



## GRAND RAPIDS/WYOMING/KENT COUNTY STEERING COUNCIL MEETING MINUTES

June 21, 2019

8:30-10:30am

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Adrienne Goodstal, Alonda Trammell, Beverly Ryskamp, Casey Gordon, Elizabeth Stoddard, Hattie Tinney, Jeffrey King, Karen Tjapkes, Kwan McEwen, Lisa Cruden, Pilar Dunning, Rebecca Rynbrandt, Shontaze Jones, Susan Cervantes, Tom Cottrell <u>Steering members absent with notification:</u> Scott Orr, Shannon Bass, Erin Banchoff, Deanna Rolffs, Brianna Lipscomb, Lauren VanKeulen <u>Community members:</u> <u>Staff:</u> Courtney Myers-Keaton, Wende Randall		
Time Convened:	8:33 a.m.	Time Adjourned:	

<b>Approval of Agenda</b>		<b>June 21, 2019</b>	
Motion by:	Ryskamp	Support from:	Beverly
Discussion	Veterans Action Board requested time, added as 6B. Fulton Manor update added as 6A. Budget was removed consent agenda and added as 6C.		
Amendments			
Conclusion	All in favor by acclamation with no dissent.		
<b>Approval of Minutes</b>		<b>May 17, 2019</b>	
Motion by:	Cottrell	Support from:	Cruden
Discussion	Email clarification was submitted.		
Amendments			
Conclusion	All in favor by acclamation with no dissent.		
<b>Approval of Consent Agenda</b>		<b>June 21, 2019</b>	
Motion by:	Cottrell	Support from:	Goodstal
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None.			
Action Items		Person Responsible	Deadline
<b>Petitions and Communications</b>			
Discussion			
6a. Family Shelter Update: Cheryl Schuch was asked to provide an update and provided a handout regarding the number of families served. The numbers on the handout reflect the first four months of operation from February 4, 2019 through the end of May. They are currently at capacity for rooms and staff. By next week, will probably need to go to a waiting list due to the seasonal uptick in the summer. As for hotel funding, our community is out of hotel funds. The state said they will be able to look later in the year to see if they have additional funds that could be reallocated to Kent County. At			



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this time, Family Promise is covering some hotel costs through the end of July out of their funds. There are conversations about other potential funds and what to do between now and September, then planning for the closure of Fulton Manner. There may be a potential to keep Fulton Manor open a few more months but would need funding for continuation.

**6b. Veteran Action Board:** Looking at taking action not just paperwork, experience is too much paperwork that is not useful. The VAB created the veterans' journey handout and attended Stand Down. The Veterans Journey handout tells the veteran what to do and how to do it to access assistance. They are trying to communicate simply and pushing commitment to veteran outreach. Trying to attend as many job fairs and housing events as they can, also planning street outreach focusing on downtown and north side, trying to set up with other services such as medical. Would like to more about our numbers and change in those numbers. Wendie can connect to the ENTF Workforce task group to help support that outreach. Similar to the youth action board outreach-sharing strategies? They are interested in meeting and sharing. Will email to CoC and will ask CoC staff to make that connection. Courtney will support them in getting the data they are requesting. They are requesting to get all updates and information that may be useful to their veterans.

**6c. Budget:** Year to date budget and budget breakdown distributed and an FTE accounting also distributed. Wendie indicates that she reviews budgets with finance at UW monthly. UW is a July to June fiscal even though many grants are not. 5k from City of Wyoming, will adjust that line item on revenue. Review of notes and line items. Will be going through single audit this year. Looking at guidelines for action board stipends for policies and limits, but also boards have been empowered to talk about what their budget is and how they would like to spend it. Staff should make sure all groups understand our budget review process, informing and approving, and making sure all involved understand what funds can carryover. Action boards have been provided a budget training and information regarding how to pay out stipends. Should the CoC consider a finance committee? Discussion of staff allocation. July 1 budget went to executive in another format. This body should really be reviewing and approving the budget. Next year's process is usually started in Feb with final draft to UW board at their April meeting.

