STEERING COUNCIL
MEETING MINUTES
January 17, 2020
8:30-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Steering members present:</u> Hattie Tinney, Victoria Sluga, Karen Tjapkes, Susan Cervantes, Erin Banchoff, Adrienne Goodstal, Thomas Pierce, Rebecca Rynbrandt, Alonda Trammell, Elizabeth Stoddard, Tom Cottrell, Scott Orr, Lauren VanKeulen, Cathy LaPorte, Amanda Tarantowski, Shannon Bass <u>Steering members absent with notification:</u> Cheryl Schuch, Casey Gordon, Kwan McEwen <u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones <u>Community Members:</u> Emily Schichtel <u>Staff:</u> Courtney Myers-Keaton, Wende Randall, Brianne Czyzio Robach		
Time Convened:	8:34	Time Adjourned:	10:16

Approval of Agenda		January 17, 2020	
Motion by:	Tom	Support from:	Hattie
Discussion			
Amendments	Add Tier 1 CoC Program Competition awards (6a) Add Committee Communications (6b)		
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		**December 13, 2020**	
Motion by:	Tom	Support from:	Lauren
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Approval of Consent Agenda		**January 17, 2020**	
Motion by:	Lauren	Support from:	Tom
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Public Comment on Any Agenda Item			
Discussion			
None.			
Action Items		Person Responsible	Deadline
Tier 1 CoC Program Competition Awards			
Discussion			
Tier 1 funding for 2019 CoC awards was announced earlier this week. In reviewing the awards, Courtney noticed a discrepancy with coordinated entry and YWCA funding. The coordinated entry (CE) award was less than the requested amount. Upon further research, she found that Salvation Army (TSA) had consolidated two coordinated entry grants in the 2018 grant year. However, the grant agreement was not executed so the award reverted back to two separate grants at the end of last fiscal year. TSA did not apply for 2 separate CE grants this cycle. As a result, they received only one of			

the grants. However, TSA did receive the second grant last fiscal year and these funds have not been expended. HUD advised TSA staff not to draw down this amount until February 1. It should then become eligible for renewal in this year's grant round. Courtney will follow up with HUD to confirm that the second grant is eligible for renewal as well as determine how this impacts the HUD planning grant.

Tier 1 funding encompassed only part of the YWCA project. They were awarded more than requested in tier 1. Accounting for the CE difference in the grant inventory worksheet and the amount awarded. Tier 2 awards have not yet been announced. However, the community received the DV bonus project, indicating it is likely that the community will receive all tier 2 funding.

Action Items	Person Responsible	Deadline
Determine whether second CE grant is eligible for renewal; determine impact to HUD planning grant	Courtney Myers-Keaton	

Committee Communications

Discussion

Courtney shared that a few different committees tried electing officers based on what Steering had asked last year – for each committee to elect a chair, vice chair, and secretary each January. Courtney shared that committees have provided feedback that one year feels like a short-term. Committees wondered if Steering would reconsider the process and timing for electing officers. Timing-wise, this year's term may feel short because some committees did not elect officers until spring. For some committees, this may be a short conversation to affirm leadership as it currently stands.

There was conversation around why some committees are included in the charter and others are not. Historically, groups were added based on a charge from Steering Council whereas others formed more organically, the latter were not included in the governance charter. Intentional structure changes will be discussed throughout the strategic planning process.

Executive will review committee leadership guidelines and can present a framework to Steering in February.

Action Items	Person Responsible	Deadline
Review committee leadership guidelines	Executive	

Executive Committee elections

Discussion

At the January Steering Council, Steering members elect representatives to serve on the Executive Committee. Nominations were submitted ahead of the meeting. Hattie, member of the Nominations Committee, asked for nominations from the floor. No additional nominations were submitted.
Nominees:
Chair: Casey Gordon
Vice Chair: Lauren VanKeulen
Secretary: Karen Tjapkes
Treasurer: Erin Banchoff
Member at Large: Catherine LaPorte

Tom moved that Steering Council elect the slate of Executive Committee members as submitted. Shannon seconded. All in favor by acclamation with no dissent.		
Action Items	Person Responsible	Deadline

Lead Agency Selection Process		
Discussion		

Steering discussed this multiple times last summer but had not settled on a process. The YHDP NOFA will likely be released in the next few months and it is important to have a clear process for lead agency selection in place before the NOFA is released.

