



STEERING COUNCIL MEETING MEETING MINUTES

December 16, 2016

8:30 am – 10:00 am

Facilitator:	Rebecca Rynbrandt		
Meeting Attendees:	Nancy Marshall, Cherly Schuch, Denny Sturtevant, Julie Crossen, Christina Soulard, Vera Beech, Karen Tjapkes, John Wynbeek, Erin Banchoff, Matthew VanZetten, Tom Cottrell, Shannon Bass, Laurie Craft, Yvonne Jackson, Deborah Armstrong, Kwan McEwen Staff: Jim Talen, Tracie Coffman, Jesica Vail Also Present: Lauren Van Keulen, Lisa Cruden, Jeffrey King, Tim Beimers		
Time Convened:	8:34 am	Time Adjourned:	10:12am

Approval of the Agenda		December 16, 2016			
Motion by:	Karen Tjapkes	Support from:	Tom Cottrell		
Discussion	The Coordinator report was pulled to Petitions and Communications				
Conclusion	Motion Passed				
Approval of Minutes		November 18 , 2016			
Motion by:	Cheryl Schuch	Support from:	Shannon Bass		
Discussion	Ensure minutes are completed with Beverly's report				
Amendments	None				
Conclusion	Motion Passed				
Approval of Consent Agenda					
Motion by:	Matthew VanZetten	Support from:	Shannon Bass		
Amendments	CoC Coordinator report pulled to discuss report to the Grand Rapids City Commission in further detail				
Conclusion	Motion Passed				
Petitions and Communications- Family Shelter		Christina Soulard			
Discussion					
Email represents the level of requests, not necessarily the need. Waitlist goes by prioritization, not by time. The need continues to far outstrip the supply and only a fraction seeking assistance are able to be referred to a program.					
Petitions and Communications- CoC Staff Report		Jesica Vail			
Discussion					
Staff gave a presentation to the Grand Rapids City Commission along with Julie Ridenour of the Steelcase Foundation to review the findings in the review of the Vision to End Homelessness 10 year plan by Cloudburst in 2015. Julie gave an overview of the report and Jesica covered the recommendations of Cloudburst along with updates as to what the Coalition has done to date in each area.					
Action Items		Person Responsible	Deadline		
Send the powerpoint to Steering Council		Jesica			
CSH Report		Rebecca Rynbrandt			
Discussion					



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The report was provided by John Peterson with 2015 data, rather than the 2014 data this committee last saw. Questions about where data came from, neither domestic violence nor homeless youth numbers were provided by the agencies. This would make it seem that the report in its current state could inform some conversations but it should not be taken as entirely factual or actionable. The scope of work and the report will be emailed out to Steering Council and to bring new members up to speed. We should let Steering have a robust conversation and get John the feedback before meeting with him. This report could be helpful to take to municipalities to give targets for housing stock need. Having the spreadsheets available to us to put in our own data could be the most useful part. The report is just one tool in building our work. Private sector developers are missing from the conversation. If we don't give him feedback first it may not be a productive session.

Conclusions

Steering members will get concerns and comments to Jesica, who will send them on to John, have conversation at Executive in January.

*Follow up—Tom corrected that the information in the report was accurate to a discussion he had had with John Peterson.

Action Items	Person Responsible	Deadline
Send contracts to Steering	Jesica	
Turn in to Jesica before next Executive meeting	Steering	Noon 1/4

Ad-Hoc CoC/ENTF Work Group: Annual Review | Denny Sturtevant

Discussion

A group met consisting of Michelle Van Dyke, Connie Bohatch, Matthew VanZetten, Denny Sturtevant, Kwan McEwen, Karen Tjapkes, Tom Cottrell, Tracie Coffman, and Jesica Vail. This discussion is just beginning and will continue. In the first conversation the group clarified that there is no MOU between United Way and the CoC. Talked about the process in evaluating staff, perhaps the CoC should evaluate the relationship with the fiduciary rather than evaluating staff. Should have a way to store agreements so they are available to CoC Leadership.

Conclusions

Group will keep Steering apprised of progress.

ENTF Success Measures Document | Rebecca Rynbrandt

Discussion

Each committee in the ENTF has been working on identifying success measures. These were in a document to be shared within the ENTF Leadership meetings so that each committee can have a clear picture of what the others are working on. It is suggested that the Data Analysis Committee review which should be on there. The outcomes were taken directly from the strategic plan and system performance measures, and the stated goal should change to align with the Charter goal

Calendar Updates | Rebecca

Discussion

Item regarding designees to the state workgroups. This relates to the Regional MSHDA meetings that have since been disbanded. Future MOUs should have this reference deleted.

LHTC presentations now need to be 120 days before the deadline, calendar should allow for this but the policy does note that a developer can ask for a presentation anytime.



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Conclusions

Diversion Update

Jesica Vail

Discussion

The group has been working towards building consensus and will be meeting again to decide the project lead. If a project lead cannot be determined, Executive should be consulted.

CoC Steering Council Reports

Rebecca Rynbrandt

Discussion

Introduction of new members and acknowledgment of the work of leaving members. Best wishes to Nancy Marshall in her retirement.

Any Other Matters

Rebecca Rynbrandt

Discussion

The Kent County project subcontracted through Dwelling Place is seeking funding for three remaining residents, are pursuing funding as recommended by MSHDA, will need to coordinate with the CoC. For the Calvin January Series on January 5, Genesis will be hosting a meeting 10:30-11 and lunch afterwards with the author. Steering will be invited by John.

Tom Cottrell wanted to update the committee on the meeting with DHHS CPS but will reserve it for next month's meeting.