



## STEERING COUNCIL MEETING MINUTES

April 17, 2020

8:30-10:30

|                    |  |                 |       |
|--------------------|--|-----------------|-------|
| Facilitator:       | Casey Gordon   |                 |       |
| Meeting Attendees: | <u>Steering members present:</u> Adrienne Goodstal, Alonda Trammell, Amanda Tarantowski, Casey Gordon, Cathy LaPorte, Cheryl Schuch, Elizabeth Stoddard, Erin Banchoff, Hattie Tinney, Karen Tjapkes, Kwan McEwen, Lauren VanKeulen, Rebecca Rynbrandt, Susan Cervantes, Tom Cottrell, Victoria Sluga<br><u>Steering members absent with notification:</u> Scott Orr<br><u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Shannon Bass, Thomas Pierce,<br><u>Community Members:</u> Vera Beech, Wende Randall<br><u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach |                 |       |
| Time Convened:     | 8:33   | Time Adjourned: | 10:45 |

|  |   |                       |                   |
|--|---|-----------------------|-------------------|
| <b>Approval of Agenda</b>                |   | <b>April 17, 2020</b> |                   |
| Motion by:                               | Cheryl Schuch   | Support from:         | Rebecca Rynbrandt |
| Discussion                               |   |                       |                   |
| Amendments                               | Pull PIT Count Report out of consent agenda for discussion  |                       |                   |
| Conclusion                               | All in favor, motion passes.  |                       |                   |
| <b>Approval of Minutes</b>               |   | <b>March 20, 2020</b> |                   |
| Motion by:                               | Tom Cottrell  | Support from:         | Adrienne Goodstal |
| Discussion                               |   |                       |                   |
| Amendments                               |   |                       |                   |
| Conclusion                               | All in favor, motion passes.  |                       |                   |
| <b>Approval of Consent Agenda</b>        |   | <b>April 17, 2020</b> |                   |
| Motion by:                               | Tom Cottrell  | Support from:         | Hattie Tinney     |
| Discussion                               |   |                       |                   |
| Amendments                               |   |                       |                   |
| Conclusion                               | All in favor, consent agenda is approved.   |                       |                   |
| <b>Public Comment on Any Agenda Item</b> |   |                       |                   |
| Discussion                               |   |                       |                   |
|  | None.   |                       |                   |
| <b>Petitions and Communications</b>      |   |                       |                   |
| Discussion                               |   |                       |                   |
|  | None.   |                       |                   |
| <b>PIT Count Draft Report</b>            |   |                       |                   |
| Discussion                               |   |                       |                   |
|  | <p>Staff are working on comparison and visualizations. Courtney noted an increased in numbers from 2019. Last year saw the polar vortex whereas this year it was warm. In addition, this year there was a comprehensive sweep of known areas and encampment sites. Heard feedback that families are still under-reported. Next year, staff and outreach will work towards more engagement with homeless liaisons.</p> |                       |                   |



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Numbers were collected by HMIS and agencies and Sierra compiled and cleaned data. Tom will follow up with Sierra on ensuring the TH DV numbers are correctly listed.

**COVID-19 Updates**

**Discussion**

Shelter Update

There has been communication and coordination with City of Grand Rapids and Kent County to ensure all staying in shelter are safe. Screening and temperature check processes are in place. An isolation location has been identified at Guiding Light and space for quarantine is available at Mel Trotter. Shelters are continuing to de-intensify congregate space through partnerships.

Family Shelter – Families have been moved out of shelter and IHN setting and into hotels. The current priority is establishing a space for families to isolate if there is display symptoms or a have a positive test result. For quarantine space, a hotel room is recommended. City and County are funding and supervising isolation space for singles and Kent County EOC is the lead on COVID-19 response plan. County has been looking into options for families but have not been able to identify a specific space and staffing resources.

Families are being moved into housing resources as they are identified, but current funding for hotels is not sustainable. Staff are working hard to divert families but are predicting that families would need to be in the hotels throughout the summer months. It would be important to develop a community plan for sustaining hotel funding.

