



STEERING COUNCIL MEETING MINUTES

January 18, 2019

8:30 – 10:00

Facilitator:	Lisa Cruden		
Meeting Attendees:	Lisa Cruden, Deanna Rolffs, Rebecca Rynbrandt, Alonda Trammell, Casey Gordon, Lauren VanKuelen, Jeff King, Adrienne Goodstal, Scott Orr, Hattie Tinney, Erin Banchoff, Susan Cervantes, Elizabeth Stoddard, Karen Tjapkes, Kwan McEwen, Shannon Bass, Tom Cottrell, Brianna Lipscomb (late), Mary Wilkins (TSA), Michelle VanDyke, Cheryl Schuch, Emily Schichtel, Rich Arndt, Erik (YAB) Staff: Courtney Myers-Keaton, Wende Randall, Brianne Czyzio		
Time Convened:	8:31	Time Adjourned:	9:51

Approval of Agenda		January 18, 2019	
Motion by:	Rebecca	Support from:	Tom
Discussion			
Amendments	ESG Financial Assistance was pulled out of the Consent Agenda and put before Executive elections on the agenda.		
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		From December 14, 2018	
Motion by:	Tom	Support from:	Shannon
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Approval of Consent Agenda		January 18, 2019	
Motion by:	Karen	Support from:	Tom/Jeff
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
ESG Financial Assistance Report			
Discussion	There was concern that the are numbers not showing full expenditure, but the grant terms are listed as complete. Many of the grant cycles have been extended. The Eviction Prevention number was a pilot and took some time to get up and running. The City of Grand Rapids ESG was extended to the end of January.		
Action Items	Person Responsible	Deadline	
Executive Elections		Courtney Myers-Keaton	
Discussion	Nominations were sent in ahead of time to CoC staff, Courtney accepted nominations from the floor. Lauren removed nomination from secretary, she is only running for member at large.		
<u>Ballot:</u>			
Chair:	Casey Gordon		
Vice Chair:	Deanna Rolffs and Jeffrey King		



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Secretary: Karen Tjapkes and Susan Cervantes
Treasurer: Beverly Ryskamp and Erin Banchoff
Member at Large: Lauren VanKuelen and Scott Orr

Results:

Chair: Casey Gordon
Vice Chair: Deanna Rolffs
Secretary: Karen Tjapkes
Treasurer: Beverly Ryskamp
Member at Large: Lauren VanKuelen

Action Items	Person Responsible	Deadline
CE Status Update	Mark Wilkins	
Discussion		
<p>The Salvation Army has experienced a lot of staffing turnover in the past year and a half. Rich and Mary and the Human Resources department have been working to identify how they need to move forward. They recently filled leadership positions internally. Now, they are in the process of backfilling the open positions and ensuring the front-line staff is in place. They are open to what needs to happen to serve in the best way they can. Rich Arndt will sit on Steering Council in the interim, the Executive Director for Kent County Social Services will fulfill that role, once hired.</p> <p>There were concerns that there have potentially been less referrals, due to understaffing. At centralized intake, there are currently 5 staff instead of 7, they are working to fill the two open positions. In addition, they are in the process of filling the outreach position. For Housing Resource Specialists, 3 positions are currently open. In the next month, they plan to be fully staffed. The most valuable thing the CoC can do in the interim is to give the team the benefit of the doubt as there has been a lot of stress with turnover. In the transition, they are working on adding a community liaison position. This position would be a contact for community members to reach out to if they have any concerns. This will be a separate role but will be part of the centralized intake department and will allow them to be more customer-focused. This has not had a direct impact on the Fulton Manor transition as this project is not currently hooked up to the system.</p>		
Conflict of Interest Forms	Courtney Myers-Keaton	
Discussion		
Steering members need to complete the Conflict of Interest form and return it by February's meeting.		
PIT Count Update	Courtney Myers-Keaton	
Discussion		



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The Point-In-Time Count will be Wednesday, January 30. Outreach will be going out and has added new locations. There will be a communication out to Kent ISD to work with homeless liaisons. Reach out to Courtney or Ben Kaiser with questions.

Action Items	Person Responsible	Deadline

Strategic Planning Timeline

Courtney Myers-Keaton

Discussion

The question is how long to extend the current strategic plan. Originally, the strategic plan was extended through June of 2019 to align with the KConnect planning process. The strategic plan process will likely not be complete by June, so the current plan would need to be extended to the end of 2019. There has been work on extending the current plan and prioritizing some of the goals. The baseline data is from 2015 was because that is when the strategic planning process started.

