



## STEERING COUNCIL MEETING MEETING MINUTES

January 20, 2017

8:30-10:00am

Facilitator:	Rebecca Rynbrandt		
Meeting Attendees:	Rebecca Rynbrandt, Shannon Bass, Tom Cottrell, Karen Tjakpes, Beverly Ryskamp, Lauren VanKuelen, Deborah Armstrong, Lisa Cruden, Denny Sturtevant, Matthew VanZetten, Hattie Tinney, Christina Soulard, Erin Banchoff, Kwan McEwen, Laurie Craft Not Present: John Wynbeek, Jeffrey King, Julie Cnossen, Marla Baldwin, Yvonne Jackson, Also Present: Cheryl Schuch, Nancy Marshall, Erin Crison Staff: Jesica Vail, Jim Talen		
Time Convened:	8:31 am	Time Adjourned:	10:00am

<b>Approval of Agenda</b>			
Motion by:	Erin Banchoff	Support from:	Hattie Tinney
Amendments	Add Item 6B. Youth Demonstration Project, Item 6C. Marla's membership		
Conclusion	With amendment, motion approved.		
<b>Approval of Minutes</b>			
Motion by:	Karen Tjakpes	Support from:	Matthew VanZetten
Amendments	Tom noted that the minutes reflect what he said, although he had forgotten a follow up conversation with John in which the numbers John provided were accurate. He would just like the minutes to reflect that information.		
Conclusion	With amendment, motion approved.		
<b>Public Comment</b>		<b>Rebecca Rynbrandt</b>	
Discussion			
None			
<b>Consent Agenda</b>		<b>Rebecca Rynbrandt</b>	
Motion by:	Tom Cottrell	Support from:	Matthew VanZetten
Amendments			
Conclusion	Motion passed.		
<b>Petitions and Communications</b>		<b>Rebecca Rynbrandt</b>	
Discussion			
<p>a. Christina presented on Shelter demand in past months. On the chart she provided, red is number of requests and is cumulative, blue is new requests, green is shelter placement and purple is motel placement. This information supports Data Analysis conversation that we are seeing more people in the system. The list is being updated as contact is made, would be helpful to find new ways to manage the information. Consensus to keep on agenda as a standing item.</p> <p>b. Community did not receive Youth Demonstration Grant. Nearly all the cities that were awarded were much larger (Austin, Seattle, etc), within Michigan a rural demonstration project award was won by the Greater Grand Traverse Continuum of Care. The efforts going into the application are still considered well worth the time as they have helped lay the foundation for the work going forward.</p>			



## STEERING COUNCIL MEETING MEETING MINUTES

January 20, 2017

8:30-10:00am

c. Marla Baldwin has moved out of the area, has asked to stay on the Data Analysis community. Denny will answer email and Jesica will follow up. It is the practice of the CoC to have members that are members of the local community and unless tied through other work (ex. Lansing policy makers) all should be residents or work within Kent County.

Action Items	Person Responsible	Deadline
Email to Marla	Denny and Jesica	
<b>Conflict of Interest</b>		<b>Jesica Vail</b>
Discussion		
Note that the policy is due to be updated. There were questions in the past of how broadly conflict is to be defined. In some regards, everyone could have a conflict. Past discussions have indicated we should define it more strictly for funding decisions, but less for Steering Council service. This would be in line with practices of other CoCs, if defined too broadly, no one with knowledge of homelessness service would be able to participate.		
Conclusions		
Conflict of Interest Statements will be signed by Steering today under existing policy; and policy will be updated.		
Action Items	Person Responsible	Deadline
Staff will send a new draft out to Steering for approval in February.	Jesica	2/10/17
<b>CSH Report</b>		<b>Jesica Vail</b>
Discussion		
Staff updated Steering that a meeting will be scheduled with John to speak about areas of concern or that lacked clarity in his report.		
Conclusions		
Action Items	Person Responsible	Deadline
Doodle Poll sent out	Jesica	
<b>PIT Count</b>		<b>Jim Talen</b>
Discussion		
Will be next Wednesday, January 25. The planning group is continuing practices from last year's move to using outreach staff that work in the community, along with Downtown Ambassadors. They are developing a list of areas where people are known to be outside and gathering their personal information ahead of time rather than needing to wake people up to get their information the night of the count. Care packages were put together by Bethlehem Church/Heartside Neighborhood Collaborative Project volunteers that will be given out.		
Other communities are doing youth counts supplemental to PIT. This is an option that has been discussed, however there has not been capacity to do one in the past.		
Kent ISD liaisons have been contacted each year, but the information has been difficult to gather. Sierra will be doing a lot of the de-duplication work when Jim is gone. For media purposed, best to wait to release numbers to avoid two releases, one correcting the other. Important in crafting the		



