



## CoC Youth Committee MEETING MINUTES

March 22, 2019

9:00-11:00am

Facilitator:	Courtney Myers-Keaton		
Meeting Attendees:	Julie Clossen, Ashley Pattee, Casey Gordon, Shandra Steininger, Shannon Vinson, Kendra Avila, Tiffany Clarke, Erin Benson, Becky Diffin, Anna Diaz, Kelsey Larsen, Stephanie Myers, Lisa Cruden, Drea McKinney, Cathy LaPorte, <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio,		
Time Convened:	9:02	Time Adjourned:	11:00

<b>Introductions</b>			
<b>Approval of Agenda</b>		<b>March 22, 2019</b>	
Motion by:	Casey Gordon	Second:	Julie Clossen
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
<b>Approval of Minutes</b>		<b>March 1, 2019</b>	
Motion by:	Julie Clossen	Second:	Shandra Steininger
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
<b>Robert's Rules Introduction</b>			
Discussion			
<p>Robert's Rules allow groups to make decisions in a collaborative way with everyone having a way to voice their input in. In Robert's Rules, silence is seen as synonymous with agreeing. If there is a decision that needs to be made, any group members can make a motion. Discussion and amendments follow. The motion is then put to a vote. Each agency has one vote, even if more than one member is in attendance. If there are issues where there may be contention, the number of those dissenting will be recorded. At each meeting, the group will use motions and seconds to approve agenda, minutes, adjournment, and any official decision made by the committee.</p>			
Action Items		Person Responsible	Deadline
<b>Introduction to Basecamp</b>			
Discussion			
<p>Basecamp is a collaboration tool that will be used for the committee. This is a way for the group to add documents and files and to have discussion on message boards. This will be very helpful with workgroups as they will be able to create their own teams. People can comment directly on documents or recommend changes. Login: <a href="https://3.basecamp.com/4184799/join/AuVRi3dkF1VK">https://3.basecamp.com/4184799/join/AuVRi3dkF1VK</a></p>			
Action Items		Person Responsible	Deadline
Login to Basecamp using the above link		All	
<b>YHDP</b>			
Discussion			
<u>Lead Agency Selection Process:</u>			



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March 22, 2019

9:00-11:00am

For lead agency selection, there will be a Request for Qualifications (RFQ) process, similar to last year. Courtney will have the rubric ready by Monday (3/25), then it will be open to comments from Youth Committee and Steering Council. Rubric will be finalized by Friday, March 30. RFQ will be released, applications will be due April 8 since the application is due May 15, there needs to be time for lead agency and CoC to work on the grant together. The Steering vote will be April 12, this will be a special vote. There is no appeals process, but this something that funding review may need to have as part of their workflow. Brienne will look into whether an appeals process is required.

### Traverse City Update:

Traverse City leadership team structure: HARA (lead agency), Shelters, RRH/PSH, CoC Coordinator, McKinney Vento Coordinator, DHHS ed planner, offender success youth coordinator. Traverse City is set up so that the YHDP is an initiative of the youth committee. Their Youth Action Board informs the Youth Committee and YHDP.

### Main takeaways from the learning session:

- Collaborative aspect of the YHDP initiative, HUD (through TA) drives most of the process.
- Members of the YHDP team have to be able to commit a lot of time to coming around the table and developing a community plan
- Lead agency role: the agency is viewed as someone who sets the meetings up, and HUD TA drives the conversation. Lead agency goes out and tries to get people around the table, but HUD has the authority. Strategy work is facilitated by the lead agency.
- Things that are difficult in the Grand Rapids community are difficult elsewhere as well
- YHDP may require members to 'take off their agency hat' and focus more on the community goal than on individual agencies
- Large, up-front time commitment for developing the community plan
- Each agency will have to send letters of support, including listing how much time and money that are willing to contribute. (\$ can be in staff time)
- Traverse City's Youth Action Board is set up in cohorts. This lets youth know that their time is essential. 2 adult leaders, 2 interns, 6 core leaders, and 6 additional members. Core leaders meet in between monthly meetings. Traverse City pays for this from the planning grant
- The YHDP planning grant is only 3-4% of the YHDP grant, so it is really not that much funds for planning

### General Overview of the NOFA:

Courtney went through and compared to last year's NOFA and pulled out the pieces that were slightly different.

### Factor 1:

- Question 1.2: identify the proposed YHDP team – last year this question focused more on the lead agency. They are asking for a staff person dedicated to the YHDP (not necessarily full time). The question asks to demonstrate how youth participate actively. Last year, one thing that was noted was that some Youth Action Boards seem underutilized.



## CoC Youth Committee MEETING MINUTES

March 22, 2019

9:00-11:00am

### Factor 2: Community Resource Capacity.

- Question 2.2 is new. They are specifically asking for letters of support regarding funds available. Each agency is asked to be able to commit someone to the YHDP team, with a specific dollar amount.

