



STEERING COUNCIL MEETING MINUTES

September 20, 2019

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Casey Gordon, Susan Cervantes, Karen Tjapkes, Deanna Rolffs, Beverly Ryskamp, Elizabeth Stoddard, Cathy LaPorte, Erin Banchoff, Adrienne Goodstal, Lauren VanKeulen, Tom Cottrell, Alonda Trammell, Kwan McEwen, Shontaze Jones <u>Steering members absent with notification:</u> Rebecca Rynbrandt, Lisa Cruden, Jeffrey King, Shannon Bass <u>Steering members absent without notification:</u> Brianna Lipscomb, Hattie Tinney, Scott Orr <u>Community Members:</u> Cheryl Schuch, Maranda VanZegeren, Katherine Besaw <u>Staff:</u> Courtney Myers-Keaton, Wende Randall, Brianne Czyzio Robach		
Time Convened:	8:35	Time Adjourned:	10:35

Approval of Agenda		September 20, 2019	
Motion by:	Beverly Ryskamp	Support from:	Tom Cottrell
Discussion	Pull Committee Report from Consent Agenda for a discussion around Data Analysis, and add update from Diversion and Fulton Manor		
Amendments	5e. Committee Updates: Data Analysis and Fulton Manor/Diversion Update		
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		August 16, 2019	
Motion by:	Tom Cottrell	Support from:	Lauren VanKeulen
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Approval of Consent Agenda		September 20, 2019	
Motion by:	Deanna Rolffs	Support from:	Beverly Ryskamp
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Public Comment on Any Agenda Item			
Discussion	None.		
Action Items		Person Responsible	Deadline
Consent Agenda – Committee Updates			
Discussion	<p><u>Data Analysis:</u> At one point, there had been discussion around a joint meeting between Data Analysis Committee and Steering Council. The committee would like to know what Steering Council members want to get out of the meeting so they can begin preparing an agenda and pulling data. Members suggested that this topic could be part of 'orientation' in January. Prior to January, Steering can look at Steering and the community's needs in terms of data and analysis, as well as whether the CoC can allocate funds for a data analyst. This would be an important conversation going forward as we begin</p>		



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the strategic planning process and discussing next year's budget. Tom noted that in the past, Jim Talen was presenting data regularly and Steering had a discussion. October Steering meeting will include a presentation from Data Analysis members on a markup of a dashboard. Then, data could be a part of the orientation conversation.

Fulton Manor:

Cheryl Schuch provided an update around the family homelessness space. Fulton Manor will close on December 31 and there will not be an opportunity to extend the lease on the building. In a year, approximately 300 families will be served. Around the end of October, Family Promise will stop taking new entries into Fulton Manor. They will be coming back to the point of using hotels again if all shelters in the community are full. Over the past year, they have not seen the demand decrease. Cheryl indicated that there will likely be a waitlist for families with children in need of shelter. MDHHS has indicated that they will likely not have the ability to provide emergency funds next fiscal year.

Diversion:

The Diversion Pilot team has served about 450 families through diversion and expects to serve about 600 by the end of the year. About 30% of families that went through diversion were rehoused which exceeds their targets. The funding for diversion pilot was capacity building funding, with an ask that the community identify funding moving forward. However, as the year has gone on, they have not been able to identify eligible funding sources that are not already funding programs in the community. The pilot team is looking into how other communities operate and how diversion could be implemented in individual organizations going forward. Cheryl asked the Steering Council to have an in-depth conversation in looking at different funding streams and a funding map, at least within the funds that the CoC can define. Cheryl estimates that about \$275,000 a year would be needed to continue diversion work. The team is seeing the most success with the problem-solving piece and have decreased the financial assistance provided to each family. There was discussion around engaging agencies and school districts throughout Kent County. This has been difficult as many agencies do not have extra capacity. Adrienne asked where Community Rebuilders' Day One Fund fits into the conversation. Courtney indicated that Vera will be presenting to the Family Homelessness Taskforce, and Coordinated Entry committee, she could present to Steering as well.

There was discussion around the need for data to understand the need in the community to inform a conversation around resources. Cheryl indicated that the system is not designed to measure the need in the community but instead is designed to measure the outcomes of people served. Erin noted that a strong CoC strategic plan should include this type of analysis. There was conversation about the availability of housing resources in the community and the limitations of HUD definitions and tracking long-term outcomes. Cheryl indicated that local priorities that shape where the funds can go, keeping in mind that there may be local restrictions that can be modified. She asked Steering Council to look strategically at the issue of family homelessness in regard to resources and funding. Cheryl also asked Steering Council to support and push the Family Homelessness Task Force moving forward. Next month Steering Council will look at what funds are coming in, what is being used, and what is being shifted.

