



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

December 6, 2021

2:00-3:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Executive Committee members:</u> Erin Banchoff, Karen Tjapkes, Elizabeth Stoddard, Lauren VanKeulen, Adrienne Goodstal <u>Community Members:</u> Cheryl Schuch <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	2:03	Time Adjourned:	3:38

Approval of Agenda			
Motion by:	Elizabeth Stoddard	Support from:	Lauren VanKeulen
Discussion	Courtney asked to add Executive members for next year Lauren asked to include youth in the family shelter conversation		
Amendments	Add 2022 Executive Committee Composition under January Executive Meeting Youth will be included in family shelter discussion		
Conclusion	All in favor, motion passes		

Approval of Minutes		November 1, 2021	
Motion by:	Lauren VanKeulen	Support from:	Elizabeth Stoddard
Discussion			
Amendments			
Conclusion	All in favor, motion passes		

Emergency Shelter	
Discussion	
<p><u>Family and Youth Shelter</u> Courtney indicated this topic is an extension of the conversation at Steering. The need for community-wide conversation was recognized at Steering, but format, attendees, and roles were not determined.</p> <p>Cheryl Schuch is in attendance today. She provided context and background on family shelter in the community. The need for family shelter has increased since 2015, the number of shelter units has increased slightly since then and different initiatives have addressed the need in the short-term. Now, the community is at the point where funding and shelter space is limited leaving families in need. She feels including youth in these conversations is important as both populations have similar needs and there has been crossover between AYA and Family Promise (FP) with partnering youth. She wants to have structured conversation around the CoC's role and feels the CoC has a responsibility to develop a collective emergency plan as well as a long-term plan for coordinated funds to match the system needs.</p> <p>Lauren indicated that number of unsheltered single youth have risen from about 25 this summer to 50 consistently for past 3 months. Her team is working closely with HAP to ensure youth and parenting youth are added to the appropriate by-name lists (BNLs). In addition to the 50 singles, another 50 youth-led families are on AYA's list. They are not seeing folks exiting the lists due to very few resources.</p>	



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Elizabeth asked what would be needed to meet the need. Cheryl indicated that multiple ongoing initiatives will bring total family shelter units to about 65 rooms by the end of 2022. In addition, hotels for out-County residents will continue for now. This would leave a gap of 20 units as based on community data. Multiple options have been explored. Hotel leasing is expensive, but not much more than master leasing units. She feels the narrative about hotels being the most expensive option is outdated as many amenities are included with hotels. Scattered site shelter takes units out of the community's housing stock which is already extremely low. Cheryl indicated that with either method it would cost under \$1 million for 12 months to bring additional units online.

FP has staff flexibility to cover case management and a strong partner for hotels but is constrained by lack of available funds. Lauren agrees that additional rooms will be needed in the next few years, until the system starts to see a decrease. She added that non-congregate shelter is preferable for youth for numerous reasons. AYA has staff for case management but may need to add staff if the number of rooms increase.

Cheryl indicated that lengths of stay in shelter have increased in the past year due to lack of available housing and increasing rents. Though our rate remains comparable or lower than communities across the country. She thinks scattered site housing with units prioritized for families and youth could be used to increase flow.

Karen suggested a proposal highlighting the need and cost is created for Executive and Steering to discuss and determine how to make coordinated asks. Cheryl agreed and feels that a collective explanation of current allocations along with a collective ask would be best. Lauren noted that funders do not want to support shelter year over year. However, sustained funding is important as some households will always need shelter and without funding the community will be in this crisis position every year. Cheryl noted that as Housing Stability Alliance work begins and prevention and housing funds are turned on, need will go down. Shelter funds could be shifted after that point.

Cheryl and Lauren will bring a white paper identifying the need and cost to Executive and staff to discuss next steps.

Erin shared that the municipalities are scheduled to meet later this week to discuss HOME-ARP funds. She also noted that the City of Grand Rapids is currently collecting feedback on how HOME-ARP funds can respond to community needs.

Lack of Low Barrier Shelter for Youth

It has come to Courtney's attention that there is no low barrier shelter for youth. All youth shelter options are programs and have specific requirements. Adrienne indicated that added requirements in Mel Trotter's youth shelter recently came to her knowledge as well. She does not think this was intentional and noted that overflow beds are available for youth who do not want to meet requirements. Adrienne will meet with internal staff next week and anticipates they will come to solution to bring back to low barrier shelter. Lauren noted that many youth do not feel comfortable



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staying in congregate space so non-congregate space is important. Adrienne and Lauren will discuss further and may be able to bring back a suggestion for what is needed.