Diversion/Prevention

Diversion teams has been working hard to ensure that those coming into the front door of the system are diverted to a safe space. Urban League has been providing prevention resources. Their biggest obstacle is getting documentation from courts as many are closed or limiting services. At this point, there is no grace period with the end of the moratorium and filing of evictions. The City of Grand Rapids is advocating with HUD around the barrier with documentation for category 2 households. CSBG dollars are available through the county for prevention, the poverty guideline has been increased to 200% FPL.

Coordinated Entry

Staff at HAP have not been seeing an increase in call volume as of today. There have been conversations around the need to prioritize resources for those who are at higher risk for complications if they contract COVID-19. Coordinated Entry Committee will be discussing this further and identify areas that may need to be adjusted as this is operationalized.

Advocacy

Various efforts looking at how to ensure that those who are highest-risk are getting access for housing. There is a tension between providing education and lobbying. In regards to CoC and CDBG funding, lobbying is not allowed but education is acceptable. CoC staff will continue advocacy efforts but will not sign on to any letters with specific legislative requests.

| Action Items | Person Responsible | Deadline |
|--------------|--------------------|----------|
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|  |                       |  |
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| Continue to raise awareness of need for an isolation space for families with the city and county   | CoC staff             |  |
| Continue to keep Steering aware of advocacy opportunities  | Courtney Myers-Keaton |  |
| <b>CARES Act Funds</b>   |                       |  |
| Discussion   |                       |  |
| <p><u>MSHDA ESG Plan:</u><br/>MSHDA will be allocating ESG funding to the CoC and is asking the community to begin developing a plan. If there are urgent needs, MSHDA staff ask that agencies reach out. There are a few options for spending.</p> <p><b>Cheryl moved that the CoC moves forward with putting forth a request for MSHDA ESG funds to be prioritized to support COVID mitigation de-intensification shelter needs for families and youth in the next 90 days at 60 units minimum. Tom supported.</b><br/>Would expect that 60 units would be fairly consistent. Cheryl noted that Family Promise diversion efforts are continuing. COVID has presented a different diversion environment, right now doubling up in a new space is limited and diversion includes limiting mobility. Susan noted that the county's ESG funds have jurisdiction limitations so county dollars cannot go to shelter operations if shelters are located in the City. Rebecca indicated that these restrictions are similar to their CDBG requirements. Friendly amendment to prioritize only MSHDA ESG funds. Accepted. Lauren asked to amend to include youth as they are often more vulnerable and hotels may be a safer location. Accepted.</p> <p><b>Vote via roll call:</b><br/>Alonda Trammell – aye<br/>Amanda Tarantowski – aye<br/>Cheryl Schuch – aye<br/>Erin Banchoff – aye<br/>Elizabeth Stoddard – aye<br/>Hattie Tinney – aye<br/>Kwan McEwen – aye<br/>Lauren VanKeulen – aye<br/>Rebecca Rynbrandt – aye<br/>Susan Cervantes – aye<br/>Tom Cottrell – aye<br/>Victoria Sluga – aye</p> <p><b>Motion passes.</b></p> <p>Cheryl asked that the plans are reviewed for potential restrictions that may need to be amended or addressed so funds may be used to address COVID mitigation needs. Erin indicated her trust that jurisdictions would be reviewing guidance specific to their funds. Rebecca noted that as entities look to amend action plans, 5-day public comment and public noticing would provide opportunity for organization and individuals to speak into this space. CoC staff and designees will continue conversations at county and city levels of how to coordinate and support current COVID mitigation measures and funds.</p> |                       |  |



