



## STEERING COMMITTEE MEETING MINUTES

February 16, 2018

8:30-10:00am

Facilitator:	Lisa Cruden		
Meeting Attendees:	<p>Beverly Ryskamp, Tom Cottrell, Rebecca Rynbrandt, Matthew Kuzma, Adrienne Goodstal, Kenya Brown, Erin Banchoff, Lauren VanKeulen, Christina Soulard, Karen Tjapkes, Alonda Trammell, Casey Gordon, Hattie Tinney, Susan Cervantes, Julie Crossen, Shannon Bass, Lisa Cruden, Kwan McEwen</p> <p>Also Present: Dennis VanKampen, Shandra Steininger, Amber Troupe, Nancy Oliver, Cheryl Schuch, Matthew Van Zetten, Deanna Rolffs, Vera Beech, Anna Diaz, Angela Gillisse, Bree Butler, Jessica Vail</p> <p>Not Present: Laurie Craft, Jeffrey King</p>		
Time Convened:	8:31am	Time Adjourned:	10:58am

<b>Approval of Agenda</b>			
Motion by:	Shannon	Support from:	Tom
Discussion			
Amendments	None		
Conclusion	Passed		
<b>Approval of Minutes</b>			
Motion by:	Kenya	Support from:	Matt
Discussion			
Amendments	None		
Conclusion	Passed		
<b>Approval of Consent Agenda</b>			
Motion by:	Rebecca	Support from:	Beverly
Discussion	Emergency Shelter Waitlist will be pulled into the regular agenda to provide for an update from Matt and Christina. This item will become item 6a.		
Amendments	Family Shelter Update moving to 6a.		
Conclusion	Passed with Amendments		
<b>Public Comment</b>			
<p>Shandra Steininger: Speaker gave explanation as to how HQ was selected as Lead Agency for the HUD Youth Homelessness Demonstration Project (YHDP) in the 2016 application process and their work leading the community group focused on youth homelessness since. HQ has coordinated the HUD awarded technical assistance (TA) grant, and throughout this work no money was allocated to HQ for their work. She outlined the steps she sees as important for improving the application to HUD this round and expressed desire for HQ to continue in the lead agency roll.</p> <p>Vera Beech: Speaker reminded committee that the collaborative applicant is Heart of West MI United Way. The goal is to focus on long term planning, and to develop an inclusive team. It is important to ensure that those who feel disenfranchised now feel included and that all are represented.</p>			



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<b>6. Petitions and Communications</b>	<b>Matt &amp; Christina</b>
Discussion	
6a. Family Shelter Update Child Protective Services (CPS) has had heavy expenditures in moteling; therefore, Matt has reached out to Christina to identify better ways to use the funds to effectively end families' housing crises. Would like to continue the same philosophy from diversion efforts, and work collaboratively with the larger system. It should be noted that ESP motel expenditures are just one piece of the ESP funds, and therefore only reflective of one element.	
<b>7. Presentations</b>	
Discussion	
None	
<b>8. Steering Orientation Discussion Recap</b>	<b>Jesica</b>
Discussion	
Steering Council's orientation meeting in January resulted in great discussion and brainstorming. The was framed using the DeSoto Thinking Hats approach and the areas discussed were as follows: Facts, Feelings, Process, Benefits, Creativity, Cautions The group felt life good energy was created in this meeting and did not want to lose this optimism and focus as we move through the year.	
<b>9. Youth Homelessness Demonstration Project and Committee Formation</b>	<b>Lisa</b>
Discussion	
The Youth Committee has gone by different names. They were sanctioned in 2016 by the Steering Committee as an adhoc group to apply for that year's HUD YHDP funding. It is noted that there was a dispute sent to Executive last month calling to question the validity of this adhoc group now and how the lead was determined. Today's discussion will be regarding the current Youth Adhoc group and how to move forward for this year's application round for YHDP.	
Motion to discuss this topic from Casey, Christina seconds.	
Discussion: A member of the adhoc group stated that they are impressed with the workgroup, and think HQ should continue as long as they are inclusive. Another member pointed out the collaborative nature of the Youth Group and that this group is passionate and should be able to continue to work on this issue.	
It was then asked that the nature of the dispute be clarified. The dispute included what is the status of the group, and if it is an adhoc group, what rights does it have to appoint a lead agency without a vote from Steering. It was then brought up that "adhoc" groups should, by definition, have a beginning and end date. There is a desire in the community to create a full time Youth Group. According to the Governance Charter, adhoc groups are formed when the Steering Committee deems there's a need for one. It also states that workgroups can form organically.	
Kenya motions to approve the existing adhoc group as a standing committee of the CoC, Adrienne seconded the motion.	