Courtney reviewed the draft lead agency selection flowchart. When the NOFA is posted, staff will review the requirements for a lead agency. If the lead agency is described as one eligible agency, staff recommend that agency. If multiple agencies are eligible, staff will develop RFP/RFQ and rubric and go through the Funding Review Committee (FRC) process. Steering will vote on the FRC's recommendation. If a lead agency is approved, Staff and lead agency will jointly write the proposal.

Members provided comment on the proposed process. Tom noted that it is important to ensure that staff are aware of all eligible agencies before determining if only one is eligible. Erin asked to include an introductory paragraph to explain when this process is used. In addition, she recommended that FRC or another body such as Executive have input in RFP before it is released. Becky affirmed Erin's suggestion that the RFP and rubric are reviewed and affirmed by an outside body. She also asked that staff is intentional in their notification of a potential Steering vote on a recommended lead agency. She suggested a published public hearing notice to CoC membership announcing that Steering will be accepting comment on lead agency selection at the meeting. This will also help address Tom's concern with ensuring staff are aware of all eligible lead agencies. This is likely encompassed in the FRC process and will be added to the other side of the flowchart as well. Staff will review whether public notification is part of FR process. Elizabeth suggested that opportunities for 'off-ramps' included in the process. These include consultation with the agency to determine whether they want to apply, deciding not to submit a proposal, and Steering decides not to approve lead agency.

Staff and Executive will incorporate comments and develop final recommendation for February Steering Council meeting.

Action Items	Person Responsible	Deadline
Incorporate comments and develop final recommended process	CoC staff and Executive	Feb Steering

Non-LIHTC Letter of Support Process		
Discussion		

Karen introduced the topic by sharing that there is a specific process for LIHTC Letters of Support, but often organizations approach staff with letter of support requests for non-LIHTC projects. Historically, this process has differed based on the staff and chairperson at the time that the request was submitted. Staff drafted a letter of support process and provided it to Steering before the meeting. Becky provided comments and suggested changes to the draft process. Suggestions include asking

that organizations tie their project back to the CoC's objectives and clarifying decision making authority.

Victoria wondered how thorough a proposed budget would need to be as often a proposal is not finalized until just before it is submitted. This is more of an information gathering question than one that will influence the decision to approve a letter of support. The process can ask for the budget for the entire project and any impacts this may have on the community.

If multiple agencies requesting a letter of support for the same project, the CoC would support both projects unless it was dictated that the CoC can only support one application. Erin suggested letter of support requests include whether the request is for a new or continuing program/project. She also suggested requests be distributed to all Executive committee members for a determination as this had been the process when she was formerly on Executive and which she felt helped bring about a more-informed decision. Erin also suggested Steering be informed of any letters issued.

Victoria asked whether there should there be language added around when the CoC would not approve a letter of support request (e.g.: project does not support affordable housing, is discriminatory, etc.). This speaks to Becky's suggestion for defined objectives of the CoC. Objectives will help applicants understand the reasons their request may be rejected. Not all those requesting a letter of support would use services of the CoC (e.g.: CE) but may impact available housing and/or may meet goals in a different way.

Staff and Executive will incorporate comments into process and bring to Steering for review.

Action Items	Person Responsible	Deadline
Incorporate comments and develop final recommended process	CoC staff and Executive	

Data Access Guidelines	
Discussion	

This conversation is regarding STELLA on the HUD Exchange. STELLA visualizes LSA (Longitudinal Systems Analysis) data. With STELLA, users must request access to view the information. There is no capability to change data or benchmarks with a STELLA account and all is aggregate level data. In the past there was conversation around who should have access to this data. A few months ago, Steering decided that Steering and Data Analysis committee members can access STELLA while guidelines are developed. Recently, Executive discussed that since this data is publicly funded, they recommended that any CoC member with a current membership form on file or member of current CoC committee are able to access the data. Staff will review user access annually. Users no longer engaged with the CoC or who have not accessed within 6 months will be removed.

