



## STEERING COMMITTEE MEETING MINUTES

August 18, 2017

8:30-10:00am

Facilitator:	Karen Tjapkes		
Meeting Attendees:	Karen Tjapkes, Tom Cotrell, John Wynbeek, Hattie Tinney, Lisa Cruden, Brandi Sones, Erin Banchoff, Christina Soulard, Jeffrey King, Lauren Van Keulen, Beverly Ryskamp, Kwan McEwen, Denny Sturtevant  Also Present: Jeff Dombrowski, Wendy Newman, Karen Dombrowski, David Coates, Tim Hileman, Stephanie Oles, Jesica Vail, Bree Butler, Jim Talen  Not Present: Erin Crison, Shannon Bass, Julie Clossen, Laurie Craft, Deborah Armstrong, Matthew Van Zetten, Rebecca Rynbrandt		
Time Convened:	8:30 am	Time Adjourned:	9:39 am

<b>Approval of Minutes</b>		<b>July 21, 2017</b>	
Motion by:	Tom	Support from:	Christina
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
<b>Approval of Agenda</b>		<b>August 18, 2017</b>	
Motion by:	Matthew	Support from:	Hattie
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
<b>Consent Agenda</b>		<b>August 18, 2017</b>	
Motion by:	Matthew	Support from:	Beverly
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
<b>Public Comment on Agenda Items</b>			
Discussion			
None			
<b>Keeler Flats I &amp; II Presentation</b>		<b>Jeff Dombrowski &amp; Tim Hileman</b>	
Discussion			
<p>A group from Keeler Flats attended the meeting and Jeff began their presentation to Steering in requesting a Letter of Support for their Low Income Housing Tax Credit (LIHTC) application. The Keeler Flats I &amp; II projects are located at 56 North Division and is 173,000 sq. feet in total. The finished building would have 134 units on floors 3-7. The first and second floor will be commercial and retail space, the other floors have a mix of 54 two bedrooms and 78 one bedrooms across the residential floors. It is proposed that all the apartments will be dedicated to affordable housing with 75% of the apartments offered to qualified individuals and families at 60% AMI. The other 25% of apartments will be set aside for individuals with special needs. They are working with The Rapid to ensure that</p>			



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residents receive free bus fare while living at Keeler Flats I & II. The project proposes to be able to pay for bus fares from the savings in energy costs the project is hoping to eliminate from sustainable design, they are projecting to save about ninety thousand a year in utilities. The walk score for Keeler Flats I & II is a 97. The goal is to have a housing solution that blends in community aspects to help individuals feel connected and supported.

The support services for the project were presented by Tim of IKUS. IKUS is connected and providing billable support services through Kent and Ottawa County as well as Reliance and other relationships. IKUS also has reserve funds that can be used to buoy support funds.

They are currently working on a transparent referral process and they plan on meeting with the HARA (HAP) next week to discuss this further. They also met with the HARA last Spring to learn about how the referral process works. Keeler Flats I & II plans on using vouchers and they have been preliminarily approved for Section 8 vouchers. Both phases must happen together, they are dependent on each other so funding must be secured for both at the same time. National Church Residence is the partner for that will be handling property management. They are from Columbus, Ohio and they currently own and operate forty thousand units including PSH units.

MSHDA Representative Stephanie spoke on behalf of Keeler Flats I & II and explained that she has guided Keeler Flats to not be chronically homeless focused or to target the chronic homeless population. Instead she recommended that this housing project be geared towards helping a broader population including those with disabilities. She states that this project will have no shortage of applications without chronic homelessness being specified and that individuals who are eligible for PSH could certainly apply for Keeler Flats housing if they so desired. Keeler Flats will be following this advice and guidance, they plan to go forward accordingly.

One main concern the Steering Committee has is about how the referrals will work and if HARA will be involved. A connection with HARA will prove invaluable in making this project an asset to the community. Because of the importance on this matter, the Steering Committee would like for the letter to state a more explicit commitment to working with HARA in the future. There was discussion over delaying the approval of the support letter until after Keeler Flats I & II meets with the HARA next week and there is clarification about the referral process. It was decided that the letter would be tentatively approved with full approval contingent upon the discussion that occurs between Keeler Flats I & II and HARA. The letter of support would then be updated to reflect this and the necessary signatures on the updated letter will be given assuming full approval is gained.

MOVE to approve letter of support contingent on discussion between Keeler Flats I & II and HARA by Beverly and seconded by Jeffrey; Motion approved.

Abstained from discussion and vote: Denny Sturtevant and Tom Cottrell

Action Items	Person Responsible	Deadline
Letter updated and signatures gained after HARA/Keeler Flats meeting and full Steering approval.		



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Petitions & Communications		
Discussion		
<p>a) Family Shelter Email Update: Christina Recently, there has been a significant uptick in calls. There is a lot of stress for families with children heading back into the school year. HAP has done well managing motel funds and will have funds available through fall. Problems arise when the hotels that contract with HAP fill up due to events and don't have any rooms available. To help solve this problem, HAP Will be partnering with other organizations to ensure other places for individuals to stay when hotels are full.</p> <p>b) Diversion Update: Lisa In about two weeks, final funding amounts should be known. The team will meet again on Wednesday of next week.</p>		
Funding Updates		
Discussion		
<p>MSHDA ESG A budget was sent to executive which was approved via email. Applications were submitted to MSHDA this week. The first two parts of the application are finished and the third, Exhibit 1, is almost completed. There was discussion about the benefit of CoCs across the state communicating their needs to MSHDA as a combined group. In the past, meetings between MSHDA, CoCs, and government entities have been more of information sessions. A coalition of CoCs could help tie everyone together on the same issues and give the group enough strength to present ideas at a state-wide level.</p> <p>DHHS DHHS has notified awardees if they received funding for ESP. A list of awardees has been requested, currently no list is available.</p> <p>HUD The CoC is currently on schedule to complete the application in time. Today at 5 pm is the deadline for local applications to be submitted for a chance at receiving funding. The Funding Review meeting is scheduled for next Thursday, August 24th.</p>		
Action Items	Person Responsible	Deadline
Send out follow up update on Exhibit 1 for MSHDA		
Adjourn		August 18, 2017
Motion by:	Lauren	Support from: John
Next Meeting:	September 15, 2017	
Conclusion	Motion Passed	