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| Responsible Entity/Person | Information to be shared | Responsibility  | Timing of Communication  |
| SMAC Executive Committee | 1. Updates on all operating committees under SMAC Governing Board and SMAC Board work
2. Projection information about what will be discussed at the SMAC Governing Board meeting the upcoming month
 |  | Communication from the Executive Committee will come out the 1st Friday of every month |
| SMAC Governing Board Representatives(1 identified person for each Local Homeless Planning Group) | Written, bulleted updates from local groups to the SMAC Governing Board | Options: * Attend local meeting and check in with other meeting attendees for what should be shared with SMAC
* Connect with the local chair or county representative to get the update
 | If unable to attend local meeting, reach out Friday following the local meeting to get the relevant updates Send written update to Abby 1st Friday of the month |
| Local Homeless Planning Groups | Updates on local work and activities | Get information to their Governing Board rep |  |
| CoC Coordinator | 1. Minutes from the Governing Board and all Committees will be posted on the SMAC website and accessible for all stakeholders
2. Collect local updates from SMAC Governing Board reps and include them in the Governing Board packet
 | 1. Ensure minutes are posted to the SMAC website
2. Put together communication from Executive Committee and send to local chairs and county staff
 | 1. Maximum one week following the Governing Board or respective committee meeting
2. Send local updates with SMAC Governing Board packet 1st Friday of the month
3. Communication from the Executive Committee will come out the 1st Friday of every month
 |

Expectation for ALL SMAC Governing Board members –

* Must develop a connection with each local community that you report to represent. This could include:
	+ Attending local meetings monthly
	+ Getting on to the local meeting distribution list and reading meeting minutes each month
	+ Building a relationship with the local chair and/or county staff lead and connect monthly for relevant updates

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| Group  | Updates  | Upcoming work/agenda items | Decision Points |
| SMAC Governing Board |  |  |  |
| Coordinated Entry Committee |  |  |  |
| Directors Council |  |  |  |
| Operations Committee |  |  |  |
| Project Monitoring and Evaluation |  |  |  |
| SPARC |  |  |  |

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| Local Group | Updates | Upcoming work/agenda items | Decision Points |
| Anoka (Heading Home Anoka) |  |  |  |
| Dakota (Affordable Housing Coalition) |  |  |  |
| Carver/Scott (Heading Home Scott-Carver) |  |  |  |
| Washington (Heading Home Washington) |  |  |  |