



STEERING COMMITTEE MEETING MINUTES

November 16, 2018

8:30-10:00am

Facilitator:	Lisa Cruden		
Meeting Attendees:	Lisa Cruden, Nancy Oliver, Tom Cottrell, Kwan McEwen, Lauren VanKeulen, Hattie Tinney, Erin Banchoff, Karen Tjapkes, Scott Orr, Kenya Brown (phone), Alonda Trammel, Beverly Ryskamp, Casey Gordon Community members: Pam Spreth, Mary McGee, Amber Troupe, others Staff: Emily Schichtel, Brianne Czyzio, Sierra Salaam, Paul LeBlanc		
Time Convened:	9:35	Time Adjourned:	10:12

Approval of Agenda			
Motion by:	Karen	Support from:	Lauren
Discussion			
Amendments	<ul style="list-style-type: none"> - Remove agenda item 12. This will be discussed in the December meeting. - VoYC Data will be added under item 7. 		
Conclusion	Approved with amendments		
Approval of Minutes		From October 19, 2018	
Motion by:	Tom	Support from:	Hattie
Discussion			
Amendments			
Conclusion			
Approval of Consent Agenda			
Motion by:	Karen	Support from:	Tom
Discussion			
Amendments			
Conclusion			
Public Comment			
Discussion			
Committee Updates		Emily Schichtel	
Discussion	<p>Emily presented that Youth Committee is meeting following this meeting. The committee previously met and debriefed the Voices of Youth count. There was some output data shared, no outcome data yet. Sierra put together a table of data that will be drafted into infographics. There was a small issue with trying to get the 10-17 year-old data because KISD was not able to have the survey used in the schools. The hope is to have a data report out at the December Steering. Tom asked if comparing the data is hard because KISD data looks at families. Casey explained that it is difficult because KISD used the social service definition of homelessness not the HUD definition. There is also a chronic undercount of high school homeless youth because they do not want to report. Youth Committee discussed the Voices of Youth count being a straight count with KISD data. However, with the survey they needed to get parental consent to use it in the schools and there was not time to get that consent. There were also concerns about mandated reporters. There is a lot of aggregate data but no</p>		



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specifics yet. Casey estimates that the number of homeless youth in KISD is about 220 right now. Casey noted that Julie was not officially decided as the approved chair of Youth Committee. This will be discussed at the next Youth Committee meeting. Erin suggested looking at the committee policies and procedures for guidance.

Nominations Committee: The committee met and developed the timeline for nominations. The call for nominations will go out the 19th. The full slate of nominated people will go out on December 6th. There will be 6 seats open, but only 5 will be filled because of the Veterans Action Board member. Ahead of the Full CoC meeting, a calendar invite will go out with the importance of attendance to ensure a quorum.

Family Homelessness Emergency Taskforce: Nancy shared that the Fulton Manor project has been identified as a strong short-term possibility. There was a funders meeting at Fulton Manor to give a tour and present the situation. They have received some commitments and others will be coming in. There is an opportunity for 100 rooms. At this point, the taskforce is trying to determine how much money they are able to raise to determine how many rooms will be used. There are a lot of asks out in the community, and there is a lot of momentum and a lot of support. Holland Home has been a phenomenal partner and is extremely flexible. Lisa shared that they are looking at how to break out different funding options. KFB has offered to provide sack suppers for families while they are in Fulton Manor. The current thinking is that both wings should be opened to shelter as many families as possible. A Special Land Use permit will be required. ICCF has partnered with Family Promise to submit the application. The Cook Foundation covered the \$2000 fee. The application will be presented at the December 13 meeting. In addition, the group has met with the Eastown Community Association and plans to meet with the Fulton Heights and Midtown Neighborhood Associations. If all goes as planned, families should be able to be housed by the first of the year. This will be a one-year emergency shelter. The length of stay for each family would average around 30-45 days. Tom noted that this is an emergency response and asked if there is a long-term solution. He suggested there could be a HUD TH granting application opportunity in the future. Lisa noted that the building may not be available for more than 12 months, so that is likely not a viable option for that space. On December 3rd there will be an open house at Fulton Manor from 4-6pm for community members.

Conclusion

Action Items	Person Responsible	Deadline
Distribute the financial details regarding Fulton Manor	Brianne	

CoC Staffing Updates **Emily Schichtel**

Discussion

There has been a new CoC Coordinator hired! Courtney Myers-Keaton comes from Healthy Homes Coalition and Great Start Parent Coalition. Daniel Gore, the new HMIS administration was here last week, hopefully everyone had a chance to meet with him.

