

Grand Rapids Area Coalition to End Homelessness

Executive Committee Minutes

May 9, 2016

2:00pm-3:30pm

Present: Rebecca Rynbrandt, Cheryl Schuch, Tom Cottrell **Staff:** Jessica Vail, Jim Talen

1) Reviewed and approved the April 4, 2016 and the April 27, 2016 minutes. MOTION by Tom to approve, seconded by Cheryl. Unanimous approval, motion passed.

2a) CoC Tier 2 Project Awards: The Tier 2 approval list includes the second portion of the Community Rebuilders project and the Youth Rapid Rehousing Project. Home At Last, through the Housing Commission, the Genesis Project, Kent County SRA and the ICCF Rapids Rehousing Projects were not funded. Out CoC's total ARD has increased by about \$400K due to FMR increases for funded programs and the bonus project. But there will be an overall loss of PSH units, with the CoC funding tilting more toward Rapid Rehousing. This dynamic will not align with the CSH report which calls for an increase in PSH to meet housing needs of community.

Discussion: With respect to next application round for HUD, need to ensure that Steering is able to set priorities for applicants that match the needs of the community and align with CHS report. Prior to any discussion of reallocation, Steering needs to work toward consensus on priorities. Ad-Hoc Funding Review is developing the process and tools, but the priorities will guide this process.

There was discussion about the need for data that will drive the prioritization of need. This should be irrespective of any particular funder's objective or how the funds are currently allocated in the community. To be fair in any reallocation process, we need to have a clearer sense of what is needed. HMIS can only give us portions of this right now. It is suggested that we might approach chronic homelessness as we did with Veteran need, with a committee doing a thorough assessment and generating a by-name list.

Action: Executive Committee will recommend that a special meeting be held to set the priorities for the next HUD application process.

2b) Should there be a media release regarding the HUD funding?

Discussion: It will be very difficult to present a comprehensive picture to the media of the process and we are not clear how the agencies that were not funded are planning to respond to the decrease.

Action: Jessica will talk to the unfunded agencies to gauge their response. Our generic response, if asked, will be to discuss the prioritization process and the elements that were included in this. There will not be a plan to launch a media release.

3) Ad-Hoc Funding Review

The group sees a need for additional training, particularly with regard to the APR.

Discussion: Although APR is an annual measure of individual program outputs and success, can/should it be used as a monitoring tool. Agencies can run their own through HMIS, but, to date, the CoC has not used it as a means of monitoring during the grant cycle. Data Quality does not monitor all elements of the APR, only the Universal Data Elements at this time.

Action: Jessica will lead team to develop a calendar regarding training needs and process (tool) clarification.

4) HUD/MSHDA Policy Alignment

MSDHA has not responded to Jessica's overtures to get guidance on this yet.

5) Staffing Plan Ad-Hoc Committee

Committee has not met yet to evaluate job descriptions.

Action: Cheryl will take initiative to get a meeting on the calendars of those participating.

Discussion: In that the director position (Tracie's) might need re-consideration as well, depending on the outcomes of the review, the committee is also being asked to do a salary review for this position as well, vis a vis the staff positions. Jacob, from ENTF, will also be joining this ad-hoc committee.

6) Grand Rapids Mayor's Office

Mayor Bliss's office has requested the schedule of CoC Steering meetings so that she may join/sit in on some. It is unclear what the agenda is for her attendance.

Action: Becky will contact Connie at the City to determine if there is a known issue or concern that the Mayor is bringing to the table.

Mayor Bliss is also planning a Veteran Press Release much is unknown about this at the time, but community rebuilders has been the main point of contact and have asked CoC staff to be a part of it. This led to discussion of the Landlord Advocate role that is present in other communities, but not in Kent. Currently the CoC is not united in addressing landlord concerns with regard to working with folks seeking housing. This is done individually by agencies, leading to competition between housing providers. The Landlord Advocate would advocate for the issue and the system (not the individual client or organization). The RPOA is still a member of the CoC. This might be a strategy to address low inventory and escalating rents.

7a) Communication Plan – PIT report

Jim presented the PIT count data and report. Discussed content of report: consider changing the narrative to call out that the PIT is only one element used to determine the status of homelessness in the community. Also, any trending in data cannot necessarily be attributed to any single cause. Unless we clearly have fact to support an assertion, report should be more general in the reporting the actions that may be influencing a reduction in numbers (more rapid rehousing, better coordination, particular initiatives, etc.). Discussed various forms this language might take.

Action: Jim will rework the narrative to reflect discussion.

7b) Communication – Website

Discussed how the minutes of meetings should be posted and when and by whom. Should we consider a standard format to make all minutes identical in design? Both Tom and Cheryl have templates that they use at their organizations. In keeping with transparency and timeliness minutes should be posted within 5 days of the meeting, with clear indication that they are pending approval. We do not have a currently work rule about posting (who, how, when), so this will need some clarity.

Action: Tom will send template to Jessica for review.

8) Steering Committee Agenda

Discussed agenda for next Steering meeting--- will add Funding Prioritization as an item and pull the Updated Strategic Plan Review out of the Consent Agenda. Also reworked the order of some items.

Action: Becky will rewrite based on discussion.

9) Budget Review

No CoC budget was available to review

10) Strategic Plan Review

Jessica presented the Strategic Plan in a dashboard format with updates on progress. The System Coordination Committee has been working on this. They do not believe that they are the right combination of individuals to accomplish this task, and are recommending that this committee have a different membership in order to be more effective. Discussed that there needs to be a strong representative from each working committee on the System Coordination Committee to ensure that the measures within the Strategic Plan are moved forward. This would not necessarily have to be the chair of the committee, but someone who is well-involved and can inform the update of the strategic plan.

Action: This agenda item is pulled out of the Consent Agenda. Steering will propose that each committee elect their own representative to System Coordination.

11) Next Meeting: June 6, 2016 at 1:00 --- Becky will find space in Wyoming City offices --- we will be rotating venues for future meetings.

Meeting Adjourned at 5:00 pm