



STEERING COUNCIL MEETING MINUTES

March 15, 2019

8:30-10:00

Facilitator:	Casey Gordon		
Meeting Attendees:	Deanna Rolffs, Casey Gordon, Beverly Ryskamp, Tom Cottrell, Rich Arndt, Lisa Cruden, Karen Tjapkes, Darrell Singleton (for Rebecca Rynbrandt), Hattie Tinney, Erin Banchoff, Elizabeth Stoddard, Jeffrey King, Sherrie Gillespie (for Susan Cervantes), Scott Orr, Kwan McEwen, Lauren VanKuelen, Alonda Trammell <u>Community Members:</u> Michelle VanDyke, Mary Wilkins, Pilar Dunning, Amber Troupe, Laura St. Louis, Emily O'Brien, Will Osmond, Cheryl Schuch <u>Staff:</u> Courtney Myers-Keaton, Wende Randall, Brianne Czyzio		
Time Convened:	8:33	Time Adjourned:	9:41

Approval of Agenda		March 15, 2019	
Motion by:	Beverly	Support from:	Tom
Discussion			
Amendments	Funding Review Committee Recommendation will be added as item 9a		
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		February 15, 2019	
Motion by:	Erin	Support from:	Hattie
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Approval of Consent Agenda		March 15, 2019	
Motion by:	Rich/Tom	Support from:	Beverly
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Public Comment on Any Agenda Item			
Discussion			
Petitions and Communications			
Discussion			
ESG Financial Assistance Report		Casey Gordon	
Discussion	Salvation Army's MSHDA ESG funds are on track with expenditures in the normal funding cycle. City of Grand Rapids ESG contracts have ended. The balance of funds is being reallocated. A new contract is in place. This will be reflected on next month's <i>ESG Financial Assistance Report</i> .		
Action Items	Person Responsible	Deadline	
Emergency Family Shelter Waitlist		Casey Gordon	



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Discussion		
<p>Family Promise and HAP have been working closely together with the coordinated entry system to ensure families are getting referred to Family Promise or shelter immediately. Thus, the current report is not relevant/accurate. They are working through the reporting structure now.</p> <p>For next month, Family Promise will develop a report that shows the number of requests from families and that all families are being referred, showing that there is not a waitlist.</p>		
Action Items	Person Responsible	Deadline
Develop <i>Emergency Shelter Request for Families</i> document showing the elimination of the waitlist	Family Promise	April 12
Budget Preparation	Wende Randall	
Discussion		
<p>Each year, Heart of West Michigan United Way prepares and administers funding for the CoC planning projects and HMIS on a July to June fiscal funding year. Wende shared a document with all external funding made available to CoC and HMIS with generalized categories. The MSHDA line item reflects the ESG funding that passes through to Salvation Army. The difference in amounts reflects administrative fees. The professional fees line item under HMIS is for Daniel Gore (HMIS Administrator). A \$4000 budget each for both Youth Action Board and Veterans Action Board is available. Most of this will go towards stipends, so it is included in personnel costs. The Heart of West Michigan United Way board will review and approve the budget in upcoming months. Once approved, the detailed budget will be presented to Steering Council.</p> <p><u><i>Funding Review Committee Recommendation:</i></u></p> <p>The Funding Review Committee evaluated City of Grand Rapids ESG applications based on the criteria outlined in the Request for Qualifications (RFQ) instructions document. They recommend the below allocation of ESG funds. The City's final award amount has not yet been provided by HUD. If the ESG award amount changes, the funding for Urban League will be increased or reduced depending on the final allocation. This recommendation will be presented to the Grand Rapids City Commission on March 26. A 30-day comment period will be held beginning on March 22. The City Commission will approve final funding awards on May 14.</p> <p><u><i>Conclusion:</i></u></p> <p>Karen moved to recommend the Funding Review Committee's recommendation for the ESG funds to the Grand Rapids City Commission. Tom seconded. Motion passed with 14 in favor. Kwan McEwen, Jeffrey King, and Rich Arndt abstained for reasons of conflict of interest.</p>		



