



## STEERING COUNCIL MEETING MINUTES

June 19, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Adrienne Goodstal, Amanda Tarantowski, Casey Gordon, Elizabeth Stoddard, Erin Banchoff, Hattie Tinney, Karen Tjapkes, Tom Cottrell, Victoria Sluga, Rebecca Rynbrandt, Thomas Pierce, Susan Cervantes, Cathy LaPorte, Kwan McEwen, Alonda Trammell, Lauren VanKeulen, <u>Steering members absent with notification:</u> Scott Orr, Cheryl Schuch <u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Shannon Bass <u>Community Members:</u> Emily Madsen <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach, Daniel Gore (late)		
Time Convened:	8:32	Time Adjourned:	10:29

<b>Approval of Agenda</b>		<b>June 19, 2020</b>	
Motion by:	Tom Cottrell	Support from:	Karen Tjapkes
Discussion	Received word from the City of Grand Rapids that the Homeless Outreach Team will not be presenting, remove this item Pull 5e from consent agenda (item 7)		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>May 15, 2020</b>	
Motion by:	Erin Banchoff	Support from:	Tom Cottrell
Discussion	Strike floating "n" in Steering annual calendar discussion		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Consent Agenda</b>		<b>June 19, 2020</b>	
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion	Pull 5e (Data Reports) out for 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>Data Reports</b>			
Discussion	Emily Madsen recently joined ENTF as a data analyst. She will be working with the Food and Nutrition Coalition and Economic & Workforce Development subcommittees as well as cross-sectoral data. After attending the Data Analysis Committee meeting, she provided some in-kind data visualizations of the annual count and PIT count data. Emily presented her visualizations. PIT Count data show an		



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increase in almost each category, particularly in chronic homelessness. Annual count numbers also show an increase, the greatest increase was in adult singles.

Steering members voiced appreciation visualizations on the data, provided comments and suggestions for changes to narrative and graphs. Emily will make edits based on suggestions and provide to Data Analysis for comment and review. The plan is to add finalized visualizations for PIT and annual count after are accepted by HUD and MCAH.

Action Items	Person Responsible	Deadline
Edit visualizations and provide to Data Analysis	Emily Madsen	

### MSHDA ESG

#### Discussion

MSHDA ESG allocations are expected to be announced soon. In the past few years, the CoC has been awarded these funds to the HARA for HARA responsibilities as well as financial assistance. Courtney asked Steering Council to discuss the process to allocate funds in anticipation of this year's funding announcement. A percentage of funds would be required to go to the HARA, per MSHDA. Erin noted that the RFQ process has historically been the norm, but this was aside in the past few years. She recalled discussion around the amount of sub-recipient awards as the reason for the change. Award amounts could be addressed in an RFQ if chosen. Staff noted that it does not seem that priorities for these funds are documented, but current priorities seem to be HARA operations, street outreach, and RRH/prevention. It would be helpful for Steering to determine/reaffirm priorities.

Agreement that an RFQ process for MSHDA ESG funds would be best. This process would allow for continued assessment of the community's priorities and offers the potential for an annual re-evaluation. Suggestion to establish priorities by identifying where these funds could be used to meet gaps. Currently, funding is abundant due to the CARES Act and other federal funds, so there is potential to make a strategic impact with these funds. However, abundance of funding will likely be short-lived, so priorities would be important. In addition of MSHDA ESG funds, the funding announcement for MSHDA ESG-CV2 funds is expected soon. Courtney will reach out to MSHDA regarding timing on MSHDA ESG-CV2. Suggestion to combine the process for both funds if timelines overlap.

Courtney will schedule conversation with other ESG recipients (City of Grand Rapids, Kent County) to discuss and draft recommended priorities for these funds.

Action Items	Person Responsible	Deadline
Connect with MSHDA re: timing of ESG-CV2 funds	Courtney Myers-Keaton	
Draft recommended priorities for MSHDA ESG funds, in conjunction with municipalities	Courtney Myers-Keaton	

### CoC COVID-19 Shelter and Housing Strategy

#### Discussion

Isolation Update: Fulton Care Center (FCC) is no longer accepting intakes. Instead, the county is contracting with a local hotel for rooms to place those experiencing homelessness who test positive



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for COVID-19 into isolation. This is considered a short-term plan by the Kent County Health Department (KCHD). In addition, FCC has not been willing to take those not experiencing homelessness. Providers and staff have been working to determine a longer-term plan and advocating that shelter providers are not responsible for medical care during this pandemic. In tandem, KCHD wants to talk about re-testing which is difficult if there is not a plan for isolation moving forward. Victoria expressed concerns with outreach staff safety if they are potentially asked to test those experiencing unsheltered homelessness. Courtney indicated that from her perspective a disagreement on the responsibilities of the CoC versus responsibilities of KCHD.

KCHD have been asking the CoC/shelter providers to develop a plan for those who test positive and are experiencing homelessness. However, shelters do not have capacity and space to take on anyone who tests positive. Providers have been developing a proposal for staffing to provide supports (food, transportation, and light case management) for isolation to present to the county. Connect with Cheryl regarding proposal. To date, providers not the key decision makers or holders of funding. If the push continues that shelters are responsible for isolation, Adrienne asked the CoC to consider collectively advocating that isolation is not provider's responsibility.

Suggestion to talk about ideas moving forward at the full CoC. Conversations will continue.