Erin referenced conversation at Steering Council around system data not showing unsheltered families and asked for insight. Lauren shared that Community Housing Connect states that emergency shelter is not available through the tool so families in need of shelter are not completing assessment and being tracked. Changes to that system are being discussed.

Action Items	Person Responsible	Deadline
Bring white paper re: shelter needs to Exec and staff	Lauren and Cheryl	

Refugee Resettlement Update

Discussion

Courtney shared that a process is in place and partners are moving forward. Family Promise is handling the billing and refugee agencies are providing case management. It seems that additional funds will be coming shortly, and Courtney will address this with MSHDA this coming week. Spending has been quick and additional funds will likely be needed towards early January.

Action Items	Person Responsible	Deadline

PSH Referrals

Discussion

Courtney made folks aware that there was an issue with referrals and that significant progress has been made. Dwelling Place had many open referrals. Lack of HMIS visibility and verifying chronic status were identified as problem areas. A group of providers has since come together to fill these referrals. Discussion has dovetailed into discussion around the chronic by-name list (BNL) and fits nicely with the Built for Zero initiative. It seems enough referrals have been made. The group will continue to meet and discuss referrals and BNL process.

Action Items	Person Responsible	Deadline

Engaging with MSHDA

Discussion

Courtney has been working through things with refugee resettlement funds and knows this is an important conversation. She suggested inviting MSHDA leadership into a conversation around a community initiative where we could use their support. Members feel this is a good idea and could also be a space to raise awareness of MSHDA policies and procedures that may create barriers.

Action Items	Person Responsible	Deadline

Job Descriptions

Discussion

Courtney shared draft job descriptions and org chart and asked for feedback on the direction this puts the Coalition. She envisions adding a data analyst, along with a planning/coordinator role to support reporting, planning, and facilitation. Once this role is filled, it may make sense to shift the associate role to an administrative coordinator or communications role. Members suggested a finding different title for the planning coordinator.



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Conversation around the data analyst position. Courtney shared that there is a funder likely willing to support the analyst position. She thinks the Coalition could continue to contract for HMIS administration for 2 years, depending on need. The data analyst role could then focus on connecting with the community and data analytics. This person would need to have high competency in HMIS but may not be responsible for technical components of submissions as past HMIS Administrators have indicated that it is a heavy workload to do both. Over time, contracted hours may be able to be reduced. Erin asked if administration could be shifted to local and suggested staff refer to 24CFR which lists certain positions that can be funded through CoC funds. Courtney noted that it may be difficult to hire someone local for limited hours. If HMIS vendors switch, less time may be needed for administration as many communities have indicated that WellSky is not the most efficient vendor.

Courtney also shared a 3-year projected budget. It was developed with Mission Matters and makes a clear link to competencies outlined in the strategic plan. Members should share thoughts with her.

Action Items	Person Responsible	Deadline

January Executive Meeting

Discussion

The January meeting will remain in on 1/3/22 based on availability.

Executive Committee Composition

Though the Steering will elect a new Executive Committee in January, it helps with planning to determine who is willing to continue on the committee, if elected. Karen shared that she needs to step back due to other responsibilities. Adrienne, Erin, and Lauren are all willing to stay on as is Elizabeth if she remains in the member at large position. Karen noted it is helpful to have some crossover for continuity of conversations. Members should start thinking about who could serve as CoC Chair for the next year. It is helpful if candidates have had experience with Executive in the past. (Karen left the meeting)

Action Items	Person Responsible	Deadline

December Steering Council Meeting Agenda

Discussion

Fiduciary MOU Recommendation - this document may not be ready to be signed but an update will be shared based on conversation at Finance Committee

Erin asked to celebrate accomplishments and leave the year on positive note. Members loved this idea. Suggestions include a reflection, slides, or breakout rooms to share successes. If members have specific items to be added, please share with staff.

Action Items	Person Responsible	Deadline
Share successes with staff to include in reflection	All	

December Full CoC Meeting Agenda

Discussion



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No items identified at this time.

Isolation

Adrienne shared that 12/20 will be last intake for isolation as the contract ends at end of year. The space has been continuously full for the past month or so. Conversations around potential spaces are ongoing. One option is reaching out to motels, but additional supports would not be available as MTM will have a staff opening starting 12/17. A position posting will be shared with CoC partners.

Action Items	Person Responsible	Deadline
Adjourn		
Motion by:	Adrienne Goodstal	Support from: Erin Banchoff