



## STEERING COMMITTEE MEETING MINUTES

April 20, 2018  
8:30-10:00am

Facilitator:	Lisa Cruden		
Meeting Attendees:	Lisa Cruden, Beverly Ryskamp, Tom Cottrell, Lauren VanKeulen, Matt Kuzma, Julie Clossen, Laurie Craft, Jeffrey King, Kwan McEwen, Karen Tjapkes, Nancy Oliver, Casey Gordon, Susan Cervantes, Erin Banchoff, Alonda Trammell, Rebecca Rynbrandt, Hattie Tinney, Shannon Bass, Adrienne Goodstal Not Present: Kenya Brown, Also Present: Wende Randall, Jesica Vail, Cheryl Schuch, Michelle VanDyke, Anna Diaz, Amber Troupe, Deanna Rolffs, Shandra Steininger, Cassie Dykstra, Matthew VanZetten		
Time Convened:	8:34	Time Adjourned:	10:38

Approval of Agenda		February 16, 2018	
Motion by:	Tom	Support from:	Laurie
Discussion			
Amendments	Add 10.b. to pull the family shelter update out of the consent agenda		
Conclusion	Motion Passed		
Approval of Minutes			
Motion by:	Tom	Support from:	Shannon
Discussion	<p>Revision that City ESG funds are not used for PSH - change to prevention. Under youth action board items no second is noted for the original motion, the language is also unclear as to whether Steering voted to amend the governance charter or recommended to the full CoC to vote on at the next meeting; update to the minutes.</p> <p>Lauren, who made the motion, requested the removal of "as needed" from the notation of the review and that the YAB and Steering review at 90 days. Rebecca suggested that we add to today's agenda that this group make a motion to recommend to the full CoC to add the YAB as an official committee. Discussion of the clarity of the vote only being around the YAB, not around the other suggested population action boards.</p> <p>Additional comment on the note that the youth lead agency also serves as the committee chair and if this was in keeping with how committee chairs are selected. Jesica noted that for the veteran's work, the lead agency was specified by the funding source and when the lead agency was selected for the youth application in 2016, they became the committee chair as well.</p> <p>Additional discussion as to whether we would have a YAB if not for the grant application and how many separate groups there should be. Question of a Youth committee and a YAB and that it would be helpful to see it visually. The NOFA indicated that the lead agency should be the representative for the community that serves in that focus area. This is the language from which the RFQ to select the lead agency was drawn.</p>		



## STEERING COMMITTEE MEETING MINUTES

April 20, 2018  
8:30-10:00am

	Point of order by Lauren that we are amending the minutes, and potentially we should have this conversation separate from the minutes amendment. Hattie was present (update to the minutes).		
Amendments			
Conclusion	Motion Passed		
<b>Approval of Consent Agenda</b>			
Motion by:	Beverly	Support from:	Tom
Discussion			
Amendments	Pull out Family Emergency Shelter Update		
Conclusion	Motion passed		
<b>Public Comment</b>			
Discussion			
None			
<b>Petitions and Communications</b>			
Discussion			
None			
<b>Special Election: CoC Vice Chairperson</b>			
Discussion	The nominations submitted in advance to fill the Vice Chair position for the remainder of the calendar year were Julie Clossen and Nancy Oliver. Ballots were distributed and a call for nominations from the floor was made three times. No additional nominations were made. The ballots were counted outside the room by Hattie Tinney and Wende Randall.		
Conclusion	Nancy Oliver was elected to the Vice Chair position		
Action Items	Person Responsible	Deadline	
<b>Youth Homelessness Committee Updates</b>			
Discussion	<p>a. Jessica gave an update on the submission of the Youth Homelessness Demonstration Program application that was submitted this week.</p> <p>b. Jessica gave an update regarding the youth information meetings with prospective youth for the Youth Action Board (YAB). Seven youth have already committed to the group and were expressing many ideas about structure and opportunities. Arbor Circle will staff and come along side the group, but the governance of the group will be by the group. The initial thought was to have 4-8 on the board, so 7 is a good number to have. Suggestion that Steering Council meeting times may need to be moved to better accommodate the schedules of YAB representatives to <b>Steering and that we may need to work with the school or make some adjustment to the meetings to ensure that they are able to attend.</b> Next steps are to convene the group in the next four weeks. Julie added that the group has not met in full but that there was information gathered around meeting times and agreement that they would meet after the grant was submitted. Discussion of orienting the youth to this work and governance options (how does the group want to organize itself) and how does the group want to be represented as part of the steering committee. Nancy added that it is important for the youth voice to be heard in their operations. Discussion around</p>		