Conclusion

Action Items	Person Responsible	Deadline

Strategic Planning **Emily Schichtel**



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Discussion

An Ad-Hoc group was working to review the progress of the current strategic plan and then prioritize goals to consider and some of the upcoming initiatives. There were four goals that they recommended were prioritized:

1. Increase resources available for permanent housing, including RRH and PSH. There was a lot of conversation around the financial modeling and thought that Steering may recommend rerunning the report
2. Work with other systems and stakeholders to prevent homelessness. This is related to ENFT and KConnect
3. Ensure access to shelter that meets the households' needs. This could be related to barriers and family homelessness. Potentially the chronic workgroup could reconvene around barriers.
4. Reduce number of households moving from imminent risk of homelessness to homeless.

There was talk about how this relates to eviction prevention and diversion.

Erin shared that prioritizing was challenging, especially because there was not representation from all sectors. Erin also noted that the group focused on the goals, but some activities are outdated. She suggested looking more at the activities and refining them moving forward. Nancy echoed that many groups keep getting smaller and smaller, the commitment to this work needs to remain important. Erin shared that the CoC is looking forward to a larger planning progress but cannot stay still on this issue in the meantime. Steering had asked the strategic planning group to bring recommendations for prioritizations. Casey wondered if it would be helpful to add strategic planning to the agenda for the next few months or have some retreat type of meeting. Erin shared that last year there was a meeting done in January with steering members where specific goals were set in place. Hattie suggested waiting until after the first of the year when new members are in place. Karen liked the idea of adding it to the agenda so that it is in the forefront of each of the committees' goals. Then can be looked at in the orientation session. Hattie suggested that each of the chairs are included in the orientation session so that they are able to take the information back to their committees. Alonda thinks that the orientation piece would be very helpful. Casey recommends that Strategic Planning becomes a standing item on each Steering Council agenda. Steering Council members and Committee Chairs will review the prioritized goals and activities and comment on what they believe are relevant and not relevant. They will provide that feedback to Executive Committee by December 3rd. Executive Committee will distill that information and bring recommendations into actionable items. The December meeting will be extended by 30 minutes to include this discussion. Lauren clarified that the goals are not going to change, but the activities may change. Tom clarified that this needs to be short-term achievable activities that can be completed within 6 to 9 months. Brianne will send the goals and activities to committee chairs and Steering Council members asking them to review and comment on whether activities are relevant, actionable, and achievable. Comments should include specific actions and tasks to be completed moving forward.

Conclusion

Casey recommends that Strategic Planning becomes a standing item on each Steering Council agenda. Steering Council members and Committee Chairs will review the goals and activities and speak to what they believe are relevant and not relevant. They will provide that feedback to Executive Committee by December 3rd. Executive Committee will distill that information and bring recommendations into actionable items. December meeting will be extended by 30 minutes.



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Motion by Lauren. Kenya seconds. 13 members vote to approve. 0 vote against. Motion is approved.		
Action Items	Person Responsible	Deadline
Send goals and activities document to Steering Council members and Committee chairs asking for comments	Brianne	
Provide suggestions for action revisions and future tasks.	All	December 3
K Connect Update		Emily Schichtel
Discussion		
<p>Emily presented that KConnect has refined their process and determined that there will be 4 groups involved:</p> <ol style="list-style-type: none"> 1. Design team – mostly high-level members/thinkers. Invitations were sent out and will be meeting in the next few weeks. 2. Scout team – to do research and possible site visits to other communities’ housing conversations 3. Context – primarily individuals and families with lived experiences 4. Content – service providers with experience <p>Invitation emails have gone out to the community design team. A meeting is taking place this month. The team will be focusing on designing community session and synthesizing the feedback. Emails will go out to other groups in December. KConnect is preparing a piece to go out to the broader community. Tom asked if there is a timeline for this process. Erin asked if Steering Council can have specific documents to review so Steering can be involved in the process. There needs to be open and transparency about who is being selected and how. There is concern that KConnect could be missing people who should be included as they are newer to the space, Steering Council may be able to help provide input. There is a possibility that they will present the December meeting. Emily will see if there are any documents regarding process the can be shared in the meantime.</p>		
Conclusion		
Action Items	Person Responsible	Deadline
See if KConnect draft documents can be shared.	Emily	
PIT Count Update		Emily Schichtel
Discussion		
<p>Emily shared that PIT count will be Wednesday, January 30. The Outreach Committee and the PIT Planning Team have met to start planning. The outreach team feels confident in the process for the unsheltered count. There will be additional communication with shelters to ensure the shelter count is accurate. It has been helpful that Daniel has participated in this in many different communities. There has been conversation about broadening this count in the future to organization who do not use HMIS such as jails, hospitals, schools.</p>		
Conclusion		
Action Items	Person Responsible	Deadline
HUD Consolidated Application Debrief		Paul LeBlanc



