



STEERING COMMITTEE MEETING MINUTES

March 17, 2016

8:30-10:30am

| | | | |
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| Facilitator: | Karen Tjapkes | | |
| Meeting Attendees: | <p>Julie Clossen (Arbor Circle), Tom Cottrell (YWCA), Lauren Van Keulen (3:11 Youth Housing), Beverly Ryskamp (Network 180), Jeffrey King (Community Rebuilders), Lisa Cruden (Family Promise), Kwan McEwen (GR Urban League), Christina Soulard (Salvation Army), Hattie Tinney (GR Housing Commission), Erin Crison (Well House), John Wynbeek (Genesis), Denny Sturtevant (Dwelling Place), Laurie Craft (GR Community Foundation), Karen Tjapkes (Legal Aid), Matthew Van Zetten (Kent County), Deborah Armstrong (ICCF), Erin Banchoff (City of Grand Rapids), Shannon Bass (Community Member)</p> <p>Also Present: Cheryl Schuch (Family Promise), Wende Randall (ENTF), Deanna Rolffs (ICCF), Jesica Vail (CoC Staff), Bree Butler (CoC Staff)</p> <p>Not Present: Rebecca Rynbrandt (City of Wyoming), Yvonne Jackson (Prison Re-Entry)</p> | | |
| Time Convened: | 8:35 am | Time Adjourned: | 10:20 am |

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|--|----------------------------------|--------------------------|-----------|
| Approval of Minutes | | February 17, 2017 | |
| Motion by: | Beverly | Support from: | Tom |
| Discussion | None | | |
| Amendments | None | | |
| Conclusion | Motion Passed – Minutes Approved | | |
| Approval of Agenda | | March 17, 2017 | |
| Motion by: | Tom | Support from: | Christina |
| Discussion | None | | |
| Amendments | None | | |
| Conclusion | Motion Passed – Agenda Approved | | |
| Approval of Consent Agenda | | March 17, 2017 | |
| Motion by: | Erin Banchoff | Support from: | Laurie |
| Item Pulled from Consent Agenda | | Jesica Vail | |
| Discussion | | | |
| <p>More information was requested on a Staff Report item regarding staff meeting with legislators and a reference to legislation Representative Brann is drafting with Family Promise. The drafted legislation would allow landlords a tax credit if they are reducing rent in a partnership with a 501(c)3 organization that is rehousing a person or family who had been homeless.</p> | | | |
| Petitions and Communications: | | Christina Soulard | |
| Family Shelter Updates | | | |
| Discussion | | | |
| <p>Christina gave an overview of the family shelter waitlist and Emergency Shelter Program (ESP) expenditures. HAP staff worked to contact each family on the list and were able to greatly reduce the</p> | | | |



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number of families on the waitlist. Families that were removed can be re-added if they contact Housing Assessment Program (HAP) seeking shelter again.
The month of February had 35 shelter requests and 28 are currently on the waiting list.

Petitions and Communications: IKUS Housing Development Request

Jesica Vail

Discussion

Denny abstained from the following conversation by leaving the room due to potential conflicts of interests.

IKUS is working with a developer to build 42 Units dedicated to people with disabilities. 13 out of the 42 units would be reserved for homeless applicants.

As with all agencies seeking a letter of support, IKUS would need to meet with the CoC or convene a meeting with the CoC.

Currently it seems IKUS needs the letter of support for an application date of April but if running late for this time of year they are able to apply once again in October.

The developer would need to contact CoC at this point in order to move forward.

In order to get a letter of support from the CoC every agency must follow the same, clearly outlined, process.

With no exceptions for anyone, the QAP process of MSHDA needs to be followed.

Since it appears that this project is in its phase 1 or phase 2, hitting the tax credit limit could be a future concern.

MOTION to decline a letter of support was made by Christina and supported by Laurie. Tom abstained from the vote and Denny was not present. All in favor, motion passed.

| Action Items | Person Responsible | Deadline |
|-------------------------|--------------------|----------|
| Notify IKUS of decision | Jesica | |

Data Quality Semi-Annual Report

Jim Talen

Discussion

Overall, the CoC's data quality is good.

There have been updates and changes to the HMIS system. These changes have been positive improvements.

Veterans Initiative Progress

Jesica Vail

Discussion

Anna Diaz from Community Rebuilders and Tiyanna from Veterans Affairs presented at executive about Veteran Homelessness and how functional zero was achieved.

The assessment document used by the veteran homelessness committee to assess local progress was provided to Steering to review.

"Functional Zero" means that as new homeless Veterans show up they are able to receive housing resources and services within 90 days.

Because our community has reached functional zero we are now able to submit a report to USICH for confirmation of our work.

There was a discussion about how the news and information about reaching functional zero is shared with the public. We should be careful about our language to the public around using wordage like "ending homelessness" or "zero homelessness", to not convey any unrealistic messages.