Action Items	Person Responsible	Deadline
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Include Data Analysis presentation on October agenda	CoC Staff	
Include data discussion on October agenda	CoC Staff	
Petitions and Communications		
Discussion		
There has been some discussion with agencies with Funding Review, which ties in with number 7.		
Action Items	Person Responsible	Deadline
CoC Program Competition Priority Listing		
Discussion		
<p>Members received the Funding Review recommendations and the project priority listing ahead of the meeting via email. Courtney indicated that all were ranked according to score, with bonus applications listed at the bottom to ensure continuity of service. This will need to be approved by Steering Council to be submitted with this year's application.</p> <p>Beverly Ryskamp moved to approve the CoC Program Competition Project Priority Listing as presented. Karen seconded. In favor: 8; Opposed: 0; Abstentions due to conflict of interest: 6 - Tom Cottrell, Cathy LaPorte, Susan Cervantes, Deanna Rolffs, Alonda Trammell, Erin Banchoff</p> <p>Susan thanked the Funding Review Committee as it is not an easy process. Courtney indicated that there was a lot of learning in this process and discussion around next year's process. She asked Steering Council to consider pulling together an ad-hoc group to look at the process and data points later this fall. Lauren moved to create an ad-hoc group to look at the Funding Review process. All in favor by acclamation with no dissent.</p>		
Action Items	Person Responsible	Deadline
Convene ad-hoc group to review Funding Review process	Courtney Myers-Keaton	
VAWA Emergency Transfer Plan		
Discussion		
<p>The latest version of the VAWA Emergency Transfer Plan document was rearranged; all comments from last month's meeting are included. Tom noted that there should be a stipulation as to how this will be communicated. There was discussion around how the CoC would ensure that all agencies receiving funding demonstrate they have a plan in place. Internal procedures are likely more complex than this plan, the CoC could ask for these procedures in the local application. In addition, written communication is required so that agencies know this expectation. In addition, this could be presented/ discussed at a CoC meeting. All agencies are expected to have a written internal policy or procedure as to how they operationalize the plan. Tom moves to approve the VAWA Emergency Transfer Plan with an addendum that incorporates policy language into the plan directing covered providers to set protocol that aligns with this policy in writing. Cathy supported. Lauren noted that the YWCA MOU should be added as a resource. In favor: 13, Opposed: 0, Abstentions: 1 - Karen Tjapkes (due to potential conflict of interest if the policy were the subject of future litigation).</p>		
Action Items	Person Responsible	Deadline



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Review of CoC Committee and Action Board Policies	
Discussion	
<p>Casey provided context on this topic. Action boards came about as part of the YHDP application which required action boards. The full CoC approved Youth Action Board (YAB) and Veterans Action Board (VAB) last year. In the past few months, it has come to light that there is some tension. Steering originally defined roles and responsibilities, but did not talk through or decide how to add members, what to do if a member resigns, terms, etc. These processes should be made clear by Steering. In addition, members were attending other meetings and receiving their stipend for these meetings. Courtney indicated that this is not just YAB; it extends to VAB and any other action boards in the future. Also, need to look at what is the CoC-wide policy around those with lived experience at committee meetings, workgroups, action boards. One possibility is an ad-hoc group to look at these policies.</p> <p>The budget is \$4000 for stipends. There had been discussion at Executive around types of stipends. If action boards use gift cards, then there is an activation fee. If checks are used, members fill out a W9, and stipend could not exceed \$599 due to tax matters. Currently, YAB members have been attending Youth Committee and help with VoYC planning. The count is something that should be informed by youth, so the question is whether this use of their time is valuable. Shontaze shared that from her perspective there are certain events that should be paid. When VAB members attended an event to table, they were working the event and did not have the chance to access the resources.</p> <p>Erin indicated that the Roles and Responsibilities piece would need to in alignment with the charter. A procedure about stipends could be separate. Tom suggested that there is a distinction between CoC business and other activities action boards can take on. This way, stipends could be used for CoC business and outside activities would not be eligible for stipends. Casey noted that there may be differences in how action boards were seen. Many may have viewed them as consumer action boards, but now they have gone beyond just consumer information. Casey wondered if this is the correct place to house beyond consumer information boards. She indicated there may need to be an agency, MOUs, etc. in place to extend these responsibilities. There was conversation around the limited budget and whether there should be a conversation around additional funding.</p> <p>Courtney will provide the document to action boards to get feedback that will come back to Steering. Lauren noted that report outs on action budgets would be helpful and would inform the broader conversation on budget in general. Tom asked who the approving entity is for budget decisions. It would be tedious for Steering to approve each item. Beverly noted there is a sense of empowerment in allowing the action boards to manage their budgets in accordance with their missions, if there is a policy or procedure in place so that they know what type of activity matches the funding source. Lauren suggested that staff could make the decision if there is guidance on what activities are allowable. Members with lived experience that come to Steering Council are compensated in the form of transportation reimbursement. Courtney noted that this should be the same across the board. Shannon receives transportation reimbursement, but that is by choice. Karen indicated that there should be an official policy regarding Steering Council members with lived experience.</p>	



