



**Grand Rapids/Wyoming/Kent County CoC  
Youth Committee  
MEETING MINUTES**

November 22, 2019  
9:00-11:00am

Facilitator:	Kendra Avila		
Meeting Attendees:	LoRae Robinson, Carolyn Allen, Valerie Dykstra, Kendra Avila, Finn Marcks, Lauren VanKeulen, Erin Benson, Melissa Ware, Drea McKinney, Julie Cnossen, Casey Gordon, Regina Archie, Li Kaplan, Tiffany Clarke, Jamin Short, Jameela Maun, Becky Diffin, Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:		Time Adjourned:	11:01

Workgroup Report Out, Discussion, and Debrief	
Discussion	
<p>Kendra asked the group to report out on progress and provide feedback on the workgroup structure. Specifically, what went well and what the group can do better next year.</p> <p><b>Discharge Planning</b> – planned to reach out to community partners around what is currently happening. The eventual goal is to develop recommendations to provide with the resource list.</p> <p><b>Coordinated Entry</b> – talked at length about the consistency of the group. They will be working on structure with Drea as the contact person.</p> <p><b>VoYC</b> – The workgroup feels that if this is a project of Youth Committee, it needs to be more than a workgroup of a few people. Data from a VoYC will be important for agencies to pursue funding or to use for advertising. Investment from all agencies is important in the planning process.</p> <p><b>HMIS</b> – At the beginning, the group discussed broader HMIS topics, but then narrowed to focus on VoYC.</p> <p><b>Resource Capacity</b> – The group created chart of resources and spent time on talking about how to move youth swiftly off the by-name list and to resources.</p>	
<u>Challenges</u>	
<ul style="list-style-type: none"> <li>- lack of capacity and limited time making follow through between meetings difficult.</li> <li>- the different iterations of groups at each meeting.</li> <li>- Groups may be getting too broad and not staying focused on action items.</li> <li>- Desire to use Basecamp more effectively.</li> <li>- There seems to be a disconnect between from USICH framework and how this plays out in the workgroup setting. Julie noted that a lot of conversation within workgroups is about agency level work, not systems-level work.</li> </ul>	
<p>There was conversation around structure and leadership within workgroups. Members wondered if each workgroup should have a chair/facilitator to help with structure. Groups may be moving away from USICH framework thus they feel less structured. Likely, this conversation is broader around how to bring workgroup action items to the broader group. There was conversation around whether the larger committee should tackle each of the workgroup topics one at a time. In the past, workgroups were developed to help divide the workload into manageable tasks.</p>	
<p>Lauren indicated that the time dedicated to workgroups is extremely helpful in accomplishing tasks. She noted that the group is tackling a huge problem and there is not a quick solution. There was</p>	



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conversation around whether to condense some of the workgroups. It would be helpful ensure that every group has notes in Basecamp so they can stay up to date on the work. On the other hand, it may be difficult to combine USICH benchmarks from multiple groups. Few workgroup members may mean that the work progresses slower. Kendra noted that there are no expectations for leadership within workgroup roles and wondered whether this could be added.

Next steps:

Recommendation that leadership develop proposed solution to bring back to the group at the December meeting.

Julie noted that there should be a discussion around how quorum is determined and how to make decisions as a workgroup (those present, all workgroup members, or Youth Committee)

Action Items		Person Responsible	Deadline
Review feedback and develop proposed solution for workgroups and committee leadership		Shandra, Kendra, Courtney	
<b>Approval of Agenda</b>			
Motion by:	Casey	Second:	Tiffany
Amendments	None		
Conclusion	All in favor by acclamation with no dissent (12 in favor, 0 opposed)		
<b>Approval of Minutes</b>			
Motion by:	Lauren	Second:	Casey
Amendments	None		
Conclusion	All in favor by acclamation with no dissent (12 in favor, 0 opposed)		
<b>YHDP Debrief</b>			
Discussion			
<p>Courtney sent the YHDP debrief to the group yesterday. This overviews all applicants' strengths and weaknesses. The community's score was the same as last year, but points were sorted differently. The community was only 4 points off from receiving funding. The group discussed high scoring areas as well as the overall reasons that communities lost points.</p> <p>Casey suggested that it would be wise to set up a structure to share with Steering Council prior to the application process. There was conversation around the importance of potential funds coming into the community. Tiffany noted that these funds align with best practices. Regina wondered how the committee can demonstrate that progress has been made in certain areas to increase future application scores. For example, how can the group work together successfully to ensure that VoYC produces successful numbers. Members agreed that it feels difficult to decide how to best serve youth in the community without representation from YAB members.</p>			
Action Items		Person Responsible	Deadline
<b>Elections</b>			
Discussion			



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Elections will take place at the January meeting. Leadership will be communicating about nominations within the next month.		
Action Items	Person Responsible	Deadline
<b>Voices of Youth Count</b>		
Discussion		
<p>There was discussion within the planning group about when to have the count. YAB advocated to hold the count in the spring. April is spring break and testing happens in May. YAB members would be able to do presentations in schools during the month of March.</p> <p>The group has been discussing structure pieces before setting a date. They identified 6 leads:</p> <ul style="list-style-type: none"> <li>- Project lead</li> <li>- Outreach team lead</li> <li>- Communication strategy team lead</li> <li>- Count sites strategy lead</li> <li>- YAB representative</li> <li>- Kickoff event team lead</li> </ul> <p>Courtney noted that YAB is not present, but from her conversations they do not picture themselves as leading the count, but instead be involved on count day and in decision-making. The committee agreed that this leadership structure makes sense for the count. If you are interested in serving as one of the leads, please reach out to <a href="#">Courtney</a>.</p> <p>In addition to leads, there are extra asks for youth committee agencies. The workgroup identified that that there is a budget for this project but is not sure what exactly the budget would be. There is a limited amount of funding in planning grant for YAB stipends. Will require additional capacity outside of regular meetings for stipends. In addition, funds will be needed for a kickoff event as well as a gift cards for count participants. Courtney noted that the VoYC planning requires time commitment from agencies. Since there are other topics within the USICH framework, planning would likely take specific planning meetings outside of Youth Committee. Tiffany asked for quantification for agency commitment (time and financially). As this is a heavy lift, she expressed concern that it may fell flat if agencies do not provide buy-in. CoC staff can draft a commitment form. 3-11 can offer grant writing support and connections with Old National Bank. With committed funds, there may be an opportunity for someone to serve as a lead. Lauren will pursue these connections.</p>		
Action Items	Person Responsible	Deadline
Draft VoYC agency commitment form	CoC Staff	Mid-December
Reach out to Courtney if interested in serving as a VoYC lead.	All	
<b>Updates</b>		
Discussion		
<p><b>Youth By-Name list:</b> HAP staff shared that there are 128 youth currently on the by-name list that are category 1. Scores range from 12-2. 101 are unsheltered, 27 are sheltered.</p>		