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April 20, 2018

8:30-10:00am

how the youth were compensated for the information meetings and that this group will need to budget for the upcoming meetings. A budget revision will be taken to executive and then to Steering in May. As we create the compensation structure, we need to be thoughtful of the language used (employment vs stipend vs supports) and how it may impact the situation they may be in for their other supports. Susan reiterated that this compensation should not be structured in a way that would negatively impact the youth.

c. Clarify the Youth Action Board Governance Charter Update:

One understanding expressed was that there would be a group that would focus on the YHDP grant, there would be a YAB (regardless of the grant), and then there is a CoC youth population committee. The NOFA stated that the lead agency is required to "facilitate the community plan" around youth, and that that is why we had the RFQ in place to select the lead agency for the grant.

The feeling expressed was that it is a challenge to make broad reaching decisions for the full CoC on a tight timeline rather than as a specific vote for the grant purposes only. In terms of process, the timing was not effective for vetting and suggested that we need to be careful and need to be informed - that we need to have time to do research.

MOTION by Rebecca that this group recommend to the full CoC that they approve a change to the governance charter to establish a Youth Action Board and to endow it with a permanent seat on the Steering committee. Jeffrey seconded the motion.

Discussion: From Lauren, that in the next 90 days we review the "process by which" we operate/support the YAB; that we may assign it duties and may assign the youth lead duties. Caution against making that recommendation to assign duties by this group, because the YAB should be making recommendations and advising this group, not the other way around. Laurie asked if the real question is about the Steering structure and whether intended or not that we need to be more intentional about organizational structure. Concern that perhaps we are premature in taking the recommendation to the full CoC because the youth have not had an opportunity to contribute to how they want to participate; maybe we should discuss and make a new recommendation to Steering next month. Other concerns noted related to the 90 days timeframe to make recommendations about this board when they do not know this group exists yet.

The issue/roles of lead agency and committee chair responsibilities and connectivity need to be clarified and then documented. A call was made to the youth committee members to talk about and shape the initial structure of the youth action board and the group that created the proposal came from this invite. Note that Executive desired that this recommendation of making the YAB a full group be taken now, so it can begin to meet, and that also the CoC calendar includes a governance charter update in October and so the governance update be done then or whenever deemed necessary. Rebecca clarified that her motion is that in 90 days it is to have a review but that the decision does not need to be finalized by then. Lisa called a vote. Motion passed.

Discussion as to whether the discussion of the role of a lead agency be included in the discussion of the committee restructure meeting. Lisa indicated that while the group is having good discussion; the committee overhaul group has not yet made any recommendations and so executive will be working to move this forward. Erin added that the conversation has been wonderful but that perhaps that group needs to refocus and work on specific pieces. Recommendation that there be some type of