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City of Grand Rapids FY 2020 ESG Funding Recommendations Homelessness Prevention and Rapid Re-housing				
Agency	Households	Activity		Total Recommendation
		Homelessness Prevention	Rapid Re-housing	
Community Rebuilders	24	\$0	\$123,960	\$123,960
Grand Rapids Urban League	28	\$89,773	\$0	\$89,773
The Salvation Army Social Services (61 st District Court Eviction Prevention Pilot Program)	30	\$81,000	\$0	\$81,000
TOTAL	82	\$170,773	\$123,960	\$294,733
Action Items			Person Responsible	Deadline
CoC and ESG Midterm Monitoring			Courtney Myers-Keaton	
Discussion				
Wende and Courtney are working through the process and will provide an update next month. The monitoring is for agencies receiving MSHDA ESG funds, not City of Grand Rapids ESG funds.				
Action Items			Person Responsible	Deadline
HUD TA Update			Courtney Myers-Keaton	
Discussion				
The HUD Technical Assistance (TA) has focused on dynamic system management. The Coordinated Entry Committee will take recommendations from the HUD TA and from other committees (Youth, Veterans, more) to develop their goals. The committee was originally titled Coordinated Assessment but is now Coordinated Entry. Courtney provided a document with different strategies that could be implemented in the community. On the document, the checked boxes do not reflect what was submitted with the TA. Courtney will provide a copy of the submitted form to the group. The committee will be reviewing the Cloudburst evaluation and what areas align with the HUD TA strategies.				
Action Items			Person Responsible	Deadline
Provide copy of <i>Dynamic System Management</i> form			Courtney	
Review ideas generated during the Cloudburst Coordinated Entry report-out			CoC Staff	
MCAH Update			Courtney Myers-Keaton	
Discussion				



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There is a meeting following Steering Council to discuss the 2018 annual count numbers as there has been an increase. In general, housing affordability has been an issue in this community and there have been specific issues with families. Over the past few years, the numbers have been increasing at a fairly steady rate. An update will be provided following the meeting.

Action Items	Person Responsible	Deadline
Provide update following MCHA meeting	CoC staff	

Committee Reporting Process Update Courtney Myers-Keaton

Discussion

Courtney developed a reporting process for all committees. Stipulations include:

1. All minutes will be provided by any workgroup within 2 weeks of a meeting.
2. Actionable goals for each workgroup that will be submitted to CoC/Steering by April 30 of each year.
3. Written updates will be provided to Steering Council bi-monthly.

For time sensitive issues, especially ad-hoc workgroups, it may be helpful to have monthly updates. Committee updates will be a regular agenda item and will go out with pre-reads.

Youth Homelessness Demonstration Project:

The YHDP NOFA came out yesterday (March 14) and is due May 15. HUD will fund 25 communities this year, at least 8 of which will be rural. If you are interested in being involved, please start going through the NOFA and think about how you/your agency would want to be involved if Youth Committee decides to apply. There will be internal discussion about lead agency selection and collaborative applicant. There is not much funds allocated to the planning grant. HUD TA and the entire community decide the projects, not just the lead agency. It is imperative that the plan is a community project.

Action Items	Person Responsible	Deadline
Compile and send notes from YHDP learning session with Traverse City	Courtney	

Strategic Plan

Discussion

Baseline data has not been updated yet, but CoC staff are in the process of updating this data. There are two activities in the prioritized goals that were assigned to ad-hoc committees. Steering Council is the group that moves the formation of ad-hoc committees with specific work tasks.

1. Activity 2.1.a: Increase available eviction prevention resources.

The Grand Rapids Eviction Prevention Program: 61st District Court, City of Grand Rapids, Salvation Army, DHHS, and others meet quarterly. ENTF Governance Committee is highly involved in evaluation of eviction prevention. Wende will provide reports to this group. Data could be used by both groups to inform the other. It makes sense to invite stakeholders (City of Grand Rapids, Kentwood Eviction Prevention Program, Salvation Army, others) together to address successes and look at the shortfalls, as well as who else can be included in the program.



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Conclusion:

Beverly moves to approve the formation of an ad-hoc committee around eviction prevention that builds on existing community capacity and expertise, facilitated by staff as needed. Karen seconded. All in favor by acclamation with no dissent.

2. Activity 4.1.c: Develop recommendations for short-, medium, and long-term actions that can be taken to address identified barriers to the utilization of housing resources.

A small group from data analysis may be able to convene around this. 4.1.c is dependent on progress in activities 4.1.a and 4.1.b, so the group will wait on formation of this ad-hoc group.

Action Items	Person Responsible	Deadline
Update Strategic Plan baseline data	CoC staff	
Assist in the facilitation of an ad-hoc eviction prevention workgroup		

April CoC Membership meeting agenda

Discussion

Salvation Army would like to present their process for intake and go through what that looks like for people in the community. Community Rebuilders would like to present on system-wide mapping process that they have been developing with their Bezos funding. The system mapping is an overall systems review to look at where they will go next and areas where the community could partner. It would be a good idea to have a brief description of all the presentations to share with the full membership.

Other items:

- MSHDA requirements (HCV list adequacy)
- Update on YHDP application
- Committee updates
- LIHTC presentations – if applicable

Action Items	Person Responsible	Deadline

Other Matters by Steering Council Members

Discussion

None

Public Comment on Any Matter

Discussion

In terms of the amount of community collaboration required for the YHDP, if awarded, Cheryl Schuch pointed out that agencies already give staff time to CoC committee work. She encouraged agencies to consider this, as well as the importance of tackling this issue as a community.

Adjournment

Karen moved to adjourn, Lauren seconded. All in favor by acclamation with no dissent.