



CoC Youth Committee MEETING MINUTES

December 21, 2018

9:30-11:00am

Facilitator:	Courtney Myers-Keaton		
Meeting Attendees:	Julie Clossen, Kendra Avila, Pam Spaeth, Heather Nyenhuis, Ashley Pattee, Anna Diaz, Rich Arndt, Lauren VanKuelen, Shandra Steinger, Noelia Garcia, Rebecca Diffin <u>Staff:</u> Courtney Myers-Keaton, Sierra Salaam, Brianne Czyzio, Daniel Gore (phone)		
Time Convened:	9:35	Time Adjourned:	11:10

Introductions		
Committee Recommendation		
Discussion		
<p>Last spring, Steering decided that Youth Committee could continue indefinitely as an ad-hoc group. Steering decided not to add Youth Committee to the Governance Charter until there are set committees for chronic, veterans, etc. also in place. There were concerns expressed that the reason that the Committee Expectations passed down from Steering were not put in place because of the contention with choosing the lead agency. Last year, it was unsure if the chair would have to be from the lead agency. YHDP lead agency can be determined separately because this is not the full goal of the Youth Committee. There also needs to be a process developed so that the chair and the YHDP lead can communicate as much as possible because there is overlap. YHDP lead agency would be a work group of Youth Committee, not a separate silo. The Committee Expectations will be an expectation come January. In January, committee members will vote on Chair, Vice Chair, and Secretary. Courtney will create expectations of attendance and a short description of duties for these three positions. It was suggested that this process is similar to the Steering Council process with nominations sent out ahead of time. There were questions about who would be considered a member of Youth Committee. There was a description made for team member expectations and advisory member expectations. Advisory committee members aren't part of the work that is being done but wanted to be apprised and updated. Earlier in the year, committee members signed on to each of these groups. Brianne and Courtney will try to find who signed up for each group. It was noted that there should also be some type of orientation, so people can be orientated to the expectations and Robert's Rules. It can take a while to catch people up when they are new. There seems to be a gap with some people with rich historical knowledge and new people. Many different organizations do different things, but there is a need that there be a baseline. Courtney can see what can be done to help with backups of committee membership information in the future. Once the committee has structure, it can be on the secretary and chair to update some of the lists. It makes sense to refresh the committee membership and process.</p>		
Action Items	Person Responsible	Deadline
Create expectations of attendance and a short description of duties for chair, vice chair, and secretary positions.	Courtney	
HAP – Functional Zero Page		
Discussion		



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When VOYC count was done, youth who did the survey, HMIS release, and TAY-VI-SPDAT were listed on the Youth functional zero page that is housed at HAP. HAP then connected youth with resources that were made available. There are questions now about the process: how youth are coming onto the list, are they being put on the general prioritization list? The plan was that VoYC youth would be on a by-name list. Since no one was doing the TAY on a regular basis, now youth are put on a general prioritization list. They are filtering youth through the HMIS system and doing the VI-SPDAT. Sierra can run a report to see what the current status is. It was suggested that CoC staff run the report and provide some technical support to HAP. There are referrals that were not closed, so there is a need to make sure the page is accurate based on if the referrals are successful. It was suggested that it could be set up so a monthly report can be run. There is a process that was developed by CoC, HAP, MCHA, Community Rebuilders, Arbor Circle based on the veterans list. The expectation was that when resources were made available HAP would refer that youth to the resource. It was suggested that a feedback loop is developed. The veterans group connects with whoever served the youth to see what the result was once a quarter. It was suggested that the Youth Functional Zero report becomes a standing agenda item. Sierra will look into who at HAP will look at the connectivity to the prioritization list and resources. Daniel ran the functional zero report, it does not list what happened after, follow up would need to be done to collect this data.

There is some overlap with this discussion and coordinated entry/access. It is important to have the coordinated entry conversation with this committee. In the new year, Courtney will be working on a plan of what each committee's goals are and Coordinated Entry will likely be part of this group's goals in 2019. There are process points in place that can be picked up on that will help with the functional zero page. It would be helpful to have workgroups around what Coordinated Entry could look like for youth and national learnings in 2019.

Action Items	Person Responsible	Deadline
Look into who at HAP will look at youth connectivity to the prioritization list and resources	Sierra	
VoYC Data Update		
Discussion		
Suggestions from the group: visual representation instead of spreadsheet would be good, foster care history and employment data are critical. The biggest amount of conversation was around adding minor data in some way. There was fear about putting out low minor numbers knowing they are inaccurate. CoC staff will take draft off and then share the document.		
Action Items	Person Responsible	Deadline
Discharge Planning		
Discussion		
They pulled the NOFA questions from last year, HUD wanted information on discharge from child welfare, adult and juvenile justice, and physical and mental health. The NOFA asked for public child welfare discharge policy or CoC discharge policy. Shandra and Lauren and Ariel (from Bethany) and Mary McGhee met with Sonya, the COO at West Michigan Partnership for Children. They administer foster care payments to agencies in town. They shared the child welfare policy; Lauren will email this		



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to Courtney to share with Youth Committee. Sonya does not have the capacity to sit on the committee unless the conversation unless it is relevant, but she is a great resource to tap into. For Juvenile justice, Sonya and Mary reached out and are in the process of gathering information. They will give her the discharge policies. They are also doing work with youth transitioning to the adult system. Ashley met with Mike Cole, he shared that adult justice does not have a discharge plan. In this system, it is on the inmate themselves. For mental health, Ariel met with Tanya Lark who does systems planning at network180. Network180 would be willing to have someone who can come sit as a member of this committee. They are looking into a system for young adults and have some grant money to look at best practices. Health Net could be a resource for physical health. There is no one currently reaching out, send Lauren an email if you are interested.

The NOFA also asked the CoC to have a discharge policy and systems in place to prevent discharge into homelessness. It would be helpful to have a workgroup to make sure a discharge policy is created and being used. This could be an opportunity for service providers to help with some of the components. It would be ideal to extend the reach to have as many people as part of the workgroup as possible across all sectors. It was suggested that at the January meeting the group will make note of work groups that need to be created and make everyone aware of opportunities to be involved in workgroups. Extend January meeting to 2 hours to accommodate this discussion.

Action Items	Person Responsible	Deadline
YHDP: Preliminary discussion for upcoming NOFA		
Discussion		
It is important for the CoC to get the lead agency process defined before the NOFA is released. This is one of Courtney's priorities. She suggested we look at other areas that need to be addressed before the NOFA comes out. This can be put on January's agenda as well. The RFP for TA will likely be pushed out at the beginning of the year, then it should move quickly.		
Action Items	Person Responsible	Deadline
Agency Updates		
Discussion		
None		