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Discussion: Amendments to the charter, such as approving the current Youth Group as a full committee, must be voted on by the entire CoC at a formal meeting. This will happen by the work of the committee reviewing CoC Structure. The discussion was then brought back to the original motion and objective of discussing the current Youth Group and their role in this year's YHDP application process.

It was brought up how after scoring came back from the 2016 application, there should have been discussion in a Steering meeting about what the next steps would be. What has been missing from the current youth group is a connection with the CoC and any report back. Also brought up is that the group has become splintered and the collaboration in the group has become jaded, process points and goals are unclear. There is a feeling that there should be a standing CoC Youth Group, but the current group shows a lack of initiative to work in collaboration with the Steering and CoC committees.

Lauren offered a friendly amendment to Kenya's motion to have the current Youth Group be defined as an ongoing workgroup that was formed organically which reports back to the Steering Committee every month. It was argued that this group needs to follow NOFA and HUD processes because should funding be awarded, there will be even more decisions that need to be made. Therefore, the Steering committee needs to make sure the appointed Youth Group is aligned with what the NOFA requires. Whatever workgroup is built needs to be staffed by the CoC.

Rebecca calls for a point of order to bring forward the motion from Kenya seconded by Adrienne to let this workgroup continue as an Adhoc workgroup until workgroup restructuring at which point the whole CoC can vote on an amendment to the Governance Charter.

Amendment to the motion was accepted by Kenya and Adrienne. MOTION to make the current Youth Group an adhoc workgroup until the committee restructure at which time it will be brought to the CoC to vote on by Kenya, seconded by Adrienne. All voted in favor, the motion passed.

The discussion then moved to the RFQ process regarding the NOFA. The recommendation by the Executive Committee to the Steering Committee is that an RFQ be issued to identify the most qualified of the interested agencies to be the Lead. Further background relates to when the HUD YHDP came out in 2016, it was voted that HQ be the lead agency within the adhoc group and there were questions then about the process around how the adhoc committee had the power to do this and how it does not follow typical protocol. In the Executive meeting Jesica was requested to draft an RFQ. She sent a draft to Executive for feedback, they presented it at the Youth Group meeting where there were questions of this being the method used.

It is brought up that has this been time lined in the RFQ to allow to for the entire process to play out in time. The goal is to put in the best proposal. This kind of funding allocation could add another 20-50% to the CoC Program funding, that's why it's extremely important to follow CoC process points. These have been missing from the Youth Group as of late. It is pointed out that the Youth Group met with the knowledge that another funding round was upcoming.

It was stated that the official applicant is United Way and that there is nothing in the NOFA that states that the lead agency must meet NOFA threshold requirements. It was then clarified that this funding



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is under the Hearth Act as is CoC Program funding. Additionally, it is expected that the Collaborative Applicant would sub-contract the Planning Grant funds to the Lead Agency, which necessitates them meeting basic threshold requirements for federal funding, if they wish to be paid for their work.

An objective group such as Funding Review can be of use here. Deciding via a vetted process would be of benefit here and would help hit HUD checkmarks.

It was stated that years ago the Steering Committee was extremely tension filled and dysfunctional, but using clear and transparent processes helped to move the group forward. There is a concern that the dysfunction has a potential to occur again if process is ignored.

This is HUD funding, there is an expectation around how this funding is supposed to be reviewed and if it is awarded, the lead group needs to be capable of following the appropriate process.

MOTION to close discussion from Julie

It is asked if the current adhoc Youth Group can be consulted to create the RFQ and Rubric. The timing would make this difficult to accomplish and typical process is for staff to create with guidance and approval of Funding Review.