Action Items	Person Responsible	Deadline

### CoC Program Competition

#### Discussion

There has not been an updated from HUD regarding this year's CoC Program Competition. Staff have collected information to ensure spenddowns are happening on schedule. In addition, the YWCA may be looking at voluntarily reallocating a TH project into a TH/RRH project, but there are multiple ways to do this. Tom and Courtney will discuss offline.

The largest piece of this is the local program competition. At this point, there is uncertainty as to whether this competition will happen. To prepare, Courtney will make previously discussed revisions to local applications and send to Funding Review Committee for further discussion.

Action Items	Person Responsible	Deadline
Revise local application and provide to Funding Review for review	Courtney Myers-Keaton	

### Strategic Visioning

#### Discussion

There have been multiple conversations around this topic, but little response with scoring and feedback. Staff and ad-hoc members have met with 3 of 4 consultants. A 4th consultant was not selected as the proposal was limited in scope and not reflective of previous discussion.

Agreement not to move forward with Design Group due to conflict of interest concerns. Staff will check references for SIDE Strategies and share feedback received with Steering with an ask for a decision around moving forward.



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Action Item	Person Responsible	Deadline
Check references for SIDE Strategies, provide feedback to Steering for decision on whether to move forward	Courtney Myers-Keaton	
<b>Current Strategic Plan</b>		
Discussion		
<p>This topic has been discussed at length. Last month, Steering Council discussed approval by the full CoC, however Executive noted this will likely be difficult via virtual means. Instead, Exec suggested developing an interim strategic plan focused on management during the pandemic.</p> <p>Staff can develop an interim strategic plan for Executive and Steering to review, ideally within the next few weeks. This could then be put out for public comment on the website with a have a separate page where comments are submitted for transparency.</p> <p>Rebecca suggested reviewing guidance in recent executive orders around public meetings and voting.</p>		
Action Item	Person Responsible	Deadline
Review executive orders for guidance on virtual voting	CoC staff	
Draft interim strategic plan for Exec and Steering to review	Courtney Myers-Keaton	
<b>Budget Review</b>		
Discussion		
<p>Staff provided proposed annual budget for FY2021. Most categories in this budget remain similar. Conferences and parking expenses were reduced due to COVID-19. Additional funds and revenue from the planning grant were added into strategic planning activities. Rebecca reviewed the proposed budget in relation to the statement of activity in the consent agenda and noted a few areas where current expenses may not be in alignment with proposed budget. She suggested looking at the previous year's trends around supplies, printing, copying, and indirect costs. In addition, personnel costs appear to be over budget, suggest an adjustment with narrative.</p> <p>This ties into previous conversation around an ad-hoc finance committee in tandem with HWMUW finance staff. CoC staff will send out a Doodle poll to convene ad-hoc meeting. If you are interested in this conversation, please reach out to CoC staff.</p> <p>Courtney shared different budget scenarios last month, these are more of a future state. She suggests having the ad-hoc finance team attend Steering/Exec to discuss match and needed fundraising needs.</p>		
Action Item	Person Responsible	Deadline
Convene ad-hoc Finance Committee to review proposed budget	CoC staff	
<b>MSHMIS Governance</b>		
Discussion		
<p>This was discussed at Exec who decided to raise it to Steering. Daniel has identified areas that HMIS governance falls short of best practice. To be proactive, Daniel recommends engaging with MCAH and MSHDA inclusive governance framework so the CoC is involved with decision making. Previous</p>		



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conversation also indicates that there have been issues with the vendor, participation would be helpful to address these issues as well. Erin indicated that if there are compliance responsibilities on the CoC's end, it is important to take steps to ensure we are able to do so.

Daniel can draft communication to send to MCAH and MSHDA to get the conversation started. Daniel reached out to CoCs across the state; Detroit indicated they are interested in being involved in this conversation. Have not had much feedback from other CoCs, this may be indicative of capacity at other, smaller CoCs. Courtney agrees with the importance of active participation in compliance as well as in providing feedback as part of governance framework. The results of the statewide evaluation and conversations, indicate there is room for feedback and improvement.

**Erin moves to send a letter to MCAH and MSHDA seeking to reestablish an inclusive HMIS governance framework that will assist us in meeting our HUD responsibilities related to HMIS.**

Victoria second. Tom noted that this feels important, even if logistics and statewide participation are not determined. All in favor, motion carries.

Action Item	Person Responsible	Deadline
Draft letter to MSHDA and MCAH re: inclusive governance framework	Daniel Gore	

**Any other Matters by Steering Members**

Discussion

Rebecca recently reviewed the governance charter and encouraged review of the action board section as there may be opportunities for clarity. The charter states that action boards serve as an independent recommending body to the CoC, when the intent was likely also that action boards have representation on Steering Council and independently advise the CoC as necessary. She also suggested clarifying language around assisting in project development and funding decisions. The intent may have been for specific applications, but nuance is important. Also, suggests indicating that a list of authorized action boards will be maintained by the CoC as compared to listing current action boards. Casey indicated that this may be an opportunity discuss whether current structure benefits and is accessible to those with lived experience.

Grand Rapids Housing Commission is working on a program for vouchers for youth (18-24) aging out of foster care. This HUD initiative will provide 25 vouchers per year 36 months during which service providers would work with participant to develop independent living skills. They will be working with local DHHS, WMPC, and other partners.

**Public Comment on Any Matter**

Discussion

None.

**Adjourn**

Motion by: Hattie Tinney

Support from: Tom Cottrell