



STEERING COMMITTEE MEETING MINUTES

May 19, 2017

8:30-10:00am

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<p>Karen Tjapkes (Legal Aid), Denny Sturtevant (Dwelling Place), Hattie Tinney (GR Housing Commission), John Wynbeek (Genesis), Christina Soulard (Salvation Army), Lisa Cruden (Family Promise), Lauren Van Keulen (311), Jeffrey King (Community Rebuilders), Laurie Craft (GR Community Foundation), Erin Crison (Well House), Tom Cottrell (YWCA), Deborah Armstrong (ICCF), Shannon Bass (Community Member), Erin Banchoff (City of Grand Rapids), Matthew VanZetten (Kent County), Madelaine Clapp (FHCWM)</p> <p>Also Present: Bree Butler (CoC), Jim Talen (HMIS), Jessica Vail (CoC), Wende Randall (ENTF)</p> <p>Not Present: Yvonne Jackson (MI Prisoner Reentry Initiative), Kwan McEwen (GR Urban League), Julie Clossen (Arbor Circle), Beverly Ryskamp (Network 180), Rebecca Rynbrandt (City of Wyoming)</p>		
Time Convened:	8:30 am	Time Adjourned:	9:40 am

Approval of Agenda		May 19, 2017	
Motion by:	Laurie Craft	Support from:	Tom Cottrell
Discussion	None		
Amendments	None		
Conclusion	Motion Passed		
Approval of Minutes		April 21, 2017	
Motion by:	Tom Cottrell	Support from:	Hattie Tinney
Discussion	None		
Amendments	<p>Changes need to be made to the attendee list: Karen was present, and not present included names of non-members which need to be removed.</p> <p>3rd page 2nd to last paragraph: "Home at Last" not "Home at Least"</p> <p>2nd page under Diversion Update: it was Kwan that made the statement.</p>		
Conclusion	Motion to approve with noted changes, all in favor, motion passed		
Approval of Consent Agenda		May 19, 2017	
Motion by:	Laurie Craft	Support from:	Christina Soulard
Discussion	None		
Amendments	Agenda Addition: 6c funding review appointment.		
Conclusion	Motion to approve with noted changes, all in favor, motion passed		
Petitions and Communications			
Discussion			
<p>a) ESG Expenditures: Christina Soulard</p> <p>5/11/2017 ESG Financial Assistance Report presented to Steering Board members in email and hard copy.</p>			



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b) Diversion Project: Lisa Cruden

Partners are continuing to meet, and they presented to local funders as a team to solicit financial support for the work. Startup is currently planned for an undetermined date in June. The group is working on developing training for diversion specialists.

c) Approving new Funding Review members: Jesica

Madelaine Clapp and Jennifer Grostic are the new Funding Review members awaiting approval from the Steering Committee. Madelaine works for the Fair Housing Commission of West MI. Jennifer is a program manager at Degage Ministries.

Motion to approve both new members by Laurie, Christina seconded, all were in favor, motion passed

Updated Developer Support Policy

Karen Tjapkes

Discussion

Discussion centered around the requirement that developers come to the CoC at least 120 days in advance of their submission to MSHDA.

This indicates that what is needed is an announcement of project intent 120 days in advance but not a member vote at that time.

Motion to postpone discussion until next month by Matthew, Lauren seconded all were in favor, motion passed.

Action Items	Person Responsible	Deadline
Add Updated Developer Support Policy to the June Agenda for Executive and Steering		
Send out a Word Version of the Developer Support Policy to Steering Board		

Point in Time Count Release

Jim Talen

Discussion

Point in Time Count (PIT) numbers have been put into a format ready for press release. There are two pages to be reviewed, a news release page and a background information detail sheet. The discussion centered around both pages and the detailed PIT numbers. The total number for 2017 is 912 homeless individuals. This breaks down further into emergency shelter: 654, transitional housing: 197, and unsheltered: 61.

In the space between last year's count and this year's count there was a big push to identify anyone who might be a veteran in our community. It is important to note that for PIT count, veterans are not verified with a DD214 form, whereas they are through Veterans Affairs programs. To be officially counted as a veteran, a DD214 form is needed and certain requirements met.

Questions/Comments:

Note that temperature is always a factor in PIT counts.

There was discussion about having the Veteran count added to the PIT Press Release, due to the difference in DD214 verification and a fear it would conflict with the other information shared about the work to reach functional zero. It is so complicated that press releases are not considered the best way to share this information.

Comment that the first few paragraphs could read a bit more smoothly and reworded for better understanding.

There is concern over how other subpopulations are being reported, including Youth.



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One suggestion is to define the PIT count and identify exactly what kind of tool it is for our community and how it would be best to publicly present it.

There are complicated issues surrounding the PIT count and subpopulations but the positive aspects are that it can bring public awareness to homelessness.

Motion to release PIT count with the following amendments;

Grammatical corrections made

Second page taken out

Veterans #s taken out

Motion made by Matthew and seconded by Denny. All in favor, motion passed

Conclusions

The use of a media person involved in future PIT count public reports, so that the message is conveyed More clearly.

Action Items	Person Responsible	Deadline
Make corrections to the PIT Release		

Strategic Plan Progress Report	Jesica Vail
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Discussion

Handout given at meeting and sent to board members via email. Members are to review handout and discuss it during the next Steering meeting

Governance Charter	Jesica Vail
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Discussion

Edits have been suggested by the ENTF/CoC Ad hoc committee. The committees need to be updated in the report to reflect the current committees.

Copy of the Governance Charter with edits was handed out at the meeting and via email to the Steering Board. Members are to review the Governance Charter and edits then discuss at the next Steering meeting. Any changes that members suggest need to be made, need to be forwarded to Jesica.

Update on infrastructure funding	Jesica Vail
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Discussion

Executive Committee has sent a formal letter and follow up email to the office of Matt Lori at DHHS to relay how the impending funding shift will impact the Kent County community.

Christina motioned to adjourn meeting

John seconded and motion passed