## STEERING COUNCIL MEETING MEETING MINUTES

January 20, 2017

8:30-10:00am

messaging to express what we want the public to know, PIT Count is not the story we feel is important to have out, so highlight other things in the release.		
Conclusions		
Action Items		
	Person Responsible	Deadline
Create media timeline, plan for March Executive that includes how to engage Data Analysis	Jim and Jesica	March 10
April release	Jim and Jesica	
Add PIT Count information to Orientation Packet	Jesica	January 28
<b>Executive Committee Elections</b>	<b>Nancy Marshall</b>	
Discussion		
Changes to ballot from the floor: Lisa Cruden would like to withdraw her name from the member at large position. Kwan is interested in Vice Chair position. Ballots cast and tallied by Nancy Marshall and Cheryl Schuch in the hall.		
Election Results: Chair: Karen Tjakpes Vice Chair: Kwan McEwen Secretary: Beverly Ryskamp Treasurer: Rebecca Rynbrandt Member at Large: Matthew VanZetten		
<b>City of Grand Rapids ESG</b>	<b>Erin Banchoff</b>	
Discussion		
Responses to the RFQ are due to Grand Rapids February 3, Jesica is coordinating a Funding Review meeting to help review and make recommendations, that will be brought to Steering and then on to the city commission for approval. They sought approval from HUD to allow Grand Rapids Urban League to continue as an awardee with Joe Jones on the City Commission. There was additional comment on how critical the ESG funds are to our system.		
Conclusions		
Will come to Steering next month for recommendation to City Commission		
<b>Diversion Update</b>	<b>Jesica Vail and Lisa Cruden</b>	
Discussion		
Family Promise is the project Lead, Grand Rapids Urban League is the Fiduciary. The group is work to have a proposal to foundations before mid-March.		
<b>Identifying Ongoing Work Priorities</b>	<b>Rebecca Rynbrandt</b>	
Discussion		
To help in the transition of terms some items were identified as priority for the year ahead. They were to ask the committees what their plans are for the work of the ongoing year; focus on Chronic homelessness, monitoring of HUD projects, and an ad-hoc funding workgroup. Also, developing resources for permanent housing, advocating for vouchers or more accessible, identify more resources, legislative advocacy.		



## STEERING COUNCIL MEETING MEETING MINUTES

January 20, 2017

8:30-10:00am

<b>Disposal of Ballots</b>		<b>Rebecca Rynbrandt</b>	
Discussion			
MOTION to destroy CoC meeting ballots and subject to no concerns, destroy Executive ballots in one month by Denny, seconded by Laurie, all in favor, motion passed.			
<b>Other Matters</b>		<b>Rebecca Rynbrandt</b>	
Discussion			
Denny reported that of the LIHTC applications- ICCF projects were both funded, Genesis was funded. LINC and Dwelling Place were not funded. Medicaid, could be cut, encourage calls. Look at Chamber of Commerce and Heritage Foundation documents to get an idea of what might be coming. Food stamps, people may be losing benefits in April if they do not get a deferral. Working on waiver for chronic homelessness. Thank you to Rebecca for her time and energy as Chair. Thirteen DV units in new DP development will be opening this month. Steering Orientation was intended for all members new or existing.			
<b>Public Comment</b>			
Discussion			
Cheryl Schuch: Regarding PIT Count, we know that families are under counted in PIT count. Need to be conscious of that issue. Need to have conversations about messaging homelessness.			
<b>Adjournment</b>			
Motion by:	Denny Sturtevant	Support from:	Tom Cottrell