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| <p>The criteria being used in the report focuses on the ability to aid any veteran and offer services immediately once a veteran presents themselves as homeless.</p> <p>MOTION for approval to sign a form to submit the report to USICH. The form is a VA approved form that every pertinent agency signs. All in favor, motion by Laurie with support from Beverly, form will be signed by Karen Tjapkes.</p> | | |
| <p>Conclusions</p> | | |
| <p>It was generally acknowledged by the committee that it will take continued effort to maintain “functional zero” and prevent the number of homeless veterans from climbing again.</p> | | |
| <p>Action Items</p> | | <p>Person Responsible</p> |
| <p>Paperwork</p> | | <p>Karen</p> |
| | | <p>Deadline</p> |
| | | <p>Completed at Meeting</p> |
| <p>Strategic Plan: Steering Section Review</p> | | <p>Jesica Vail</p> |
| <p>Discussion</p> | | |
| <p>Staff reviewed a few key items on the Strategic Plan that are under the purview of Steering Council to complete. The most pressing items at this time are to develop Service Standards for permanent supportive housing (PSH) and prevention. The CoC already has up to date completed service standards for rapid re-housing. The work may be best achieved by having a draft from other existing standards that a group of providers can react to. Denny and John offered to look into existing documentation.</p> <p>The purpose of having standards in place is a requirement for the CoC by HUD (McKinney Vento) it can also be a helpful to have a set of guidelines for the development of new projects and in reviewing existing projects.</p> <p>There is some concern that standards can end up being more restrictive than helpful, would like to avoid using language that can prove to be restrictive.</p> <p>Staff will build two small work groups and find outside sources of information that can be adapted or used as reference to build new outlines. These two work groups can work concurrently, separately from each other.</p> <p>Going forward, we need to be aware that both groups will have different needs which will need to be addressed differently.</p> <p>The overall goal is to ensure a commonality between the standards set out for these two groups. Both workgroups can look at non-CoC groups that are already doing work in those areas which could provide valuable outside insight.</p> <p>DHS representation is fundamental, one suggestion was to reach out to new DHS director.</p> | | |
| <p>Conclusions</p> | | |
| <p>Everyone to think of people that may be good for these small task groups and forward contacts to Jesica</p> <p>The tentative draft deadline is June</p> | | |
| <p>Action Items</p> | | <p>Person Responsible</p> |
| <p>Form 2 small work groups to start building standards</p> | | <p>N/A</p> |
| <p>Bring a list of possible members to next Executive Meeting</p> | | <p>All</p> |
| <p>Drafted service standards for PSH and prevention</p> | | <p>Steering</p> |
| | | <p>Deadline</p> |
| | | <p>N/A</p> |
| | | <p>April 10, 2017</p> |
| | | <p>June, 2017</p> |



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| HUD CoC Program Competition Funding Debrief Information | Jesica Vail |
| Discussion | |
| <p>Looked at areas on last year's HUD application where a large change occurred in scoring or the score went from being a strong point to a weak one and asked for feedback from the HUD representative in the field.</p> <p>Not able to get any information about application scoring from contact, but going forward, effort towards improving HUD score will continue.</p> <p>One example of a scoring discrepancy is where we were at 100% for bed coverage but received a 0 score.</p> <p>The next step to find answers to these significant questions is to go to HUD who can point us to the right people to ask. If that doesn't work then keep going higher up to find solutions because we would like answers before we complete the next application process.</p> | |
| Conclusions | |
| <p>Reach out to HUD for feedback on the report to see if they can give an answer that more clearly explains the scores.</p> <p>In the meantime, go back and review what the criteria for each scoring point is exactly within the NOFA.</p> | |
| CoC Program Desk Monitoring | Jesica Vail |
| Discussion | |
| <p>A requirement of receiving HUD funding is a monitoring process of the CoC. This year we are adding a mid-year monitoring process.</p> <p>HUD has already completed most of the work, we just need to pull from that to do our own desk monitoring. It will not be a punitive process, but it is important to be able to with documentation that HUD thresholds are being met.</p> <p>Completing this monitoring also gives us a chance to identify gaps before going into competition rounds.</p> <p>A partial draft has been submitted to Executive, would like to release to agencies soon and give them 5-6 weeks to complete the report.</p> <p>If any project has had HUD monitoring within the past year then mid-year monitoring would not be required until the following year.</p> <p>In future years, the monitoring will take place in Jan/Feb.</p> | |
| Arbor Circle Update | Julie Cnossen |
| Discussion | |
| <p>Discussion started with the introduction Arbor Circle's "Safe Impact" publication currently in circulation and available in PDF.</p> <p>Two and a half years ago Arbor Circle started to have conversations about LBGQT Youth and their needs, the publication is a result of the intensive research that centered around this issue.</p> <p>Arbor Circle had numbers of youth identifying as LBGQT lower than the national average so they went to community partners to learn how to do things differently to better assess the need locally.</p> | |



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Arbor Circle is hopeful that the handout they have built is helpful to other agencies. It is a snapshot of their extensive research and interviews with the LGBTQ community. It is a look at the landscape of support for LGBTQ youth in the Greater Grand Rapids Area.

There is a lot of interest amongst Grand Rapids agencies to learn more about this issue. Arbor Circle is currently pursuing further avenues to help LGBTQ youth in need, including working with the True Colors organization.

Please note that all pertinent findings about the LGBTQ community have been shared with HUD.

Conclusions

PDF will be emailed to Bree to send out with the Minutes.

Other Matters by Steering Committee Members

Discussion

During an update about diversion work, it was shared that a proposal would be able to be submitted to the Community Foundation. Currently moving forward with the work and fine tuning details.

Discussion amongst Steering Committee needs to happen about local impacts from budget cuts.

This issue is starting to feel urgent and there is concern about how to present current information to the public about the impending hit to the budget, especially that of Kent County.

Would like to see information framed around education about the budget issue instead of looking like a political issue or lobbying. One suggestion to aid in this goal is to present the available information as an FYI sheet.

It is felt that the urgency surrounding this issue needs to be made more of a priority.

It should be noted that Housing Commissions will be hit hard because they do yearly renewals.

Matthew Van Zetten will organize a group to pull more information together.

Update to Steering Committee about Data Analysis.

Data Analysis continues to meet monthly. Currently, there is a lot of data and they are working hard to use the data to the best of its ability.

Adjourn

Motion by: John

Support from: Tom