



## STEERING COMMITTEE MEETING MINUTES

March 16, 2018  
8:30-10:00am

Facilitator:	Lisa Cruden		
Meeting Attendees:	Lisa Cruden, Angela Gillisse, Beverly Ryskamp, Tom Cottrell, Lauren VanKeulen, Matt Kuzma, Julie Clossen, Wende Randall, Kenya Brown, Laurie Craft, Jeffrey King, Kwan McEwen, Christina Soulard, Casey Gordon, Susan Cervantes, Bree Butler, Jessica Vail, Erin Banchoff, Alonda Trammell		
	Also Present: Tim Beimers, Deanna Rolffs, Amber Troupe, Nancy Oliver, Matthew VanZetten		
	Not Present:		
Time Convened:		Time Adjourned:	10:38

<b>Approval of Agenda</b>		<b>February 16, 2018</b>	
Motion by:	Tom	Support from:	Erin
Discussion			
Amendments			
Conclusion	MOTION Passed		
<b>Approval of Minutes</b>			
Motion by:	Tom	Support from:	Beverly
Discussion			
Amendments			
Conclusion			
<b>Approval of Consent Agenda</b>			
Motion by:	Erin	Support from:	Susan
Discussion			
Amendments	Pull out Emergency Shelter Update		
Conclusion			
<b>Public Comment</b>			
Discussion			
None			
<b>Petitions and Communications</b>			
Discussion			
<p>Emergency Shelter Update: Christina</p> <p>Part of the significant fluctuation is due to the increased effort to make contact with everyone on the list. During second contact with individuals/families there may be updates that changes the status. Able to offer shelter diversion services, had a fair number that came in for diversion. The shelter diversion resources are offered as they are available. There was comment that a second comment might be helpful with Shelter Diversion, the first quarter is just finishing up. The report also references ESP funding, it is an option to give separate ESP updates to Steering as well. Comments</p>			



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that on track with funding and Steering would know of any budgeting or funding issues if they were to happen.		
Conclusion		
Action Items	Person Responsible	Deadline
<b>Presentations</b>	<b>[Presenter]</b>	
Discussion		
None		
Conclusion		
Action Items	Person Responsible	Deadline
<b>Steering Council Term Lengths for Newest Members</b>	<b>[Presenter]</b>	
Discussion		
<p>For new members (9) term lengths needed to be randomly picked in order to preserve the staggering timelines of terms. 1/3 of the new members are missing today, so pulling term lengths may be inappropriate. One option is to substitute members missing today with members present. The pulling will be random regardless so stand ins are deemed ok. There is one 1-year term and two 3-year terms.</p> <p>Term numbers were randomly pulled out of a box blind.</p> <p>Results:</p> <p>Kenya: 1 Hattie: 1 Casey: 2 Adrienne: 3 Alonda: 3 Karen: 3 Kwan: 3 Matt: 3 Shannon: 3</p> <p>If Steering wishes to prevent the draw in the future, they can vote to change the Governance Charter to change how Executive handles the situation.</p>		
Conclusion		
Action Items	Person Responsible	Deadline
<b>Funding Review Recommendations</b>	<b>[Presenter]</b>	
Discussion		
a. City of Grand Rapids ESG		



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The recommendations that came from the funding review committee regarding PSH and RRH funding is 25 for Prevention to be handled by Urban League, 25 for eviction court prevention - TSA, 24 RRH – Community Rebuilders. The City Commission will handle the final decision of how to award, but this recommendation will be put forward.

There is no rubric for ESG, but funding review minutes

MOTION on the Recommendation put forward by Funding Review by Laurie, Tom seconded Motion Passed

Urban League - Kwan, Community Rebuilders - Jeffrey, The Salvation Army - Christina abstains.

b. Youth Homelessness Demonstration Project

An unexpected and difficult process, within the funding review meeting after the ESG discussion, the group looked at RGQ applications. For this there was scoring rubrik that group members had prepared before meeting. There was detailed discussion regarding this and pulled out for a separate conversation is if the lead agency did or didn't need additional federal funding and if that would impact. First looked at the rest of the application then put in the last part of discussion regarding federal funding. It was clear that Arbor Circle Recommendation that Arbor Circle become the lead agency applying for the YHDP but encourage HQ to remain involved and continue to grow their capacity.