It is pointed out here that Steering is looking at who would make the best lead agency and that it is taking a personal turn this year but shouldn't. Last year at the meeting where HQ was selected, there were only six agencies present and they were not even asked about financial plans or backgrounds. Choosing the right lead agency should be about leading collaboration and who is best in HUDs eyes. There is concern about letters of support due to the short timeline and this idea was rejected. Under section 6 in the RFQ, collaboration is stated, but the recommendation is to make it two separate bullet points. There are five question for the lead agency in the NOFA, and those points should be included in the RFQ. This needs to be a fair and equitable process. It is imperative that no one is left out of this process.

MOTION by Christina, seconded by Julie to approve the RFQ process that goes through Funding Review.

A friendly amendment by Rebecca to put in that the Youth Group has to inform the RFQ. This was not accepted, with explanation that the NOFA must inform the RFQ. A friendly amendment by Lauren to add section from the NOFA under "Leadership Capacity" to the RFQ. Amendment accepted by Christina and Julie.

Additional discussion about the rubic, Jesica has past rubrics that she has used and can pull from. It was suggested that Jesica put together a rubric and send it out to the Steering Council.

Amendment to add a rubric that the entire CoC can see accepted by Christina and Julie.

Call for vote: Motion passed with majority in favor, three opposed

Action Items	Person Responsible	Deadline
Jesica will send out an RFQ and Rubric to Steering for review and feedback.		
<b>10. Updates from Steering Committee Members</b>		
Discussion		



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Susan, ASCET: Deliverable fuels grant came in.		
<b>11. Updates on Contract Work</b>		<b>Jesica</b>
Discussion		
<p>a. CSH Jesica would like everyone to hold the date of March 12<sup>th</sup>, 12:00 to 1:00pm and March 16<sup>th</sup>, 12:00 to 1:00pm (snow date) for the CSH presentation. Location is to be determined. The snow date is important because the presenters are traveling to give the presentation.</p> <p>b. Coordinated Entry Evaluation A group of about seven with written feedback from Julie and Deanna. The group met and decided scoring for the three applicants after a lot of deliberation. The bid from Cloudburst was recommended by this group to United Way.</p> <p>c. Diversion CQI This topic has been moved to the next meeting agenda.</p>		
Action Items	Person Responsible	Deadline
Add Diversion CQI to next Steering Meeting Agenda		
<b>12. Any Other Matters by Steering Members</b>		
Discussion		
<p>Casey wants to revisit the code of conduct in the Governance Charter. She felt there were a lot of dismissive and divisive comments at recent meetings. If it's possible, the charter should include some language about treating others with dignity and respect.</p> <p>Rebecca wants to remind everyone of the new federal budget that zeros out a lot of funding and has impact. Urges everyone to write letters to legislators. It is predicted that the budget will work by zeroing out budgets and leave them that way unless there is a lot of push back.</p> <p>Beverly encourages everyone to submit feedback regarding the slides sent out on the proposed 23 Hour Crisis Center.</p>		
<b>13. Public Comment on Any Matter</b>		
Discussion		
<p>Cheryl Schuch: Stated that the Steering Committee should formally talk about process review and CQI process, which is an important piece of the work. She speaks in support of the Youth Group and wants the youth voice included in future discussions. She also states that we haven't defined or measured partnerships and workgroups.</p> <p>Amber Troupe: Regarding the motel spending, the motel allocation goes through HAP and up until two years ago was embedded in a different program, since then it has been a separate MOU. If any part of that system is out of whack or not working, then it should be brought forward to the Emergency Housing Organizations. They need to be kept informed.</p> <p>Deanna Rolffs: Conveys that she is disappointed that we can't have an open and frank conversation about who really wants to apply for the Lead Agency.</p>		



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Dennis VanKampen: Feels that the situation isn't any better than it was 6 years ago. He states that his only concern is getting those experiencing homelessness sheltered. He believes that the meetings, both informal and formal, that happen outside the Steering meetings bring to light the silos and dysfunction in the CoC which are working against the goal of getting people housed. He feels other CoCs can operate much better than in Grand Rapids and he emphasizes his sadness and disappointment.

### **Adjourn**

10:38

Motion to Adjourn Passed.