**MCOC Steering Committee**

November 7, 2016 10:00-12:00

By Phone [(866)-316-1519](tel:%28877%29%20455-0244) and the participant code is:[9284](tel:207.557.5030) 295#.

Attendees: Steve Ellis, Chet Barnes, Vickey Rand, Melody Fitch, Ginny Dill, Mike Mooney, Gail Garrow, Donna Kelley, Awa Conteh, Paula Paladino, Phil Allen

1. **Introductions & Overview**

Each member introduced themselves.

1. **Approve Meeting Minutes**

Melody moved to accept the minutes from 10.03.16, which was seconded by Mike. No discussion. No one opposed. Passed unanimously.

1. **AHAR Update**

Paula explained this year’s process with the changes in reporting, was very time intensive. Draft data was submitted on 10/31. She will be working this week with HUD TA to perform data clean up. Paula will provide update to full MCOC at meeting on 11/17. Final data will be ready to submit to HUD by December deadline. Moving forward, Paula will create a process guide and believes the changes are positive overall.

1. **MCOC Agenda 11/17/16**: MAHC Annual Conference is scheduled for this day also, so many members may not be in attendance for MCOC meeting

Big Thinking topic – will not appear on the agenda for the 17th due to anticipated small attendance.

Standing agenda items and committee updates

HMIS Governance Ad hoc committee update

Rural Youth Peer Network update

AHAR update

PIT Count/Outreach Leads update

MCOC Monitoring and Evaluation Form

1. **HMIS Governance Ad Hoc Committee**

Both COCs have selected the four members who will attend the joint meeting. An update will be provided at next full MCOC meeting.

1. **Other business**

When discussing possible Big Thinking topics, Mike raised the issue of MCOC committee structures and staffing of the committees. Currently there is not a good balance of membership across the standing committees. Some members serve on several; others have not chosen a committee. And the COC has added new committees. This is work that requires a commitment of time, which presents hardships.

Members acknowledge we have many areas of discussion which are best addressed at a gathering. We decided to hold a Steering Committee retreat/special meeting on 12/15 at from 9am to 1pm, to be held at MaineHousing Conference Room. We will firm up agenda for this meeting at next Steering meeting, on 12/5. Possible agenda items: MCOC Committees and structures; Roles and function between COC and collaborative applicant; issues for consideration in possible merger.

**Next Steering Meeting is December 5, 2016**

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**Next Full MCOC Meeting is November 17, 1:00-3:00.**

Motion to adjourn.