



## STEERING COMMITTEE MEETING MEETING MINUTES

June 16, 2017

8:30 – 10:00 am

Facilitator:	Karen Tjapkes		
Meeting Attendees:	Karen Tjapkes, Shannon Bass, Dennis Sturtevant, Hattie Tinney, Erin Crison, Brandi Sones, Laurie Craft, Jeffrey King, Matthew VanZetten, Erin Banchoff, Tom Cottrell, Beverly Ryskamp, Deborah Armstrong, Julie Cnossen, Kwan McEwen, Christina Soulard  Also Present: Wende Randall, Jim Talen, Jesica Vail, Bree Butler, Deanna Rolffs  Not Present: John Wynbeek, Lauren Van Keulen, Lisa Cruden, Rebecca Rynbrandt		
Time Convened:	8:33	Time Adjourned:	9:58

<b>Approval of Minutes</b>		<b>May 19, 2017</b>	
Motion by:	Dennis	Support from:	Shannon
Discussion	None		
Amendments	Erin Banchoff and Matthew VanZetten need to be added to the list of attendees. Madelaine's workplace should be corrected.		
Conclusion	Motion passed, minutes approved		
<b>Approval of Agenda</b>		<b>June 16, 2017</b>	
Motion by:	Matthew	Support from:	Tom
Discussion	None		
Amendments	Addition of 8a MSHDA ESG		
Conclusion	Motion passed, agenda approved		
<b>Approval of Consent Agenda</b>		<b>June 16, 2017</b>	
Motion by:	Tom	Support from:	Matthew
Discussion	None		
Amendments	None		
Conclusion	Motion passed, consent agenda items approved		
<b>Petitions and Communications</b>			
Discussion			
a. Family Shelter Email Update: Christina Uptick due to school being released but the process is working as designed to address this. No new updates  b. Diversion Update: Christina Had a meeting this week and had a report back of one confirmed additional funder with the possibility of others. There is a training component that is being worked on currently so the start date is now projected for July.			
<b>Updated Developer Support Policy</b>		<b>Jesica</b>	
Discussion			



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Developers present to the CoC to make sure they are meeting MSHDA requirements for their projects and applications for funding. Timelines are being adjusted to ensure there is enough time to complete the project and application process. A note of gratitude to Erin Banchoff for drafting the updated language in the Developer Support Policy.

MOTION to approve policy as drafted made by Dennis, seconded by Hattie, all in favor, motion passes.

### DHHS ESP Update

Karen

#### Discussion

Because of DHHS re-focusing ESP money, funding will be reallocated from the Salvation Army's Housing Assessment Program (HAP) that functions as the community's Housing Assessment and Resource Agency (HARA) resulting in a loss of 23% of funding for the HARA.

Karen, Matthew, Rebecca, Jesica and Connie Bohatch recently had a conference call with Matt Lori. They explained to Mr. Lori the importance of the funding and how replacing the loss of funds from elsewhere would be difficult. The only funds that can be moved around are the HUD CoC Program funds, which is not a desirable solution. The Executive Committee is currently waiting to hear back from Matt Lori. The ESP RFP has been released, which may now constrict flexibility with that funding source. The RFP is only for shelter and motel services and does not cover Domestic Violence survivors or Youth. The amount is \$990,000 which will eventually grow to be about 1.5 million, the region that is covered is 13 counties.

One suggestion may be to develop a public policy group to help the CoC stay ahead of future policy changes and educate the public about the CoC and importance of funding.

#### 8a. MSHDA ESG Funds: Jesica

Typically, in previous years, the Funding Review committee would meet annually and choose where funding should be allocated. Currently, due to MSHDA budgeting requirements there is less decision making in relation to allocating funding from MSHDA. MSHDA sets the baseline percentage of ESG funding that must go to HARA. The CoC can increase the amount of funds year to year but can't decrease it once it's been increased. MSHDA also controls how much funding needs to go to RRH. Between the balance of those percentages there's little left to the CoC's discretion. To cover the gap of funds the loss of ESP money will create, a possible solution would be to petition MSHDA to allow the Kent County CoC to lower the percentage of funds that must go towards RRH so that money can be reallocated to cover the loss of funds to HAP. RRH is already funded through other resources more than most other CoCs in Michigan so this may be a viable option.

It is generally accepted that moving funds in this way is a short-term fix. The Salvation Army is actively looking for options and working on problem solving the loss of funds.

The MSHDA ESG application is due in mid-July before Steering meets again.

#### Conclusions

MOTION to allow Executive to vote on petitioning to move funding from RRH to HARA by Dennis, seconded by Laurie, motion passes. ABSTENTIONS: Christina

### Strategic Plan Progress Report

Jesica

#### Discussion



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Only one target is in the red, this is essentially because it is written in a way that can't be measured. The end of the 3-year strategic plan is in sight, as a result there was discussion around changing aspects of implementing the strategic plan. The original design in the Governance Charter had the System Coordination Committee (SCC) tasked with carrying out the steps in the Strategic Plan. This in practice became staff acting as a liaison between this committee and the work happening in all the others. Those on the SCC had little ability to ensure the work was done, as they weren't connected to many other committees. To increase efficiency, the SCC stopped meeting and the plan was broken up and divided among the committees that had the most relevance to particular areas. Staff recommends that this process is adopted moving forward. Whether the system changes or not, there are some aspects that should stay continually looked at as an entire group, such as funding goals.

Questions/comments:

There is some feeling from members that gaps in coverage should be known by individual groups and if they aren't known then they need to be identified. One suggestion would be to appoint Steering Committee members as chairs for the committees to keep everyone better connected and informed. Regarding this issue, the Executive Committee is currently re-assessing the chairing process.

Conclusions

Health Net to present to Steering would be helpful. Need to start planning how to do the next Strategic Plan, Executive Committee will spearhead the upcoming planning

Action Items	Person Responsible	Deadline
Create a strategic plan group to commence work on the new Strategic Plan.	Executive	August start date

### **Governance Charter Discussion** **Karen**

Discussion

The CoC/ENTF MOU group made updates to the Governance Charter to make it current to reflect the United Way and CoC relationship.

Other changes included adding the CoC requirements and responsibilities from HUD. Additionally, the system coordination committee was changed to the data analysis committee. The committee description needs to be updated, staff recommends that the committee take this up and provide draft language.

On page 10, "Ad Hoc" was added to the title "Workgroups" to reflect current work groups. Following a brief discussion, the committee gave corrections and opinions on the proposed changes. Jesica & Bree to make suggested changes to report and email back out to Steering members for further review.

Conclusion

Vote on proposed governance charter updates at a later meeting

Action Items	Person Responsible	Deadline
Jesica & Bree address changes to report		

### **Other Matters**

Discussion

HMIS: Jim

Discussed HUD report overview, the annual System Performance Measure data that has been submitted to HUD. Data Analysis Committee is examining in more detail.



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Housing Commission Waiting List: The Housing Commission of West MI is opening the housing waiting list and will only be taking applications online. If an applicant does not have access to a computer, they can call and the online application will be filled out for them. The list will close once a total of 5,000 is reached. The waitlist takes between 3-5 years.

Legal Aid Moved: The West MI Legal Aid office has moved to 25 Division Ave S, Grand Rapids, MI two weeks ago. Therefore, if referring clients, please be sure to use the new address.

<b>Adjourn</b>			
Motion by:	Beverly	Support from:	Tom
Conclusion	Motion Passed		