There was also the issue of letters of support with the RFQ process. Due to the nature of a small city, there was some overlap causing potential conflicts of interest. FR recommends that Steering members indicated on the letter of support abstain from voting.

Laurie moves recommendations for discussion, Christina seconds Motion passed to open for discussion.

One comment was around the exact nature of "conflict of interest". Conflict of interest is spelled out much more detailed for funding review than for Steering. To help solve if this would be a conflict, UW reached out for legal advice and it is advised to avoid conflict of interest by having any who signed the letter of support abstain due to a certain level of indicated bias. There was some comment that those who signed the letter of support should still be able to vote on the recommendation. Another comment included that the letter of support came out of a collaborative nature.

It was pretty clear from the motion during February's meeting that letters of support were neither required nor should be added.

Should possibly prohibit support letters in future circumstances, or at the very least stating that Steering members do not sign letters of support. This would not work retroactively.

The concern here is the potential to lose HUD funding, we need to practice transparency and it should be recognized in front of HUD that we recognize a potential conflict of interest by recusing voters, its best to overly cautious with HUD.



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There was extensive discussion here regarding the opinions of if those who signed the letter of support should be able to vote or not. The delineations in opinion seemed to be drawn between those who signed the support letter and those who didn't.

If there is a conflict of interest going forward, then why wouldn't it be one today, and furthermore there is a precedent in the past that regarding applications for HUD funding colluding members have to abstain from voting. So why not now??  
7 members would be able to vote today after abstains.

Motion #2 to move forward on the vote: Recommendation of the Funding Review Committee  
By Laurie seconded by Susan.

There is a desire to have clarity, the move is to recommend all five recuse themselves.  
Motion to recuse all five agencies. 5 approved 7 opposed Motion fails.

Matt Motioned to separate out the 2 agencies who directly signed to recuse themselves.  
Seconded by Christina, 8 approved 3 opposed Motion Passes

Back to original motion: Motion #1 to affirm Arbor Circle as the lead agency;  
8 approves 1 opposed Motion Passes.

### Conclusion

The Steering council should clarify the "conflict of interest" clause to avoid similar situations in the future.

Action Items	Person Responsible	Deadline

<b>Youth Action Board Proposal</b>	<b>Jesica</b>
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### Discussion

The first page of the report covers score projection. Jesica reviews last year's application process and how we scored and developed plans for how we could apply this year and score. She projects an 89 but states that this is an extremely competitive process so while an 89 is much better than last year, we would still not be a contender. Last we may have been the lowest scoring non rule application. There are some areas where we could dramatically improve our scores, one would be putting together a Youth Action Board. Last year the application was completed in silos, but this year would focus on the USICH resource capacity chart and looking at the gaps in our youth homelessness response and find the appropriate resources to help them. Community need would stay pretty relative to last year in regards to points. There will need to be discussion around a targeted Youth PIT count. Since the last round, GR is the first and still only community to reach Functional Zero for Vets. Bed Coverage Rate will be a struggle because information can't be put into HMIS so quickly. Steering is brought the planned changes to be able to put a Youth Action Board together in order to apply to YHDP. Without an action board, applying doesn't make sense.



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This does not mean that if a youth action board is approved today that it will be set in stone, it will be prone to changes and reviews.

The recommendation is that each action board created would have a held seat on steering, likely for the chair of the action board. That would make for a total of 4 seats. It would function the same way as other held seats which is very different than elected seats.

Convening would be looking at lead agencies for that population group and they would be responsible for the convening of the action board and the lead agency would be the chair. HUD used the language "lead agency"

For the Youth Action Board: meeting times need to be flexible. Members would have to self-identify experiencing homelessness currently or in the past, be 24 years old or younger, and will be compensated in some way for participating in the action board, possibly 28 dollars an hour. The Action Board will report back to Steering and advise on reforms. All action board members are voting members of the CoC and the action board would be a full CoC Committee.

The recommendation is after an initial 90 day period the full process would be started by the action board but today would be getting started for the YHDP application.

There is concern about the rush nature of pushing this action board through and the impact it would have on the lives of the involved youth.

We need to ensure that we have the resources in place to make sure that the youth involved who give feedback will receive the support they need.

