



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

December 3, 2020

1:00-2:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	Erin Banchoff, Karen Tjapkes, Lauren VanKeulen, Cathy LaPorte Staff: Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	1:05	Time Adjourned:	2:33

<b>Approval of Agenda</b>		<b>December 3, 2020</b>	
Motion by:	Karen Tjapkes	Support from:	Cathy LaPorte
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
<b>Approval of Minutes</b>		<b>November 5, 2020</b>	
Motion by:	Karen Tjapkes	Support from:	Erin Banchoff
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
<b>General CoC Updates</b>			
Discussion			
<u>CE Policies</u>			
<p>The Committee is still working through implementation. Group recently recognized that moving the entire system to assessment via the Community Housing Connect (CHC) tool will be more challenging than originally anticipated. Families will be transitioned to the CHC tool by the end of the year. Then, the committee will continue to meet to plan and determine the appropriate timeline for implementation for singles. Full implementation for all populations is anticipated mid-2021. The committee has also been discussing the differences between assessment and prioritization. As a community, we have used assessments as prioritization tools, when these tools should be used to determine the risk and identify supports, not necessarily prioritize for resources.</p>			
<u>Steering Council Nominations Update</u>			
<p>The CoC received 5 nominations to fill 5 seats. Conversation around how to ensure a robust slate of nominees for Steering Council. Executive members are encouraged to reach out to anyone they feel may be a good fit. Staff will review attendance and reach out to those with low attendance to determine if they will re-up.</p>			
<p>Conversation around regrouping with action boards. The VAB representative to Steering Council is no longer on VAB. YAB has one representative that has been involved over the past few months, but not the minimum number of members. Staff will reach out to determine whether they would be interested in serving on Steering Council as an elected representative. Conversations around formerly homeless seat requirements in the charter. The 2 action board seats fulfill requirement, but representation is challenging if folks are not in action board seats.</p>			



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VAB is in the process of selecting individuals to join the board. Staff anticipate that they could have YAB running in the first quarter of 2021. In addition, the group could discuss ways to make held seats more accessible for action board members.

### Eviction Diversion Program Update

There are currently 400 households with applications being processed. TSA expects that that this will expend the remainder of funds allocated to Kent County. Households that call will now be added to a referral list. Clients are being encouraged to complete an application with no guarantee of payment and are also advised of other prevention programs. There have been questions in the community around how much additional funding is needed. Anticipate a need, particularly when eviction moratoria expire but it is difficult to determine the estimated need. There will be fewer requirements and steps to be eligible for Kent County funds beginning Friday. TSA has been serving mostly folks up to 60% AMI with both funding streams.

Action Items	Person Responsible	Deadline
Review Steering attendance, connect with those with low attendance	CoC staff	
Connect with YAB member around Steering Council	Brianne	

### **COVID-19 Planning and Response**

#### Discussion

#### Planning for Winter

Conversations are occurring around identifying an additional space to address overflow and capacity concerns. If a location is identified, staffing will also have to be identified. There has not been much progress in identifying warming centers as organizations were previously warming centers are not open due to COVID-19. Limited warming spaces are available at shelters. Staff and problem solving for potential next steps.

Action Items	Person Responsible	Deadline

### **Funding Update**

#### Discussion

#### MSHDA ESG-CV2

Courtney overviewed the community's allocation and requirements for RRH, Prevention, and Housing Navigator and Housing Resource Specialist positions. After requirements, between about \$170,000 and \$200,000 needs to be allotted to RRH, prevention, or shelter based on how the community needs. Conversation around how to divide funds which go through September 2022. Courtney noted that the Housing Resource Specialist and Housing Navigator positions are system-wide positions so it may make sense to house them at the HARA. Cathy noted that at the last Steering meeting there was discussion around funding to support staff for case management, warming centers, and emergency shelter. Courtney noted that multiple sub-recipients would increase the time CoC staff spent on reporting, so this is something to be aware of with the RFP process. Potential suggestion to keep required positions at the HARA and release an RFP for remaining amount divided to ensure RRH and prevention requirements are met. Case management could also be capped. Courtney will also be releasing a survey to get community input on how to divide funding.



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Conversation around the process to identify sub-recipients for these funds. MSHDA allows communities to decide how to make this decision and did not express concern with normal ESG funds going to the HARA over the past three years. For previous ESG-CV allocation, the CoC has released and RFP. The application is due to MSHDA on January 5. With this timeline, an RFP process would be difficult given the number of folks who typically take time off during the holidays. Conversation around whether MSHDA would be open to extending the deadline to make it more realistic. Suggestion to submit CoC's budget and framework by 1/4 and determine sub-recipients with extended deadline. Courtney to connect with Nicole. Potential timeline:

- Release RFP on 12/11
- Due on 1/4
- Funding Review Committee meets the week of 1/4
- Steering approve subrecipients week of 1/11

Courtney will develop recommendation and provide to Executive early next week and then to Steering Council for a vote.

Action Items	Person Responsible	Deadline
Connect with MSHDA re: application timeline	Courtney	
Develop recommendation for how to allocate CV2 funding	Courtney	
<b>Strategic Planning Next Steps</b>		
Discussion		
Courtney is connecting with the consultant and will be scheduling a meeting before the holidays. If Executive members wish to be included in the initial planning meeting, please connect with Courtney.		
Action Items	Person Responsible	Deadline
<b>Prioritized Goals and Activities</b>		
Discussion		
Courtney developed suggested time frames and responsible entities for each output and indicator. Collaborating with the Housing Stability Alliance is one action area, but there is uncertainty around the next steps in their process right now. This can be listed as TBD for now until next steps are communicated to the community. CoC staff will send the updated document to the group.		
Action Items	Person Responsible	Deadline
<b>Revised Budget Model</b>		
Discussion		
Staff provided revised budget model to Steering a few weeks ago. The budget will be based in this model through November 2021 if not other funds are identified to support strategic planning.		
Action Items	Person Responsible	Deadline
<b>Community Solutions – Built for Zero</b>		
Discussion		



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Chamber of Commerce is interested in moving forward with the City of Grand Rapids serving as a community in a cohort beginning in March. This program would provide technical assistance and has been used by many communities who have reached functional zero. Cathy expressed support and noted that she has found their TA sessions very helpful. The application would have to be approved through the CoC and Steering Council and is due beginning of March. Casey and Courtney will be meeting with Chamber to discuss further and can share updates.

Action Items	Person Responsible	Deadline

### Executive Committee Transition Planning

#### Discussion

Elections for Executive will occur in January. In the past, the group discussed the vice chair stepping into the chair role, but nothing was finalized. Karen noted that stepping into the chair role is much harder without having knowledge of Executive Committee, which is why she suggested vice chair transition. Conversation around who may be willing to serve in the chair given changes to capacity and time over the past 9 months.

If newer chair is coming on, it may be helpful to schedule an additional meeting late January to discuss the transition. CoC staff reach out to Casey to see if she can outline her time commitments over her past 2 years as chair to provide to those interested in serving as chair.

Action Items	Person Responsible	Deadline
Ask Casey to outline CoC chair time commitments	CoC staff	

### December Steering and Full CoC Agendas

#### Discussion

Staff will discuss with Casey offline. If there are items you would like to include, please reach out to CoC staff.

Action Items	Person Responsible	Deadline

### Adjourn

Motion by:	Erin Banchoff	Support from:	Cathy LaPorte
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