



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

May 2, 2019

1:00-2:30

Facilitator:	Casey Gordon		
Meeting Attendees:	Casey Gordon, Lauren VanKuelen, Deanna Rolffs, Beverly Ryskamp (phone) Staff: Courtney Myers-Keaton, Wende Randall, Brianne Czyzio		
Time Convened:	1:08	Time Adjourned:	2:43

Approval of Agenda		May 2, 2019	
Motion by:	Lauren	Support from:	Deanna
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Approval of Minutes		April 12, 2019	
Motion by:	Lauren	Support from:	Deanna
Discussion	The minutes reflect that Deanna would have the values mapping activity ready for this meeting. The draft agenda will be ready for the June Executive meeting.		
Amendments			
Conclusion	All in favor by acclamation with no dissent		
Strategic Plan			
Discussion			
<p>The eviction prevention workgroup is underway for May 10 at 9am. The invite went to the City of Grand Rapids, City of Wyoming, landlords, Urban League, and others. At the first meeting, the group will establish a baseline and look at what resources are available in the community. Later, it would be helpful to add someone from 211, as well as a congregational partner like Access of West Michigan.</p> <p>Courtney will be pulling a group together to talk about Diversion.</p> <p>Baseline numbers are in the strategic plan. Daniel will need to run some of these numbers for up-to-date data. For the unsheltered count, could the strategic plan use the AHAR or LSA number instead of the PIT count number? Can we add a reference at the bottom of the page for the sources of the data? Brianne will connect with Daniel to update both things. In addition, the financial modeling report needs to be run with current data. Daniel may be able to get some of the consumer data for CSH.</p> <p>What was the timeline for looking at the next strategic plan? The goal was to have a new strategic plan ready when the current plan expires. Will the CoC be looking for a consultant through a Request for Proposals (RFP) process? Wende will look at the budget and bring available amount to the next Executive meeting. Once CoC program app is submitted, there will be space to do the RFP process. In the meantime, there should be input gathering from CoC members around what they think are important parts of the process. This can be part of the June and August full CoC meetings. Executive can edit questions in June. Steering will review questions in June. At the June full CoC</p>			



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

May 2, 2019

1:00-2:30

meeting, present the questions and get feedback. Ask committees how it would be best to get input from other constituent groups – i.e.: YAB, VAB, etc. Typically, the NOFA program application is submitted the first or second week of September. The hope would be to have the RFP prepped by the end of September and due in October. Then, the strategic planning process could start in January/February.

Last planning process was overwhelming, and the resulting plan was large and overwhelming. If there is money for a consultant, the RFP process should include that we are asking for an actionable plan.

Action Items	Person Responsible	Deadline
Develop budget for a strategic planning consultant	Wende	June 6
Connect with Daniel around collecting consumer data to run an updated CSH report	Brianne	
Edit input gathering questions	Executive	June Exec
Review input gathering questions	Steering	June Steering
Present input gathering questions to full CoC for feedback	Casey/Courtney	June 27

YHDP

Discussion

There will be a special Steering Council meeting to review Youth Committee and Youth Action Board's petition to reconsider the decision to not apply for the YHDP grant. There will be a public comment period before Steering discusses the agenda items. Concerns were brought to Courtney that Youth Committee is selecting their own lead agency, which could lead to biases. Per HUD, the community can decide whichever lead agency selection process works best for them. The purpose of the Steering Council meeting will be to first reconsider the motion, and then to decide how to choose lead agency. In addition, next Steering will include a discussion of the RFQ and lead agency selection process going forward. Written communication with the petition to Steering from Youth Committee might be presented depending on availability.