Staff will review the CoC's data request policy to determine if this interfaces with the data access procedure. The intention of this process is to approve those who have a connection to the CoC. This is publicly funded data, so members of the general public could go through a FOIA process to view the

data. This may be an opportunity to encourage collaboration and may help for staff to contextualize data for those who may be unfamiliar.

The prior decision at Steering was that access would be granted until January 2020. **Becky motioned to extend access to STELLA for Steering Council and Data Analysis for an additional 90 days while a process is finalized. Shannon seconded. All in favor with acclamation with no dissent.**

There was conversation around CoC membership and whether there are reasons committee members are not also CoC members. The membership application may indicate two options for membership - agency membership and individual membership for those who previously experienced homelessness. Staff will review membership application and process.

Staff and Executive will review comments regarding the Data Access Guidelines and bring finalized process to Steering in Feb. This will be sent to full CoC after it is finalized.

Action Items	Person Responsible	Deadline
Incorporate comments and develop final recommended guidelines	CoC staff and Exec	Feb Steering
Review data request policy to determine overlap	CoC staff	
Share data access guidelines with the full CoC membership	CoC Staff	
Review CoC membership application and process	CoC staff and Exec	
Environmental Reviews		
Discussion		

Courtney introduced the topic by informing Steering Council members that starting with FY2018, HUD is enforcing Environmental Review requirements. Any project that receives federal funding is supposed to go through an environmental review, which is essentially a desk review of environmental factors. Across the state of Michigan, these have not been done for the past few years. However, HUD is starting to make note of this requirement and agencies may be required to return funds if the review is not complete. The only agencies that can sign off on these reviews is a 'Responsible Entity'. In Kent County, Responsible Entities are Kent County, City of Grand Rapids, and City of Wyoming. Currently, there is not a process for completing reviews for CoC Program-funded agencies in the community.

Kent County Community Action performed the environmental reviews needed for ICCF. Susan shared that these reviews took a lot of time. The funding is allowable as an administrative cost, but KCCA does not have allowable grants that they can charge this to, so they may have to bill the agency.

There was conversation around different ways to perform these reviews. The county is engaging a consultant for larger reviews as they are much more extensive. Another party could perform the reviews, but the responsible entity must be comfortable with signing off on their review. City of Grand Rapids, City of Wyoming, Kent County, and CoC staff will meet to discuss a process. One topic of discussion will be determining who will pay for the reviews. According to HUD, there are three options: the agency could be invoiced, payment could come out of CoC planning grant funds, or the

review could be in-kind and used as match for the CoC planning grant. Courtney will confirm the timeline for reviews and whether there is a renewal cycle.

Members suggested that this is an agenda item discussed at a full CoC meeting, so all funded agencies are aware of the requirement. Courtney will provide an environmental review flowchart to all funded agencies.

Action Items	Person Responsible	Deadline
Provide environmental review flowchart to all CoC Program-funded projects	Courtney Myers-Keaton	
Convene meeting with responsible entity staff to discuss environmental review process	Courtney Myers-Keaton	
Confirm timeline and renewal cycle for environmental reviews	Courtney Myers-Keaton	

Educational Items: Funding Sources and Uses		
Discussion		
This item will be included in orientation.		
Action Items	Person Responsible	Deadline

Strategic Planning Update		
Discussion		
RFQ was released and will be posted publicly. Proposals are due February 14 and will be reviewed after that date. The extended strategic plan will be included in orientation.		
Action Items	Person Responsible	Deadline

Other Matters by Steering Council Members		
Discussion		
City of Grand Rapids will be releasing ESG funding announcement later today (the 17th) **FHCWM**: Fair Housing Center's Workshop and luncheon is Thursday, May 7th at the Amway. Brian Green will be the keynote speaker.		

Public Comment on Any Item		
Discussion		
None.		

Adjourn		
Motion by:	Shannon	Support from:	Tom