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Discussion		
<p>Paul will send out more details if needed. He scored the HUD application based on the NOFA criteria. Last year, the score was a little lower than median. The reason for this was the data section. This year, we did meet quite a few of the data goals. Paul is predicting the score will be about 160 out of 200 which will be a significant difference. There were a couple of data points that were not met. The other section he thinks there will be points removed is CoC Coordination in terms of CoC strategy for providing exits for housing, providing jobs, etc. There is not a cohesive CoC wide strategy for this which is not an indictment of the CoC just the reality of where we are at. There were many miscellaneous areas to lose points. For example, there are not MOUs with all the educational providers. In the funding review process HUD wants to see that we are looking at data from an alternate database for DV shelters to ensure safety. This may need to be really documented next year if we lose points this year.</p>		
Conclusion		
Action Items	Person Responsible	Deadline
Reach out to Paul if you would like additional details	All	
Updates from Steering Council Members	All	
Discussion		
<p><u>Legal Aid:</u> Karen shared that they are hiring a part time receptionist, Spanish language capability is highly preferred. If you know someone who would be interested, reach out and she will get you the information. The goodbye party for the current Executive Director will be the 29th. They are hiring a new executive director, they may be facilitating community conversations soon.</p> <p><u>YHDP:</u> Lauren heard that the NOFA for the fourth round of YHDP will be released sometime in the next few months. She spoke with Traverse City's HAP coordinator. They would be willing to come speak to us prior to the YHPD being awarded. The NOFA usually comes out in February, so the February meeting would be good. Possibly have the presentation after the February meeting and invite Youth Committee members. There could be a 10:30 presentation. Lauren will reach out.</p> <p><u>Grand Rapids Housing Commission:</u> Hattie shared that the Section 8 waiting list closes on Monday 19 at 11:59pm. There has been great initiative by nonprofit permanent housing groups. ICCF had two groundbreaking recently. Dwelling Place has two projects off the ground. LINC has a ground breaking on November 20. Genesis is getting ready to open St. James. She hopes to hear how the Housing Commission's LIHTC application goes in December, so they can start building.</p> <p><u>Residential Rental Fees Ordinance:</u> Hattie shared that residents must be given a reason of why they are denied and how to overcome the reasons. The Housing Commission is opening a rental assistance center where renters can come get assistance with credit, etc. And landlords can come and list their properties there. All clients will be connected with social worker. Hattie will email this information.</p> <p><u>DHHS/CPS:</u> Scott shared that Kent County Child Welfare is a new program modeled after a program in St. Louis. It focuses on housing instability and homelessness aspects. The goal is to impact reoccurrence. There is training on how community organizations can support families. He will send information to Brianne to share.</p> <p><u>Network180:</u> Beverly shared that momentum continues to grow for the Crisis Center Work because the need is terrific for a place where people can go and get immediate care. People who get</p>		



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<p>immediate care can often be stabilized in 24 hours. If the community is able to move in this direction, it is a great way to reallocate resources. They are coming to the point where the broader taskforce is going to issue some recommendations, including a crisis campus instead of a center.</p>								
<p>Conclusion</p>								
<p>Action Items</p>								
<table border="1"> <thead> <tr> <th>Action Items</th> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Action Items	Person Responsible	Deadline			
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<p>Any Other Matters from Steering Council Members</p>		<p>All</p>						
<p>Discussion</p>								
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<p>Public Comment on Any Matter</p>		<p>All</p>						
<p>Discussion</p> <p>Pam: Covenant House is very excited to work with their community partners to make this a step in the right direction. The team has been training all week with a strengths-based trauma informed program model. Efforts to Outcome is a benchmarking program. They will begin accepting youth at the end of the month. They will be learning along the way. She thanks everyone for their support. There is a meeting to talk about referrals in the youth world. November 28 at Covenant House. If you did not get the information, share that information with them. They want to make sure they are interlocking with the community properly.</p>								
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<p>Adjourn</p>		<p>Lisa Cruden</p>						
<p>Next Meeting: December 14, 2018 at 8:30am at 1120 Monroe NW</p>								