



## STEERING COUNCIL MEETING MINUTES

February 15, 2019

8:30-10:00

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Susan Cervantes, Deanna Rolffs, Hattie Tinney, Elizabeth Stoddard, Lauren VanKuelen, Karen Tjapkes, Adrienne Goodstal, Tom Cottrell, Beverly Ryskamp, Erin Banchoff, Lisa Cruden, Becky Rynbrandt, Kwan McEwen, Scott Orr, Jeff King, Brianna Lipscomb, Shannon Bass, Alonda Trammell, Cheryl Schuch (Family Promise), Shandra Steininger (HQ), Erik Means Jr. (YAB), Cathy LaPorte (HAP), Mary Wilkins (TSA), Rich Arndt (TSA), Courtney Myers-Keaton, Brianne Czyzio		
Time Convened:	8:33	Time Adjourned:	10:27

<b>Approval of Agenda</b>		<b>February 15, 2019</b>	
Motion by:	Karen	Support from:	Tom
Discussion	Add Fulton Manor Update under Emergency Family Shelter Waitlist.		
Amendments	Item 8a will be Fulton Manor Update		
Conclusion	All in favor by acclamation with no dissent		
<b>Approval of Minutes</b>		<b>January 18, 2019</b>	
Motion by:	Tom	Support from:	Adrienne
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>		<b>February 15, 2019</b>	
Motion by:	Beverly	Support from:	Karen
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
<b>Petitions and Communications</b>			
Discussion			
None			
<b>ESG Financial Assistance Report</b>			
Discussion	<p>There was confusion between tentative amount spent versus amount spent. For MSHDA ESG, there may be payments moving forward, that is in the tentative amount spent.</p> <p>For MSHDA ESG funds for Prevention and RRH, the dates seem to be incorrect. The document should list the grant term as 10/1/17 through 9/30/18, extended through 01/31/2019. Courtney will follow up with Mikyla Webb, Data Quality Coordinator at The Salvation Army, to answer and clarify the following questions: At this point, all these grants are over and are moving into a new year? Are there any implications if the funds are not spent down?</p>		
Action Items	Person Responsible	Deadline	
Follow up with Mikyla Webb regarding questions listed	Courtney		



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Emergency Family Shelter Waitlist		
Discussion		
<p>Lisa shared that Family Promise has been working closely with HAP over the past few months to reduce the size of the waitlist. Outreach staff are working to find out families' needs. One of the factors contributing to the list size decreasing is families who could not be contacted after multiple attempts using different methods. In addition, they have focused on diversion and creating safety plans. The expectation is that the shelter waitlist will be empty by the end of next week, February 22<sup>nd</sup>. Now that Fulton Manor is open, they are working on process points for moving families through the system and into safety. Diversion conversations are continuing at every junction. There were a few families in hotels for one or two nights because of the weather but moving forward the hotel funds will be used for those where shelter is not appropriate or the right fit (e.g. medically fragile).</p> <p><u>Fulton Manor Update:</u> Intakes started February 4. Currently there are about 25 families staying at Fulton Manor. As of February 14<sup>th</sup>, there are about 20 families on the waitlist. Funds for hoteling are gone, but a request for additional funds will be submitted today, February 15. This funding will primarily support those who would not be best suited for family shelter. Fulton Manor has capacity for 75 families, so until they reach capacity (either physical or funding limitations), there will not be a waitlist. As we move into March and April, requests for shelter will likely increase. They are hoping to have all process points worked out by then. This project is only viable through the end of December as that date is a hard stop for Holland Home. Cheryl encouraged Steering Council to continue to focus on long-term planning for families experiencing homelessness. They are a little over half-funded and are working to secure additional funding.</p>		
Action Items	Person Responsible	Deadline
Committee Updates		
Discussion		
<p><u>Updates:</u> The snowy weather has canceled all committee meetings, except data analysis. Data analysis has been working through process points and discussing how they want the committee to operate going forward.</p> <p><u>Reporting mechanism:</u> Courtney is working to put together a calendar so that each group reports quarterly. This will include workgroups and action boards. The report-out would be given in person at the Steering Council meetings. The goal is for the full CoC to receive more updated reports on what is happening in the committee space, but there is no specific vision yet. In the past, committee updates were shared with the full CoC, like those provided in the Steering Council consent agenda. Updates could reflect on previous work as well as committee focus moving forward. Digging deeper into the committees by having the chair present at Steering Council will allow space to ask deeper questions and provide more connection. It will also help Steering Council stay on target with strategic plan goals.</p> <p><u>Conclusion:</u></p>		



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A small blurb from each committee will remain as part of the consent agenda, as well as the rotating presentations. CoC staff will develop a process document for the next Steering meeting so that the reporting process and structure is defined. Committee updates will be a standing item on Steering Council and full CoC agendas. An updated list of committee chairs and their contact information will be created. Full CoC presentations: Youth Action Board, Diversion, Family Homelessness Emergency Taskforce, and Veterans Committee.

Action Items	Person Responsible	Deadline
Coordinate with Becky and Erin to include City of Grand Rapids ESG and other budgetary updates for the full CoC	Courtney	
Create process document for committee updates	Courtney	March 15
Create updated list of committee chairs with contact information	CoC staff	

### QSOBAA

#### Discussion

There is a recommendation from the Data Quality Committee and HMIS Administrator to add Covenant House and Servants Center to the QSOBAA. The QSOBAA is the sharing agreement within HMIS that allows agencies to see other's information. ROIs for each agency can be tailored to include or exclude specific organizations. The QSOBAA outlines policies and procedures for access and for training.

