the parties agree to

What actions would create that "good process"?

- Exclude CoC Executive Committee members
- Hold a formal "getting the facts" meeting with each party (complainant, Exec Committee, etc.)
- Receive documents from the CoC's process
- Document our own process & decisions
- Use our existing consensus decision-making process
- Create a pool of potential third party mediators we could call on as appropriate

What would we need to take those actions?

- A sub-committee to draft a formal, written process

What are our next steps?

- Jackie will start coordinating a Complaint Process sub-committee with Chris, Clint, and Ashley

2. Transportation Survey

What is the current situation?

The Transportation Task Force is going to be doing strategic planning soon and their first step is to collect local data. They have created several surveys targeting different populations (community members, people seeking Non-Emergency Medical Transport, seniors, etc.). The base survey will be about 6 questions, some populations will have a few more than that. It will be available both online and on paper. They are looking to start distributing the survey in October and continue through the end of the year.

Proposal: All Workgroup Representatives will take the Transportation Survey to their Work Group in October and discuss how to help with distribution.

Agree	Reservations	Stand Aside	Block
14	0	1	0

The proposal passed, as presented.

What are our next steps?

- Clint will send the Transportation survey to all Core Members.
- All Workgroup Representatives will take the Transportation Survey to their Work Group in October and discuss how to help with distribution.

3. Action Planning

What has happened since we last checked in on this?

Hunger Free Lenawee and Lenawee Health Network have received enough responses to begin planning strategies.

What did we learn?

A good first strategy would be to offer more foundational trainings.

- Good trainings would be –
 - bite-sized
 - offered where people already are
 - relevant to the participants
 - action oriented
 - evaluative
 - in the right space (interactive, safe, etc.)
 - consistent across workgroups

What are our next steps?

- We will continue this conversation next time it comes up on our agenda.

4. August Minutes

Proposal: Approve the August meeting minutes, as written.

There were no objections to the proposal, therefore the minutes are approved.

What are our next steps?

- Jackie will post the approved minutes on the Core website.
- Jackie will move reviewing the minutes out of the Waiting Pool for future meetings and into the Check-In.

5. Housing Advocacy

We did not have time for this agenda item.

Check Out

Start the Waiting Pool:

Topic	What is the purpose of the topic?	What do we need to achieve that purpose?	Do we have what we need?
Action Planning	Develop workgroup specific strategies around the Temperature Check	Time	Yes

Topic	What is the purpose of the topic?	What do we need to achieve that purpose?	Do we have what we need?
Commitment Check-In	Update members on commitments, request support, discuss next steps, etc. <ul style="list-style-type: none"> • CoC Complaint Process • Transportation Survey 	A commitment to talk about	No
Housing	Discuss the need for local advocacy as housing activity picks up	Time	Yes

Review Commitments:

New Commitments

- Jackie will send the Temperature Check to Clint, Ashley, & Angie
- Jackie will start coordinating a Complaint Process sub-committee with Chris, Clint, and Ashley
- Clint will send the Transportation survey to all Core Members.
- All Workgroup Representatives will take the Transportation Survey to their Work Group in October and discuss how to help with distribution.
- Jackie will post the approved minutes on the Core website.
- Jackie will move reviewing the minutes out of the Waiting Pool for future meetings and into the Check-In.

Fulfilled Commitments:

- Vickie will check-in with the current LENC Representatives to see if they still want to participate.
- Frank will invite new representatives from the Lenawee Health Network leadership team.
- Tim will start sending the Cradle to Career meeting minutes to LenaweeCollectiveImpact@gmail.com
- We will use the new agenda format in September.

Ongoing Commitments

- Jackie will create a proposal for orienting new members to the Core.
- We will go through the orientation together and complete the Membership Agreements at our November meeting.
- Chris will bring an update from OneLenawee's discussion about how the Core fits with their current mission.
- Clint, Ashley, and Angie will bring an update on LFSC's temperature check in November.
- Jackie will present the new agenda format the Lenawee Human Services Collaborative & explain that anyone can suggest agenda items for us.
- Everyone will continue to present the principles of trauma-informed care at their workgroup meetings.