Action Items	Person Responsible	Deadline
Put together a workgroup to discuss Fulton Manor Closing/Family Hotel Funds	COC Staff (?)	ASAP
Look at next year's budget to review what a finance process may look like.	Executive	June 27 meeting
Provide July 1 budget to Steering for their information.		August Steering
<b>Member Expectations</b>		
Discussion		
Courtney reminded regarding attendance expectations, 75% is in the charter. The sign in sheet will now have attendance YTD. Also steering committee members are supposed to be on a committee (except held seats) so all members should review committee list and get placed on a committee.		
Action Items	Person Responsible	Deadline



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June 21, 2019  
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Strategic Planning Process		
Discussion		
<p>Review system building graphic by Jack Hess. Looking at the process and how to define values and the discussion regarding that. If we contract out everything, that is beyond our budget, so looking at what might be available for this process and how to best utilize it. Could look at having a consultant guide us through the values process and then setting a process, but then we would take over to develop with that base, and then they would help us with development of the final product. Looking at putting out RFQ in September with it in place in October. What is the relationship with KConnect? Wende: funding for KConnect is outside of CoC funds. What Wende has heard is that KConnect process will inform the strategic plan but not be the planning. From the KConnect side it will establish a framework for where we are going as a community that is not specific to homelessness but is a broader vision for safe and secure housing. So, there may be components of that that may then come to CoC and be useful/inform that process. No obligation to adopt but hopeful they will be considered and included. Process has been underway for about six months with various teams doing the work. Design team establishing purpose and direction, looking at information provided to better understand what is currently happening then visioning long term. Content expert team has discussed a spectrum that includes CoC operations, gathering knowledge to provide to design team, some context experts with lived experience to inform the process, scout and research team looking at other community models, communications team. Housing Accountability Partners Council convened to discuss process and activity thus far and how does our community view housing as a right and how do we act on that. CoC's strategic plan was continued through April next year to allow us to develop the CoC plan. Further review of graphic—starting with reviewing and re-wiring the relationships. Marrying those relationships with values and engaging a process consultant. Relationship with analysis of impediments to fair housing—so those pieces of research/information can supplement any of the strategic planning process. KConnect process is more focused, so we need to remember that we are broader. What should this strategic planning process look like and what components are important.</p>		
Action Items	Person Responsible	Deadline
Craft potential options/deliverables for Steering to really react to. Steering can choose the route to take.	Executive and CoC Staff	August Steering
GVSU Opportunity		
Discussion		
<p>GVSU Master's Program has a practicum requirement where we could work with an epidemiology student to help the CoC look at our data analysis, gaps, monitoring programs and development of benchmarks, and other data beyond HMIS to help tell the story. Discussion regarding various tasks, data access.</p>		
Action Items	Person Responsible	Deadline
Move forward with GVSU Practicum process	Courtney Myers-Keaton	
Lead Agency selection process		
Discussion		



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We are looking at the lead agency process so when there are funding opportunities in the future, the CoC will have a process in place. HUD does seem to be looking at more population specific projects beyond youth. Handout with flow chart process was discussed. How does the process need to manage for conflicts of interest--should that be added as a step or how to take that into account. Concerns about lacking consistency. How to develop rubric and who does that? Funding review should have individuals with lived experience. Table this discussion to the next meeting and task executive with bringing back a revision.

Action Items	Person Responsible	Deadline
Executive Committee to review and revise the proposed process and discuss further at the next Steering Meeting	Executive Committee	August Steering Meeting
<b>LIHTC Letter of Support Policy</b>		
Discussion		
The updated policy contains a change from presenting at full CoC meetings to Steering Council meetings, updates to the letter requirements, update to option for steering vote. Move to approve LIHTC Letter of Support Policy by Beverly Ryskamp, seconded by Susan Cervantes. Motion carries with no nays or abstentions.		
Action Items	Person Responsible	Deadline
<b>ESG Requirement: VAWA Emergency Transfer Plan</b>		
Discussion		
Update as to current status of development of process and MOU. Will bring back in August for approval.		
Action Items	Person Responsible	Deadline
Bring VAWA Emergency Transfer Plan to Steering for approval	CoC Staff	August 16
<b>Steering Council Funding process review</b>		
Discussion		
Tabled due to time limitations		
Action Items	Person Responsible	Deadline
<b>Governance Charter Recommended Changes</b>		
Discussion		
Four subpopulations have been identified by HUD for focus. Discussion about adding committees for youth, families, veterans, chronic formally to charter. This topic was tabled until August.		
Action Items	Person Responsible	Deadline
<b>Open Call for New CoC Members</b>		
Discussion		
Official invite to all in the community to join our COC. CoC staff will publish open call.		
Action Items	Person Responsible	Deadline



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<b>June Full CoC Agenda</b>		
Discussion		
Call for requests or revisions to the agenda.		
Action Items	Person Responsible	Deadline
<b>Updates from Steering Council members</b>		
Discussion		
Susan Cervantes announced that Kent County Community Action is involved in a community needs assessment, per email sent earlier. There is a provider survey and customer survey. One July 11, will have quarterly food distribution including additional items from trade mitigation.		
<b>Public Comment on Any Item</b>		
Discussion		
No comment.		
<b>Adjourn</b>		
Motion by:	Cervantes	Support from: Tinney