Policies regarding the QSOBAA should be clarified. From past experience, it seems that information has been shared relationally to the organizations from the HMIS administrator. There are MCAH standards for what adding and removing an agency means. This has never come to Steering before to approve agencies, so there needs to be clarity as to Steering's role. Previously, it seems that agencies were simply added if they met the requirements and did not go through a vetting process with Steering Council. CoC staff will research the QSOBAA process and MCAH requirements, looking at what the precedence has been in the past and if changes should be made, and report back to Steering Council at the March meeting. This will clarify the role of Steering Council in the QSOBAA process.

Based on precedence, these organizations will follow the previous process to be added to the QSOBAA.

Action Items	Person Responsible	Deadline
Research QSOBAA process and MCAH requirements, bring recommendations for changes	CoC staff	March 15

### Steering Council Orientation: Next Steps

Courtney Myers-Keaton

#### Discussion

Courtney gave an overview of the session. Container building looked at what support looks like which informed a meeting guidelines discussion. The group also looked at values, and potentially defining some values that can be adapted and operationalized as a Steering Council. In the future, there will be an hour set aside for the Steering members to look at the 10-12 values identified and choose 3 to 5 of those with supporting behaviors. Then, Steering can present values to the full CoC. It was suggested



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Steering Council go through a values discussion at the beginning of every year. Tom suggested changing the name because orientation is almost a misnomer, it was more like a retreat.		
Action Items	Person Responsible	Deadline
Send out Doodle poll for values discussion	Courtney	
<b>Emergency Weather Response</b>		
Discussion		
<p>Recently, we experienced a polar vortex, and many schools and businesses closed. The closures of agencies and organizations really stressed resources. One thing to look at is how communication happens between partners and community members regarding closings and delays. The lesson learned is that there is not a plan in place. MSHDA ESG Exhibit 1 asks for an emergency plan, the current plan is fairly vague. Perhaps this needs to be reviewed and updated. There is not a need to build an entire emergency response system but look at how our system continues to work in an emergency system. It would be beneficial to understand how this system plugs in to other emergency systems. The community should also consider other things that may need to be activated in a winter event so that community needs are met. Also, there has not been a definition for essential services, this should potentially be discussed and defined.</p> <p>Steering Council recommends that a small ad-hoc group of staff from the CoC, HAP, 211, Rebecca Rynbrandt, and shelter providers meet to look at communication gaps. Discussion will be brought back to Steering Council.</p>		
Action Items	Person Responsible	Deadline
Convene ad-hoc group to look at emergency weather response	Courtney	
<b>Committee Structure</b>		
Discussion		
<p>Executive recommendations:</p> <ol style="list-style-type: none"> <li>1. There are no descriptions for chair, vice chair, secretary positions. Courtney is researching defining these positions, until then she can serve as the interim chair of committees that have not yet held elections.</li> <li>2. There is a need to make sure committees are issue-based, not based on future/present funding opportunities.</li> <li>3. A committee chair does not equal a lead agency and vice versa. The two would be separate and would determine how best to work together.</li> </ol> <p>There are no specific descriptions, but there is likely a general understanding of what each position entails, so elections may be able to be held before descriptions are created. Move forward with what we know the job descriptions to be and let those who are elected know that there may be changes to the description. A NOFA or grant opportunity may define the role for the lead agency. For Youth Committee, there is a need to make sure they understand that the lead agency and chair do not have to be the same before elections.</p> <p>Action Boards: The assumption is that the CoC wants action boards in the community regardless of funding. How can Steering Council support action boards financially and resource-wise? Maybe there</p>		



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is a staff position that is a liaison for action boards. Any potential structure changes will apply to future action boards, not to current ones. Perhaps the planning grant needs to be expanded or resources allocated differently. Steering should identify those agencies who can support committees and consumer/action boards based on what they do, and funds they have available. There is also a need to look at the scope of what the CoC would want for action boards: how many, how often, etc. Perhaps Executive can talk further and bring a recommendation to Steering.

Lauren motions that the chair of a committee does not have to be the same as the lead agency and vice versa, unless dictated by the funding source. Shannon seconded. All in favor by acclamation with no dissent.

Action Items	Person Responsible	Deadline
<b>PIT Count Update</b>		
Discussion		
Due to inclement weather, the CoC received a waiver from HUD to change PIT Count from January 30 <sup>th</sup> to February 6 <sup>th</sup> , 2019. There is no full update at this point, but so far, most responses seem to be fairly positive.		
Action Items	Person Responsible	Deadline
<b>Strategic Plan</b>		
Discussion		
There is no update to provide from the last meeting. Looking ahead, there is a need to discuss making strategic planning a standing item on the Full CoC and Steering agendas. Potentially, create ad-hoc workgroup to look at planning in the future with scheduled updates to every full CoC meeting. The hope is that the K-Connect plan will align with the CoC's strategic plan. It would be helpful to get some previews of KConnect's direction before the full plan is released to help inform the process for planning the next strategic plan.		
In the meantime, an ad-hoc group will move forward with ensuring current strategic plan activities are moving forward.		
Action Items	Person Responsible	Deadline
Convene ad-hoc group for current strategic plan	CoC Staff	
<b>Any Other Matters by Steering Council Members</b>		
Discussion		
None		
<b>Public Comment on Any Matter</b>		
Discussion		
None		
<b>Adjourn</b>		
Motion by:	Shannon	Support from: Beverly
<b>Next Meeting: March 15, ICCF</b>		