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Action Items	Person Responsible	Deadline
Provide document to YAB and VAB for feedback	CoC Staff	
Bring feedback from action boards to October Steering	CoC Staff	
Strategic Planning RFP		
Discussion		
<p>Courtney noted that there were divergent views of the conversation last month. She asked the group to discuss what is wanted out of a strategic planning process. Last month, it was acknowledged that quick, cheap, and simple is not the best things for the community right now, but there is need to move forward with this as our current plan will expire. There was discussion around putting the RFP out with the smaller budget or if there is best to look at a larger plan.</p> <p>Erin noted that it is our own deadline that we set for ourselves. There was conversation around moving forward with an RFP and impact of city and county consolidated planning, as well as the KConnect process. Elizabeth wondered if some type of needs assessment that would uniform a visioning and strategizing process in the future would be included. It is hard to determine how to rearrange the resource without knowing the needs of the community. Adrienne echoed support for a needs assessment. Erin expressed concern with a needs assessment outside of a planning process. Some of KConnect's can show needs, but it is not absolute and is specific to families. KCCA would be willing to share information from their recent needs assessment as well. Elizabeth indicated that an RFP would need to include that staff and Steering will provide data reports so that work is not duplicated.</p> <p>Deanna shared that one of the big differences in a process consultant, is that they will pull in all of the resources and needs assessments and help the group grapple with what all of this means for the group. Deanna noted that there are things that this group could benefit from with this group looking at what values, past issues, etc. Erin requested framing it as a request for qualifications as we are looking for qualifications for facilitate the group well. Adrienne asked if the group is in consensus that they want a process consultant. Karen noted that there are almost 2 pieces – process consultant and data analyst. This will likely be 2 different people or a firm. An ask for these two pieces should be included in an RFP/RFQ. Members agreed that this process should not be continued to be pushed down the line. Erin indicated that HUD would expect a wide range of stakeholders to participate in the strategic planning process. Wende noted that the CoC and Steering would have an overview of the process and could steer it to be broad. Steering Council could be responsible for communicating that the plan and results are broad reaching. Deanna thought about looking in additional funds. She would consider asking organizations if they would be able to contribute additional funds to the process.</p> <p>CoC staff will look into additional funds and/or technical assistance. October Steering will include a further conversation on needs analysis and process consulting.</p>		
Action Items	Person Responsible	Deadline
Look into additional funds and/or TA for strategic planning	CoC Staff	
October Full CoC Membership Meeting		



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Discussion			
The Voices of Youth Count will fall on the same day as the October full CoC meeting, so Youth Committee and Youth Action Board asked to reschedule. The October CoC general membership meeting will be October 17 th , at West Michigan Works! Westside complex. Brianne will share updated information.			
Action Items		Person Responsible	Deadline
Share updated full CoC meeting information		Brianne	
KConnect/Steering Meeting			
Discussion			
KConnect has been moving forward and asked whether they would want them to provide an update in October. Members agreed that KConnect should present on their process and answer questions as the CoC is a separate entity, but there is overlap. In addition, this will feed into the strategic planning conversation. The presentation should be 15-20 minutes with 10-15 minutes for questions.			
Action Items		Person Responsible	Deadline
Updates from Steering Council members			
Discussion			
Elizabeth asked whether there is a protocol for a report out from Executive to the Steering Council. Minutes can be shared to Steering or full CoC. Also, there was a suggestion of a finance committee in the past, what is the process for making decisions? Include budget discussion in October meeting.			
ICCF: Deanna noted that she will be exiting her VP role at the end of October. She will be on board with Steering Council through the end of December. Berniz Terpstra will begin as the VP on November 1. Ryan Schmidt is also exiting his VP role. Jan Vanderlaan will be the new VP.			
Public Comment on Any Item			
Discussion			
None.			
Adjourn			
Motion by:	Adrienne	Support from:	Deanna