



STEERING COUNCIL MEETING MEETING MINUTES

February 17, 2017

8:30-10:00 am

Facilitator:	Karen Tjakpes		
Meeting Attendees:	John Wynbeek, Denny Sturtevant, Matthew VanZetten, Jeffrey King, Beverly Ryskamp, Julie Cnossen, Erin Banchoff, Hattie Tinney, Laurie Craft, Tom Cottrell, Tom Cottrell, Deborah Armstrong, Lauren VanKuelen, Rebecca Rynbrandt, Yvonne Jackson, Kwan McEwen, Christina Soulard, Lisa Cruden, Also Present: Deanna Rolffs, Jesica Vail, Bree Butler		
Time Convened:	8:30 am	Time Adjourned:	10:05 am

Approval of Minutes		January 20, 2017	
Motion by:	Matthew VanZetten	Support from:	Denny Sturtevant
Discussion	None		
Amendments	Changed date of December 16, 2016 to January 20, 2016		
Conclusion	Minutes approved with noted change		
Approval of Agenda		January 20, 2017	
Motion by:	Matthew VanZetten	Support from:	Denny Sturtevant
Discussion	None		
Amendments	None		
Conclusion	Agenda approved		
Public Comment On Agenda		Karen Tjakpes	
Discussion			
No Comment			
Consent Agenda		Karen Tjakpes	
Discussion			
Items will be entered into the record under one motion without discussion; any Steering Committee member may request that a matter be removed from the Consent Agenda and tabled to later in the meeting.			
<ul style="list-style-type: none"> a) CoC/Coalition Coordination Report b) Committee Reports/Minutes c) Budget Report December 31, 2016 d) Steering Calendar e) ESG Expenditures 			
Motion by:	Tom Cottrell	Support from:	Laurie Craft
Conclusion	Motion approved		
Petitions and Communications		Christina Soulard	
Discussion			
Family Shelter Email Update			
<ul style="list-style-type: none"> - There have been enhanced staff efforts to make contact with everyone on the wait list and remove people from the list if they are no longer homeless. - If they show up again in the future, they can return to the list. 			

<ul style="list-style-type: none"> - Self-resolution might include staying with friends or family which isn't technically homeless, but is not necessarily a permanent or stable solution. - There were questions about self-resolved versus not found and what that break down is - Current efforts are being focused on the individuals that identify as currently homeless. - Based on previous experiences in budgeting for community needs, a prioritization list was created so the most vulnerable were prioritized, this is the guidance HAP has been working within. 	
Conclusions	
Moving forward develop a general breakdown of types of need individuals are requesting to identify gaps that need to be filled in providing aid.	
Future agenda item: Prioritization and how are things working under new guidelines	
Presentation: LIHTC Proposal	Denny Sturtevant
Discussion	
<ul style="list-style-type: none"> - Dwelling Place is putting together a plan to create housing on the west side of the city, the Harrison Park Family Housing Initiative. (Later renamed the Pine Avenue Apartments and the Harrison Park Apartments) It is important to keep families in this area because of the Challenge Scholars program. - Harrison Park Apartments will have 45 two and three-bedroom affordable rental units to provide high-quality housing for families with incomes under 60% of the area median income. 12 of these units will be dedicated to survivors of domestic abuse. - Pine Avenue Apartments will have 23 three-bedroom affordable rental units to provide high-quality housing for families with incomes under 60% of the area median income. 6 of these units will be dedicated to survivors of domestic abuse. - Two chosen locations are close to a bus stop and Harrison Park Elementary School where you have to be enrolled to take advantage of the Challenge Scholars program. - Eligibility for this housing will require filling out applications at the Grand Rapids Housing Commission or YWCA and are first come first serve. - MSHDA requires notice from Dwelling Place to CoC about project and evidence of working with CoC 120 days in advance of project start. A waiver will be needed for the 120 day waiting period and will only be granted with CoC's approval. 	
Conclusions	
Motion by Beverly to provide letter of support contingent upon presentation to the CoC and no feedback that would indicate CoC concern with the project, support by Matthew. Abstentions by Hattie Tinney, Denny Sturtevant and Tom Cottrell. All in favor, motion passed.	
Conflict of Interest Policy Update	Jesica Vail
Discussion	
Reviewed draft of Conflict of Interest Policy	
Conclusion	
MOTION to approve Conflict of Interest Policy by Christina, seconded by Lauren. All in favor, motion passes.	
City of Grand Rapids ESG Recommendations and Approval	Erin Banchoff
Discussion	
Recommended breakdown of funds between Rapid Rehousing and Prevention – ICCF receives 75% of rapid rehousing and 25% of prevention. Urban League receives 25% of rapid rehousing and 75% of prevention.	
This year's recommendations for budgeting are closely related to last year's recommendations.	

Action Items		
Motion to adopt as recommendations to the City Commission by Matthew, support by John. Abstentions from Kwan McEwan, Deborah Armstrong, Christina Soulard, Erin Banchoff. All in favor, motion passes.		
Emergency Shelter Program (ESP) Changes	Jesica Vail	
Discussion		
<ul style="list-style-type: none"> -Emergency Shelter Program (ESP) funds come from MDHHS. When these funds were first created, they were spread out without a system in place. -The management of these funds was recently passed to a new team. This new team is working on creating a system and a spreadsheet to allocate funds based on need. -They have also asked people to join a team to help determine fund use, on which Julie of Arbor Circle and Marge of Degage serve. -They do not want funds used for infrastructure anymore. New service standards would be put in place. This means that shelters need to fulfill certain requirements to qualify for funding. There is not a commensurate raise in per diem rates available. 		
Conclusions		
<ul style="list-style-type: none"> -There are concerns about the loss of funding from shelters no longer being able to qualify for ESP funds due to new standards they cannot or do not meet. -Meetings are currently convening quarterly to create a draft for this new ESP plan. -Moving Forward: Send issue back to executive committee to put together a new committee dedicated to this issue. The new committee will pursue HARA and ESP funding issues. -Executive Committee will build the roadmap for the new subcommittee to follow. 		
Action Items	Person Responsible	Deadline
None		
HUD CoC Program Competition Funding Debrief Information	Jesica Vail	
Discussion		
This Agenda item is being tabled until the March meeting when Jim Talen can be present.		
Conclusions		
Will be placed at the top of the March meeting agenda.		
Strategic Plan: Steering Section Review	Jesica Vail	
Discussion		
We are going to need more Rapid Rehousing and Permanent Supportive Housing resources, this will tie in with the HUD funding debrief.		
Conclusions		
Will be placed at the top of the March meeting agenda so that it can be talked about further.		
Any other matters by Steering Committee Member(s)	Karen Tjapkes	
Discussion		
<ul style="list-style-type: none"> -Eligibility to be a Redevelopment Ready Community and the lengthy application process. - City of Wyoming had to move training on Disparate Impact from February to April so the new federal administration can review. -There is legislation to eliminate State Income Tax, discuss what impact the elimination of State Tax would cause. 		
Conclusions		

The discussion of being a Redevelopment Ready Community may be worked into a question and answer meeting in the future.

Motion to Adjourn

Motion by:	John Wynbeek	Support from:	Deborah Armstrong
Conclusion	Motion passed		