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| Action Item   | Person Responsible | Deadline |
|---|--------------------|----------|
| Continue conversations at city and county level around how to coordinate and support COVID mitigation funds   |                    |          |
| <b>Coordinated Entry Consolidated Grant Updates</b>   |                    |          |
| Discussion  |                    |          |
| <p>Salvation Army staff spoke with HUD over the phone. They discussed the process that needs to be followed to begin spending funds. They received verbal confirmation that if this process is followed and communication remains open, Salvation Army would be eligible for funds moving forward.</p> <p>Written communication from HUD specifically references a grant amendment. With this amendment, funds are eligible for the upcoming CoC program competition. TSA is seeking clarification that the amount will be included in the ARD in writing. If this is supported, they will move forward without an appeal. Funds can be spent this year and will be eligible for renewal. Tom thanked all who worked on sorting this out project.</p>   |                    |          |
| Action Item   | Person Responsible | Deadline |
|   |                    |          |
| <b>HMIS Lead Agency Grantee</b>   |                    |          |
| Discussion  |                    |          |
| <p>This topic was discussed in the past and sent to Executive to determine whether additional action steps were needed. Executive confirmed that the only action need is for Steering approve the HMIS Lead Agency change. Both Salvation Army (TSA) and United Way (UW) have confirmed their support. Letters of support from both in conjunction with CoC will be sent to HUD to make this change.</p> <p>This change would include the HMIS project grantee from TSA to UW. The current grant would be amended and UW would be the applicant moving forward. Because the grant must be designated to the HMIS Lead Agency, this would need to change as well. There would be no impacts to CoC staff responsibilities, as the HMIS grant supports the licenses for HMIS users and HMIS Administrator position. TSA was previously named as grantee when it served as the collaborative application. When CoC went through restructuring, it was determined that UW would be collaborative applicant. TSA currently MOUs the HMIS lead agency process to UW, but still holds the contract. Since the work has been moved, previous conversation at Steering indicated that it makes sense to consolidate.</p> <p><b>Tom moves that HMIS Lead Agency and HMIS grantee are changed to United Way. Victoria supported.</b> Vote via roll call:</p> <p>Alonda Trammell – aye<br/> Amanda Tarantowski – aye<br/> Cathy LaPorte – abstain due to conflict of interest<br/> Cheryl Schuch – aye<br/> Erin Banchoff – aye<br/> Elizabeth Stoddard – aye<br/> Hattie Tinney – aye<br/> Kwan McEwen – aye</p> |                    |          |



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| Rebecca Rynbrandt – aye<br>Susan Cervantes – aye<br>Tom Cottrell – aye<br><b>Motion passes.</b>   |                    |                             |
|---|--------------------|-----------------------------|
| Action Item   | Person Responsible | Deadline                    |
|   |                    |                             |
| <b>Budget Review</b>  |                    |                             |
| Discussion  |                    |                             |
| <p>Executive previously discussed different budget scenarios. Courtney will send scenarios to the group for feedback. Each scenario would require an increase in funding. Executive determined that the scenario that would make the most sense is increasing the administrative position to 1 FTE and shifting HMIS administration back to in-house over the next year.</p> <p>United Way's budget will go to their full board for approval after the May Steering Council meeting. Staff will provide the current budget along with different scenarios and ask Steering members for feedback.</p>  |                    |                             |
| Action Item   | Person Responsible | Deadline                    |
| Provide current budget as well as different scenarios for feedback from Steering members  | CoC staff          |                             |
| <b>Strategic Visioning Consultant</b>   |                    |                             |
| Discussion  |                    |                             |
| <p>An ad-hoc group was supposed to review proposals but with the current situation only 3 scorecards were submitted, and no consensus was reached.</p> <p>Suggestion to follow up with consultants and ask how they would propose to move forward in light of not necessarily being able to have meetings in person. It seems like it is possible to move forward. ENTF has been moving forward using multiple forms of communication throughout the process and put stakeholder meetings off until there is clarification on potential stay home orders. CoC funding is available and ear marked for strategic planning through the end of November. CoC staff will reconvene ad-hoc workgroup to review proposals</p> |                    |                             |
| Action Item   | Person Responsible | Deadline                    |
| Reconvene ad-hoc workgroup to review proposals  | CoC staff          |                             |
| <b>Any other Matters by Steering Members</b>  |                    |                             |
| Discussion  |                    |                             |
| None.   |                    |                             |
| <b>Public Comment on Any Matter</b>   |                    |                             |
| Discussion  |                    |                             |
| None  |                    |                             |
| <b>Adjourn</b>  |                    |                             |
| Motion by:  | Tom Cottrell       | Support from: Hattie Tinney |