



## STEERING COUNCIL MEETING MINUTES

February 28, 2020

8:30-10:30

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

<b>Approval of Agenda</b>		<b>February 28, 2020</b>	
Motion by:	Cheryl Schuch	Support from:	Lauren VanKeulen
Discussion			
Amendments	<ul style="list-style-type: none"> <li>- Pull Steering Calendar, Committee Updates, and System Performance Measures from the consent agenda for discussion as items 5a-5c</li> <li>- Public Notice of meeting will be added as item 6a</li> <li>- Petitions: discuss rotating YAB attendance at Steering</li> </ul>		
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>January 17, 2020</b>	
Motion by:	Erin Banchoff	Support from:	Tom Cottrell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None.			
<b>Approval of Consent Agenda</b>		<b>February 28, 2020</b>	
Motion by:		Support from:	
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Steering Calendar</b>			
Discussion	<p>Reallocation Discussion is on the calendar for this month, Becky asked where this discussion stands. Currently, Funding Review Committee is updating the process for the upcoming program competition. The update will be informed by conversations with providers. An updated process will be brought to Steering Council once it is drafted. A reallocation policy and procedures are in place.</p>		
Action Items	Person Responsible	Deadline	



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Committee Updates		
Discussion		
<p>Courtney shared that Youth Action Board (YAB) has been discussing their structure over the past few months and will begin leading their own meetings moving forward. To help support this structure and maintain connectivity, the vice chair of Youth Committee will serve as the lead in connecting with YAB and act as liaison between Youth Committee, the CoC, and YAB. Arbor Circle staff are no longer facilitating YAB as there was a change in staff roles and capacity. Arbor Circle continues to lead the True Colors work.</p> <p>At their last meeting, YAB viewed infographics that were developed for YABs across the country. Members found it reassuring that a lot of the challenges from YABs across the country resonate with this YAB. YAB will be developing their own infographic over the next few months.</p> <p>YAB asked Steering Council to consider a rotating attendance of YAB members at Steering. In the charter states that one designated member represents YAB. In the past, it was assumed that the designated member would remain consistent. However, YAB members expressed that the meeting time may be difficult so rotating attendance would help ensure more consistent YAB participation. Steering members expressed concern that it may be difficult for multiple YAB members to orientate to the Steering Council space. Courtney will be training YAB in Robert's Rules, and the Youth Committee vice chair will serve as a mentor-type role. There was agreement that rotating YAB attendance is fine with the discussed supports.</p>		
Action Items	Person Responsible	Deadline
System Performance Measures		
Discussion		
<p>The draft FY2019 System Performance Measures were completed by Daniel, HMIS System Administrator, and will be submitted to HUD later today (2/28). Data Analysis Committee will continue to keep an eye on these measures.</p> <p>Measure 1 shows length of time homeless has remained consistent, though there was an upward trend in the first half of the year. Length of time for those moving into PSH saw an increase. This increase was expected as Ferguson was closed for renovation, limiting the availability of beds. Data Analysis will also look leading indicators and explore ways to mitigate any anticipated system changes. Erin noted an increase in universe but little increase in the number of beds and a decrease in RRH beds. Cheryl noted that on the family side they count rooms instead of beds since the bed number is flexible based on family size, making it difficult for this measure to fully assess the community's capacity.</p> <p>Measure 3 shows change in annual counts. 2019 saw an increase. The inference is that this increase was managed by Fulton Manor, but needs to be explored future before drawing a conclusion.</p>		



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There was a question around the timeline for preparation of report. Courtney noted that the report was due earlier than in previous years, but preparation likely began in December or January. Daniel or MCAH would have more specific information on the timeline. Steering members for if preliminarily numbers for reports submitted to HUD could be reviewed ahead of time to help increase data competency. For future HUD reports, Data Analysis and CoC/HMIS staff can bring a summary of data, potentially preliminary, to Steering prior to submission.

Alonda wondered whether there is supplemental data from providers around the length of time to finalize a move in as Dwelling Place has been struggling with vacancy issues. They found case conferencing to be helpful in reducing vacancies and the length of time homeless. Suggestion for Coordinated Entry Committee to discuss ways to ensure any efforts are coordinated and nimble.

**Lauren moves that Steering endorses the Coordinated Entry Committee's work to establish triage conversations. Becky seconded.** Erin wondered if this topic is circumventing the committee's current work on policies and procedures. Tom noted that in the past the committee has felt limited in their decision-making power. Agreement that this endorsement will allow the committee to pursue triage conversations if they determine it is appropriate for the community. CoC staff will notify agencies of the conversion to ensure appropriate agency staff is represented. **All in favor, motion passes.**

Action Items	Person Responsible	Deadline
Bring a summary of data to Steering prior to submission	Data Analysis/staff	As needed
Discuss potential establishment of triage conversations	Coordinated Entry Committee	

### Petitions and Communications

#### Discussion

Cheryl noted that in the past Steering Council date and time was posted for full CoC. In addition, materials were posted ahead of time. Brienne currently shares date and location with the full CoC. She will begin to share board packets in the CoC newsletters and post to the website.