The primary responsibility column is helpful. However, 2.1.a does not have primary responsibility assigned. Currently, eviction prevention is being done by the 61st district court, but the actual movement came out of ENTF. Since responsibility was not assigned before the actions took place, it may be hard to assign now. It seems that eviction prevention is related but is separate from the CoC. It was suggested that an ad-hoc committee be created to move this forward and to bring recommendations back to Steering Council.

In the past, there has been talk about extending the plan versus ending at a hard date. There needs to be something to guide the work for the next year. Strategic plan will be on the Steering agenda quarterly and will go to Executive regularly as well, this will be staff responsibility. Perhaps add an extra half hour to Steering Council meetings designated to work on developing a new plan and making sure those who are primarily responsible are aware of what they are tasked with and that they are reporting back. In a perfect world, a new plan would be in place January 1, 2020. There were concerns of how this would work with the KConnect process, and when they would have their draft documents released. There are reporting requirements throughout the KConnect process where draft documents can be shared. Wende and Michelle can ensure that draft documents are available to help inform our strategic plan process in the Fall. Executive and staff will bring a recommended strategic planning process to the October Steering Council meeting. It was suggested the current plan is extended further because 3 months is a short turnaround to develop a full strategic plan. However, with Fulton Manor ending at the end of 2019, perhaps portions of plan are in progress in January, even if they have not been voted on by the full CoC. The full CoC will vote on a new strategic plan at the April 2020 meeting.

Lauren motioned to amend the prioritized goals to add a note of the baseline data source, and to add an ad-hoc committee as primarily responsible for Goal 2.1.a. In addition, these goals will be brought to full CoC, as amended, as an extension of the current strategic plan, to be in place through April 30, 2020. Karen second the motion. All in favor by acclamation with no dissent.

Action Items	Person Responsible	Deadline



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Update to Policies and Procedures: Committee Expectations	Courtney Myers-Keaton	
Discussion		
<p>Everyone should have received a suggested update to the Committee Operations Expectations Guidance via email. The change states that, in regard to committee membership, when there are two or more members from the same agency are present there is only one vote per agency.</p> <p>Tom motioned to adopt the addition of <i>“However, in committees where there may be two or more members from the same agency, voting will be limited to one vote per agency”</i> to the Committee Operations Expectations Guidance. Shannon seconded the motion. All in favor by acclamation with no dissent.</p>		
Action Items	Person Responsible	Deadline
Agency Updates		
Discussion		
<p>HUD shutdown:</p> <ul style="list-style-type: none"> - <u>Kent County Community Action</u>: The HCV program will run through February and then will be closing because there is no guarantee of HAP payments after that. If the Housing Authority cannot make payment for the rent, the landlord cannot evict the tenant. With the food grant, funds are allocated through February so they may need to do additional food drives and distributions. For SNAP, February benefits were released early. There will be a lot of confusion about the terms of the voucher contracts. Landlords cannot evict tenant with vouchers if HUD cannot make payments. Many judges do not understand this. Please encourage anyone who has this issue to contact Legal Aid. If there is any educational information that can be shared, Karen will share. It is hard to take a media stance on this topic because it is so political. The National Association Low Income Housing Coalition is trying to gather strength and send letters to congress. There is not much media about how housing is impacted. As the CoC issues media releases, they will include an education piece with release that says this cannot be a basis for eviction. - <u>Grand Rapids Housing Commission</u> impacts 4000 families. Monthly payments are 1.8 million dollars. Starting February 28, they will need to loan themselves money. Utility allowance payments will be stopped February 28. They are not at the point of sending letters out to clients and landlords yet, as this is a huge expense. Some landlords are cognizant of what their obligations are while some are not. In addition, the payment standard has been increased to 110% of Fair Market Rent (FMR) and are seeing high voucher utilization. <p>City of Grand Rapids will be starting ESG process in early February.</p> <p>Energy assistance: Because of MEAP guideline changes for this year, many agencies are not able to help families if they are ineligible at DHHS.</p> <p>St. James is having an open house today, the 18th, from 10-2, stop over a take a tour! It is a beautiful building with lots of creativity. There is a small parking lot off Milwaukee and on-street parking on First and Milwaukee. Steering Council will be meeting there in February, and then will decide if this will be the future meeting location.</p>		