It is recommended to separate the youth action board from the other action boards so for the vote, we would only vote on the YAB part. The same concerns regarding time and intent were brought up today were also brought up during the meeting earlier this week.

There was discussion around what the language is in NOFA and HUD regarding a YAB and a lead agency. There is some concern around calling the YAB an interim group. It was brought up that this YAB should have an authentic voice in how this plays out, they need to be fully involved and voting on this today.

Lauren's Moves to adopt YAB as a part of the CoC subject to evaluation by youth and further changes and reviews open to be made.

Lauren recognizes we need something for this grant but don't want to take advantage of youth and the decision is very quick with multiple points. Short term recommendation that is evaluated by Youth and ongoing review

There was a lot of discussion around Lauren's motion. The two sides mainly being that this YAB is too fast of a decision with youth voice being left out and the other side being push something temporary through and make revisions later. Which then brought up the question of what are we voting on if it's just going to be changed. Another is that it is agreed that the timeline is concerning, especially since the application opened in Jan and we are just now talking about it in March. Further comments brought up that there may not be a high level of trust in the system by youth experiencing homelessness. We want youth to feel validated and heard, we don't want them to feel used just for signatures on a letter. In the past when the CoC has engaged with youth, procedures weren't down in writing, so the youth were let down by not feeling engaged and have not been present at the last years' meetings. The main concern is dropping the ball again, especially with a very disillusioned and vulnerable group. Without putting accountability factors in to place and making them official they



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won't get done. It was noted that NOFA has clearly identified how YAB should run and how it should be utilized.

It should be clarified that the YAB will not go away if YHDP is not pursued or funding is not awarded. The interfacing has already been laid out during the RFQ process, and the infrastructure is already being put in place to ensure the YAB does not become fractured or siloed.

Friendly amendment to Lauren's motion to only pull out the YAB for voting, by Christina approved by Lauren and seconded by Casey

It was commented that there needs to be a lot more pre planning and foresight in decision making, which will help avoid these contentious meetings.

Motion Amended Lauren moves to adopt the YAB as a part of the CoC subject to evaluation by all interested parties under the stipulations that it be reviewed and amended by youth and steering as necessary within 90 days. Casey seconds. 1 opposed motion passes

### Conclusion

Action Items	Person Responsible	Deadline

### Data Quality Report Angela

#### Discussion

Semi-Annual report from the data quality committee. This report is currently being modified by data quality committee due to HUD updates that need to be added. Once it is amended it will be brought to Steering again.

#### Conclusion

Action Items	Person Responsible	Deadline

### Updates from Steering Committee Members [Presenter]

#### Discussion

None

#### Conclusion

Action Items	Person Responsible	Deadline

### Updates on Contract Work [Presenter]

#### Discussion

- a. CSH  
CSH gave a presentation on the final report, it was very important information so the Steering committee will be meeting with Jessica to go over this.



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<p>b. Coordinated Entry Evaluation Contract is in the process of being signed. The week of April 23<sup>rd</sup> will be onsite to perform in person interviews.</p> <p>c. Diversion CQI Moving forward, will be a months long process through the end of the year. If there is an appeal submitted, an appeals committee would need to be convened and if that happens, Steering would have to have a special meeting on 3/30</p>		
Conclusion		
Action Items	Person Responsible	Deadline
<b>Any Other Matters by Steering Committee Members</b>	<b>[Presenter]</b>	
Discussion		
ACSET has deliverable fuels so please send anyone in need over! Nothing metered.		
Conclusion		
Action Items	Person Responsible	Deadline
<b>Public Comment On Any Matter</b>	<b>[Presenter]</b>	
Discussion		
<p>Nancy Oliver: She feels that there is nothing in the forms handed out today that shouldn't have been sent out a week prior. She strongly urges that everyone reviews before meetings to be able to move forward decisions. She also urges transparency.</p> <p>Deanna R: It is of her opinion that when processes aren't clear beforehand or there is limited access to information, there may be pushback which could read as personal feelings. She feels that everyone should talk about why there may be conflicts.</p>		
Conclusion		
Action Items	Person Responsible	Deadline
<b>Adjournment</b>	<b>[Presenter]</b>	
10:38		