Action Items	Person Responsible	Deadline
Ensure that board packets are uploaded to website and information is shared with the full CoC	CoC staff	

### Strategic Visioning

#### Discussion

Courtney received 4 proposals in response to the RFQ for strategic visioning. A rubric was included with the RFQ and can be used to score proposals. Erin noted concern that a process for selecting a consultant was not established prior to the release of the RFQ.

**Karen moves that an ad-hoc group is formed to review proposals and bring a recommendation to Steering Council at the next meeting. Tom seconded.** This process fits within desired timeframe as the RFQ states work should be complete 90 days from the point of engagement. Members agreed that it would be best to discuss the ad-hoc's recommendation at the March meeting so conversations around selection are in the open. Lauren noted that Steering members should provide thoughts ahead of time and come ready to vote. **All in favor, motion passes.** Invitation will be sent to full CoC, providers, and committees to ensure cross representation.



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Action Items	Person Responsible	Deadline
Notify CoC and committee members of ad-hoc formation	CoC staff	
<b>Coordinated Entry Grant Discussion</b>		
Discussion		
<p>FY2019 Tier 1 CoC Program Competition funds were announced in January with reduced funds for the Coordinated Entry (CE) project. Since then, Courtney and Pilar, from Salvation Army (TSA), developed a timeline for the grant. In FY2017, TSA applied for a new CE funding project with the intention to consolidate 2 CE projects in the next fiscal year. The project was awarded but never executed. In FY2018, TSA was conditionally awarded consolidation of the 2 CE projects contingent upon execution of FY2017 CE grant's grant agreement (GA). TSA staff had troubleshooting conversations with HUD around execution, but a HUD shutdown and leadership change at TSA led to a lack of awareness that the GA was not executed from both parties. The GA was not executed until TSA accidentally executed the GA in spring of 2019. Funds then became available in eLOCCS. HUD advised TSA to wait until February 2020 to start drawing down the FY2017 CE grant so it could become eligible for renewal in FY2020 CoC Program Competition. TSA reached out to HUD and received conflicting guidance during the FY2019 Program Competition, so they applied for the consolidated CE project amount as this is what was listed in esnaps. In September 2019, HUD reduced the CE project amount since the condition was not met.</p> <p>Courtney is working to get more specific communication around the ARD from HUD. If the ARD is reduced, reallocation would have to occur to fund the consolidated CE project amount but work on the ground will not be impacted since FY2017 funds have not yet been expended by TSA. There was recognition that these funds would be useful in the community. Tier 2 awards have not yet been announced so FY2019's total awarded amount is unknown. Since there is not a project in tier 2 to receive the funds, they may not be awarded to the community. Cathy noted that the language around intended uses in the FY2017 CE project was vague, so it was not earmarked for specific purposes. Courtney will be reaching out to the local HUD program officers for further conversations and will keep Steering informed.</p> <p>CoC staff will begin requesting the GA for all projects as well as quarterly screenshots of eLOCCS portfolios to ensure that funds are being drawn down. Susan noted that quarterly screenshots would help ensure that Funding Review is not learning about under-spending at the end of the grant cycle.</p>		
<b>FY2021 City of Grand Rapids ESG Funding Recommendations</b>		
Discussion		
<p>Funding Review Committee (FRC) convened to review applications for the FY2021 City of Grand Rapids ESG program. Applications were evaluated and scored based on outlined criteria. After discussion and review, FRC recommended the following:</p>		



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City of Grand Rapids FY2021 ESG Funding Recommendations Homelessness Prevention and Rapid Re-housing				
Agency	Households	Activity		Total Recommendation
		Homelessness Prevention	Rapid Re-housing	
Community Rebuilders	24	\$0	\$123,960	\$123,960
Grand Rapids Urban League	23	\$94,300	\$0	\$94,300
The Salvation Army Social Services	29	\$82,354	\$0	\$82,354
<b>TOTAL</b>	<b>76</b>	<b>\$176,654</b>	<b>\$123,960</b>	<b>\$300,614</b>

FRC also recommended that ICCF is not funded based on several factors including a lower score compared to other applications and concerns with the case management service model (shorter-term assistance). In addition, ICCF had been funded previously and terminated the contract mid-cycle. **Becky moved to recommend the funding recommendations to Grand Rapids City Council based on Funding Review Committee’s recommendation. Lauren seconded. 12 in favor. 1 abstention due to conflict of interest (Cathy). Motion passes.**

Action Items	Person Responsible	Deadline

**Lead Agency Selection Process**

Discussion

This topic has been ongoing and arose from conversations around how to select a lead agency for the YHDP. Staff provided an updated process based on previous Steering and Executive comments. Members noted concern that in the past the rubric contained additional criteria outside of HUD standards which may have created bias. The process will state that the rubric is based on NOFA criteria. Agreement that Funding Review Committee (FRC) is the appropriate body to review the rubric if they understand what is required. In order keep the process flexible, the process will include FRC as an example of an outside body to review and affirm the rubric. Staff will develop rubric in consultation with Steering as it will be the body to affirm staff desire to add additional layers of qualification. An appeal window will be added to the staff recommendation side to even out the process.

