



Steering Council MEETING MINUTES

September 7, 2018

8:30-10:00pm

Facilitator:	Lisa Cruden		
Meeting Attendees:	Nancy Oliver, Adrienne Goodstal, Casey Gordon, Hattie Tinney, Rebecca Rynbrandt, Susan Cervantes, Erin Banchoff, Jeffery King, Shannon Bass, Alonda Trammell, Karen Tjapkes, Beverly Ryskamp, Tom Cottrell, Scott Orr, Kenya Brown (late), Community members United Way Staff: Michelle Van Dyke, Paul LeBlanc, Emily Schichtel CoC Staff: Kyle Johnson		
Time Convened:	8:30 am	Time Adjourned:	9:35 am

Approval of Agenda			
Motion by:	Alonda	Support from:	Casey
Discussion	-Pull Voice of Youth Count one-pager from Consent Agenda and make it Agenda item 10a.		
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		August 17, 2018	
Motion by:	Tom	Support from:	Casey
Discussion			
Amendments	-Page four: Change GRCC to GRHC, remove family voucher, clarify language in page five to “unable to find eligible housing results in expiration of the voucher.” -Remove July 11, 2016 from first page. -Have uniform language around proposals.		
Conclusion	All in favor by acclamation with no dissent.		
Consent Agenda			
Motion by:	Rebecca	Support from:	Karen
Discussion	None		
Amendments	None		
Conclusion	All in favor by acclamation with no dissent.		
HUD Application Ranking and Vote		Paul LeBlanc	
Discussion			
Members and agencies who could vote:			
<ul style="list-style-type: none"> • Beverly Ryskamp- Network 180 • Scott Orr- DHHS • Casey Gordon- KISD • Lisa Cruden- Family Promise 			



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- Adrienne Goodstal- Mel Trotter Ministries
- Karen Tjapkes- Legal Aid of West Michigan
- Shannon Bass- Community member
- Rebecca Rynbrandt- City of Wyoming

Members and agencies who could not vote due to projects being considered:

- Hattie Tinney- Grand Rapids Housing Commission
- Tom Cottrell- YWCA
- Jeffery King- Community Rebuilders
- Alonda Trammell- Dwelling Place
- Nancy Oliver- The Salvation Army Social Services
- Erin Banchoff- City of Grand Rapids
- Susan Cervantes- Kent County

Paul started by reminding the Steering Committee that he sent out the Priority Listing and the Funding Review meeting minutes. Rebecca asked what the process was for recruiting Funding Review members as there are new members and members from last year not included. Paul stated that he did the best he could with convening all the members with their respective schedules. However, all members did review and score the domestic violence project. Rebecca appreciated the use of an external CoC coordinator to review the projects. Rebecca and Casey both appreciated the communications put out by Paul. Tom also appreciated the deliberative process that went behind the domestic violence project bonus project.

Motion by Rebecca to approve the Priority Listing; support by Shannon. All members permissible to vote in favor by acclamation with no dissent. Members who could not vote abstained.

Conclusions

Motion by Rebecca to approve the Priority Listing; support by Shannon. All members permissible to vote in favor by acclamation with no dissent. Members who could not vote abstained.

Action Items	Person Responsible	Deadline

Data Request Procedure [Presenter]

Discussion

Michelle VanDyke spoke on this issue in lieu of Wende Randall as she is on vacation. From the alleged data breach, it was decided that there needs to be a process in dealing with data requests. This is a draft as there have been suggested edits by both Erin and Rebecca. Michelle asked for any other edits or additions to be sent in within one week. Gerry Leslie is also looking at this document to be in line with state statutes and privacy issues. Hattie asked for an example of a third-party asking for data. Michelle responded that for example an agency that need access to data would be a third party. Erin added that in addition to third-party consultants, HMIS users that need data should also be identified in the document.

Tom asked about the deidentification process regarding domestic violence as they do not use HMIS. Michelle said she will clarify that question. Nancy appreciates this process to value the clients' privacy



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and thanked Michelle. Michelle stated this in an important issue that requires a deliberative, transparent process to protect data.		
Conclusions		
Motion by Rebecca that following final edits to approve this document by electronic vote; support by Nancy. All in favor by acclamation with no dissent.		
Action Items	Person Responsible	Deadline
CoC Special Meeting for Governance Charter Updates 9-21-18 at Community Rebuilders		
Discussion		
At the last Full CoC meeting on August 23, there was not a quorum to vote on the three motions. Lisa suggested this date, September 21 at 9:00 as the Community Rebuilders room is already held for the September Steering meeting. Tom suggested that an invitation to RSVP be sent out prior to the meeting.		
Conclusions		
Motion by Karen to convene the Full CoC on September 21 to vote on the three Governance Charter changes; support by Shannon. All in favor by acclamation with no dissent.		
Action Items	Person Responsible	Deadline
Voice of Youth Count [Presenter]		
Discussion		
<p>This is an effort by the Youth Action Board (YAB), Youth Committee, and the Outreach group. This October 3 date coincides with the Kent County school count-day. The YAB will be conducting three focus groups for youth experiencing homelessness to add input for the count. There are currently two deployment sites that cover a large portion of city. There are also “come and be counted” sites that the youth can go to for the count. This is the first year that this count is conducted. Tom asked if hypothetically a youth that is couch surfing and participates but is content with their situation, will their data be included in HMIS. Casey said that this is an ongoing discussion to have a by-name list but also simply getting a scope of the issue. Erin stated that this count is not consistent with the Veteran and Chronic homelessness in terms of getting to functional zero. She asked of this if more of a hybrid.</p> <p>Tom asked that if an unaccompanied minor is identified that has been kicked out is this a CPS issue? Scott responded that the short answer is yes. Tom is suggesting that when asking why a youth is homeless due to abuse, is the count going to put those service mechanisms in place? He informed the group that it does not take much for a youth to disclose information; are volunteers ready to respond in a trauma-informed manner rather than just a head count. Sue stated that this count appears to be more quantitative rather than qualitative. From a social service standpoint, the “why” should be included to be more compassionate. Scott suggested that a crisis counselor be at sites to address necessary situations.</p>		
Conclusions		
Action Items	Person Responsible	Deadline



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Updates from Steering Committee Members		[Presenter]
Discussion		
<p>Beverly- Network180 shared that their regional funder put out a RFP and another agency will most likely take some work that Network180 would have done. There will be some structural changes for Network 180, however, the old CEO left but the COO will take the CEO role.</p> <p>Kenya- Rent This Way, a collaboration amongst GR agencies, will be up and running soon.</p> <p>Karen- Legal Aid's executive director will be leaving at the end of year and in December a new ED will be chosen.</p> <p>Rebecca- Call for intents have been sent out</p> <p>Nancy- A Housing Director for Salvation Army has been chosen and introductions will be made in the future when on-boarding has taken place.</p>		
Conclusions		
Action Items		