### Factor 3: Community Need

- Last year, we did not score so well. Voices of Youth Count will be something that this group can speak to. Youth Homeless Needs assessment may be a specific needs assessment. Last year, they talked about the Ture Colors and how they would complete the assessment. With the Voices of Youth Count, they were able to identify different breakdowns that can be used. The Youth Homeless Needs assessment is linked to a count, so the initial data is there. HQ asks similar questions, this could be pulled in.

### Factor 6: Financial Resources – Youth Collaboration

- This is a new section that focuses on Youth Action Board. Jamin and Gabby have done an excellent job facilitating the action board. Youth Action Board members have set goals and will have the ability to develop their budget. They also may be looking at mini-grant opportunities in the future.

### Factor 7: Data and Evaluation Capacity

- 7.10 – new question. Where are youth brought into evaluation and quality improvement in the community? Pay attention to the weaknesses in last year's applications

There are tangible pieces that can be started working on now:

- Letters of support: financial resources and support
- List of resources in the community

The community plan will involve sitting around the table with peers diving deep into coordinated community plan with HUD. The process is labor intensive. Each agency can think about how their projects fit into this framework. In Kent County, there may be some difficulty because some youth agencies do not currently with HUD requirements. Agencies may need to be flexible with their processes regarding youth systems, data, supports. Agencies may not know how they need to change, but letters of support can list that agencies are poised to implement changes. HUD will also want all agencies to commit to using HMIS with a large list of resources available for youth. Strategies may look different for different agencies, but the end goal is the same, the application can highlight that agencies are committed to the end goal. Workgroups come from USICH framework (more on this in the *Workgroup Discussion*). For agencies that were not able to commit to fully joining the planning process, they had the option of becoming an advisory member.

A template letter of support would be helpful for agencies when they are looking to write their letters. By signing letters of support, agencies are also committing to putting resources to the table, funds to the community pot, etc. Last year, HUD was very specific about agencies committing dollars to the community planning fund.



## CoC Youth Committee MEETING MINUTES

March 22, 2019

9:00-11:00am

### Timeline:

The grant application is due May 15. There is a lot of work to do in the next few months. Courtney will upload basic charts into Basecamp so agencies can start filling them in and asking clarifying questions. For letters of support, if any agencies have examples that they are willing to share, please send them to Courtney.

### Orientation

If anyone would like to meet before the next meeting to get more information about the YHDP, HUD, and the youth space, connect with Courtney.

Action Items	Person Responsible	Deadline
Determine if appeals process is required for RFQ	Brianne	
Develop document to begin list of current community projects, upload to Basecamp	CoC staff	
Review and complete (if able) charts in Basecamp	All	
Share example letters of support with Courtney	All	

### **Committee Structure and YHDP**

#### Discussion

The Youth Committee work seems to become YHDP work if the community is funded. The YHDP is a massive project but has specific parameters. All current workgroup are areas that have planning happening under the YHDP. YHPD could become primary focus of Youth Committee, but not the only focus. Chair and lead agency work to keep everyone accountable from the work groups. Committee members will send Courtney thoughts, ideas, and feedback around Youth Committee structure of in the next two weeks.

Action Items	Person Responsible	Deadline
Send Courtney thoughts on committee structure	All	April 5

### **Workgroup Discussion**

#### Discussion

USICH – United States Interagency Council on Homelessness provides a framework for communities to use when developing a plan to end youth homelessness. The framework looks at strategies and provides a way to track progress towards a goal. Some areas have specific guidelines outlined. The five workgroups are:

- Coordinated Entry Planning
- Discharge Planning
- Housing First and Resource Capacity Planning
- Voices of Youth Count Planning
- HMIS and Data Evaluation

By Wednesday of next week, committee members will decide which workgroup they would like to be a part of. Signup document will be on Basecamp. Workgroup size could be around 5. Each group should have natural leadership and accountability. The goal is to take workgroups descriptions to Youth Action Board for them to look at where they would like to be involved because it is important to have input from those with lived experience in all areas. Workgroup information will be shared



## CoC Youth Committee MEETING MINUTES

March 22, 2019

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with the full CoC so that members who may want to get engaged but are not on youth committee are able to do so.

Action Items	Person Responsible	Deadline
Create signup document and upload to Basecamp	CoC staff	
Signup for the workgroup are interested in	All	
Share workgroup information with the full CoC	CoC staff	

### Agency Updates

#### Discussion

Mel Trotter will have their first youth worship night on Wednesday, April 4 from 6:30-8. There will be live music and transportation provided – pickups will be at HQ, Covenant House. Their YES shelter is for men 18-24. They are able to stay throughout the day, they have times where they can leave if they would like.

HQ's hours changed in the middle of January, they have updated resource cards. contact Drea ([dmckinney@hqgr.org](mailto:dmckinney@hqgr.org)) to get updated cards.

network 180 is developing youth mental health advisory board. They are looking for youth who have had experience with the mental health system. The first session will be a focus group. They are hoping to develop an ongoing youth advisory board to make sure they are on track.

YWCA – April is sexual assault awareness month. March 21 is Transgender Day of Visibility.

### Adjournment

Julie moved to adjourn. Shandra seconded. All in favor by acclamation with no dissent