**Cheryl moved to approve the Lead Agency Selection Process with discussed amendments. Victoria seconded. Tom asked if there is a way to ensure that all potential agencies are considered. The appeal window will address this concern. All in favor. Motion passes.**

Action Items	Person Responsible	Deadline
Edit and then post finalized process	CoC Staff	

**Non-LIHTC Letter of Support Process**

Discussion

Staff provided an updated process with edits based on conversation at Steering and Executive. Executive decided that requests will be reviewed by the CoC program manager and brought to the



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chairperson, not all of Executive, for execution. Erin requested the addition of a link to the funding application because in her experience, this builds in accountability and helps staff ensure that signing the letter of support is not a commitment to in-kind support. Additional edits: language should include 'households experiencing homelessness and/or housing instability'. To maintain formatting, contact information will be listed under the requirements instead of separately.

**Karen moved to approve the non-LIHTC Letter of Support process with the suggested edits. Lauren supported.** When letters of support are approved, this information will be provided to Steering Council. **All in favor, motion passes.**

Action Items	Person Responsible	Deadline
Edit and then post finalized process	CoC Staff	

### Stella Use Guidance

#### Discussion

This was discussed at last month's meeting. Previously, there was concern that committee members may not be CoC members. It was determined that this is due to the membership process which will be discussed by Executive.

If Stella access has been revoked due to inactivity, active CoC/committee members will be granted access if they submit another request.

**Karen moved to approve the Stella Use guidance. Lauren supported. All in favor, motion passes.**

Action Items	Person Responsible	Deadline

### Steering Council 2 years terms

#### Discussion

Casey noted that 2 Steering Council members resigned last year with time remaining on their term. New members were elected for 3-year terms, but two will need to serve a 2-year term to even out the roster. Casey volunteered to take one of the 2-year terms. Tom volunteered to take the other 2-year term. Staff will update the Steering Council roster.

Action Items	Person Responsible	Deadline
Update Steering Council terms	CoC staff	

### CoC Program Monitoring

#### Discussion

Executive Committee discussed asking for grant agreements and quarterly eLOCCS screenshots in the short-term. In addition, Executive is seeking the creation of an ad-hoc to develop a built-out program monitoring process. **Cheryl moved to establish a CoC Program Monitoring process with an ad-hoc committee to draw this together. Cathy supported.** Cheryl noted that monitoring has served as an opportunity for enhancement for agencies in other communities. The composition of the ad-hoc may change. Those who receive funding may want to provide input in development of a process but would not be involved in the monitoring. **All in favor, motion passes.**

Action Items	Person Responsible	Deadline

### HMIS Lead Agency Grantee



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Discussion			
<p>This topic has been discussed previously and discussion continues. Salvation Army (TSA) is currently the HMIS lead agency grantee, but United Way (UW) employs/contracts the HMIS Administrator and Specialist. Both parties would support this change. HUD has stated that a Letter of Support is needed from both agencies to make the change. There will also need to be conversation in the community.</p> <p>Steering members agreed to pursue this change. To ensure that all members of the CoC are aware of the potential change, staff will notify the full CoC that Steering is considering this change. Comments can be submitted in writing or made in person at the March Steering Council meeting.</p> <p>The change would likely mean terminating the current MOU with TSA and updating the current MOU with UW to assign duties previously in MOU with TSA. Staff will cross reference any changes with the 24CFR to ensure the CoC remains in compliance. Executive will discuss next steps at their upcoming meeting. Timing-wise the hope is that this change will be made with the execution of the new GAs.</p>			
Action Items	Person Responsible	Deadline	
Other matters by Steering Council members			
<p>Discussion</p> <p>The March meeting will be on March 20 as previously scheduled.</p> <p><b>KCCA's Community Needs Assessment</b> is approved and available on KCCA's website. If you would like a paper copy, please email Susan. There is a lot of data and information available in the assessment.</p> <p><b>Walk for Warmth</b> is tomorrow at KCCA at 8:30am. The walk raises awareness and funds for utility assistance.</p>			
Adjourn			
Motion by:	Lauren VanKeulen	Support from:	Tom Cottrell