## STEERING COMMITTEE MEETING MINUTES

April 20, 2018  
8:30-10:00am

public hearing or forum to address the potential changes and to discuss the purpose. Jessica indicated that there may be a link to the strategic planning process, as well. Ask that this topic be added to agenda for the next several months because there is still a lot of confusion and that there are real implications for providers and for losing provider buy-in and feedback if we do not continue to move it forward. Julie reported that she had been meeting with providers and has learned that others see the RFQ process differently and that the change in process has caused people to lose trust and see this as an attempt to control the work and keep people in power. The fact that we are unable to produce something and agree is inhibiting our ability to move forward and people are fractured around a decision and assuming ill-intent. Concern that it has now caused significant animosity. So, however we assign committee overhaul, we need to set a timeframe and commit; and now that we have this on record and we want to include youth in this space, we need to be careful about how we assign tight timelines to this work. Noted that the Committee Overhaul/Restructure work has been stalled out. As has the workgroup on chronic homelessness been stalled because there is no process, but there should be urgency, not just for the work being done around youth but for other populations, as well. We spend a lot of time on form and groups and not doing the work—it is not about the groups, it is about the work, **so we need to hold ourselves accountable**. Lisa stated that it would be added to the agenda and that executive would be addressing it and bringing something to this group.

<b>Data Quality Report</b>	<b>Jesica</b>
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Discussion

The forms sent out were those Angela had said would be in the March meeting. Angela is at a conference this week, but questions about the report should be directed to her.

<b>Updates from Steering Members</b>	
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Discussion

- a. Community Rebuilders Update (Jeffrey): Have recently opened the Housing Connection Center - now open as service intervention for highly vulnerable people who are screened at CE. Tours and more information available.
- b. Family Shelter Update (Matt): Concerned to see the number of families on the shelter wait list; how can we understand where they are and what we are doing to be a resource to them? Nancy mentioned that at data analysis there was discussion about knowing more about specific examples and bringing them forward to the group to better understand where we are as a system and how we are moving forward to address them. Matt suggested that we spend time on the other community work that is going on (as much time to discuss 64 families with children as valuable as the time we spent on the NOFA, structure, etc.). Jessica reminded the group that we have families as one of the priority areas and we should be moving forward with things like the by-name list, especially since we know that families reach out for housing more in summer.

Rebecca asked for a list of who is on each population committee and the committee redesign group. To be more productive, she would like to be better informed, could the last three meeting minutes be sent out to all of steering to review and be able to ask questions. Lisa confirmed that all minutes will be updated on the website. Jessica noted that this will be done, but is deprioritized with MSHDA funding NOFA out and other time intensive demands.



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Updates on Contract Work	
Discussion	
<p>CE Evaluation (Jesica): Cloudburst has been working on their desk review; the site visit has been pushed back to mid-May. Jesica will send out dates. There will be focus groups for providers and consumers, those using and not using CE, as well as confidential surveys. Cloudburst has reached out Christina and Lynn already due to their unavailability in May.</p> <p>Diversion (Lisa): Working with Org Code on understanding the data and clarifying what it looks like and what success looks like..</p> <p>Hattie - mentioned Great Housing Strategies activity by the City of Grand Rapids years ago. Housing Now group is continuing on that effort. Housing commission will be doing strategic planning and will be reaching out to understand what the community wants to do with the spaces. Jesica asked that in light of the conversation of the family wait list, perhaps there could be discussion of how to pair homeless families with some of the new units in development.</p> <p>Network180 (Beverly): Our PIHP is deeply under water and the state issued a letter of material breach. PIHP board has issued an RFP for a different managed care entity to come in and oversee operations. Meanwhile having to make decisions that they hate. At the same time, the discussion around a crisis center is moving forward because the concept of shifting resources for right care at right time is still appealing to enough people. Task force still meeting; key barrier is start up but once it is operating it will be self-sustaining. Dwelling Place is feeling the impact in PSH because of loss of services.</p>	
Public Comment On Any Matter	
Discussion	
<p>Cheryl Schuch: Stressed the importance of decisions coming from committees and not top-down from boards. The model discussed for the YAB should be used across the system. Expressed disappointment that Steering was recommending changes to the Governance Charter based solely on the recommendation of the workgroup that proposed them.</p> <p>Anna Diaz: the work of the veteran committee continues, still work that needs to be ongoing. Indicated that the veteran process worked because of the hard work, structure, MOUs, presentations to Steering etc. Do not want good things to be ignored; reports need to be brought on a continuous basis. The community can work together to make this happen.</p>	