At the last youth committee meeting, it seemed that the group was coming together towards a common goal. It seems that there is consensus from Youth Action Board (YAB) and the committee. It is unlikely that the divisiveness in youth committee will end. How can Steering help diffuse tension in throughout the CoC so it does not continue to be divisive? Perhaps bring in a consultant, set ground rules. It seems this is not just a youth committee but is an issue throughout the CoC. One of the things that Traverse City set up was that lead agency and coordinator would sit down one-on-one and have difficult conversations. Before our CoC can get to this, there needs to be values that behavior expectations can be based on. In some spaces, feelings are brought up as a passive-aggressive way to minimize issues. Bringing this to Steering would be helpful to look at what values and behaviors Steering can commit to. Executive members expressed support for having this discussion at Steering. These pieces may be the first step that could be built into strategic planning. The values discussion would be part of the next few Steering meetings. Then, Steering would be prepped in the fall to infuse this into a new strategic plan. Another question to consider, how do we prepare people for being part of leadership of Steering/Executive? Perhaps this group could pilot a book club around polarity management or something similar. This could be an opportunity to help establish the culture that we



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

May 2, 2019

1:00-2:30

are hoping for. Currently, there is a lot of important stability work that is being done. Then, in January, this process can be implemented. In the meantime, perhaps there are articles that the group can focus on leaning into conversations and learning more. A good starting point is to create a google folder with information on systems change, change theory, polarity management, more.

Action Items	Person Responsible	Deadline

LIHTC Letter of Support Policy

Discussion

Is it best to create a workgroup to review this, compare it to the QAP, and include the voice of developers embedded in the community (ICCF, Genesis, Dwelling Place)? At Steering, they said the CoC would have something in place within 90 days. The CoC needs to be as supportive as they can of the developers in the community in order to encourage the development of affordable housing. There are past members of Executive and Steering that may have knowledge of why the changes were made. In the past, there has been developers who have not been embedded in the community who have tried to rush through the process without input for the community. It would be helpful to have the process be more relational, so the CoC can walk alongside the developers. Often, organizations are strategic about when they are willing to share their plans with the community. A relational process would ensure there is dialogue ahead of the full CoC presentation and support for the developer in their process.

Action Items	Person Responsible	Deadline
Consult with Erin Banchoff around changes to the LIHTC LOS policy.	Courtney Myers-Keaton	

CoC/ESG Midterm Monitoring

Discussion

This is scheduled for June 12. It will be a site visit in person, likely primarily an in-person visit at Salvation Army with some financial monitoring at United Way. More details will be shared later as they become available.

Action Items	Person Responsible	Deadline

RRH Standards and Benchmarks

Discussion

This was brought up at the last Executive meeting and at Steering. Daniel double checked with MCAH about the possibility of collecting project-specific returns. Gerry (from MCAH) does not recommend that we pay to amend the report. The vendor is getting ready to change the reporting tool. Additionally, can use the report as-is within the community to identify returns, but still will not be project specific. This tracks the community but cannot track effectiveness of case management of individual programs This topic can go back to Steering. Based on this information, Steering can consider using another measure when evaluating a project. This measure can be used to gauge the community and specific agencies. It seems that agencies would have this information from following up with clients. The benchmark is for 2 years when the funding is for 1 year. Returners could go anywhere in the system and it wouldn't be captured. Clients may get Rapid Rehousing (RRH), and then if they get an eviction, which limits their ability to get housing. Data around this topic should be



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

May 2, 2019

1:00-2:30

evaluated to ensure the community is best serving members in need. If there is no data tracking the effectiveness of programs that the CoC is supporting in the community, then as a CoC we are being irresponsible. If there is no feedback, there is no idea what the real success or failure of RRH is. Is there a way to cross-check through HMIS how many people who have been evicted who have received RRH dollars? This would be a large project that would require time and data releases. Often, when people disengage from one part of the system, they completely disengage, making it difficult to track returns. Perhaps the CoC can convene a group of RRH providers and ask them to agree upon 2 or 3 measures that the CoC can use to recognize best practice since this data cannot be collect as the system exists. Executive Committee asks Data Analysis Committee to give Executive a short report on RRH data points available in HMIS. The committee will make sure this data from HMIS is pushed back to the agencies. Data Analysis looks at these reports quarterly, but the data is rolling making it difficult to track trends.

Action Items	Person Responsible	Deadline
Ask Data Analysis Committee to give a short report on RRH data points.		

HUD's Proposed Noncitizen Rule

Discussion

Tom Cottrell noticed that the current proposed noncitizen rule is almost in the 60-day public comment period. Tom asked if our CoC wants to take a stand or position on this issue. The rule states that any vouchers or assistance may be removed if there is anyone who is undocumented in the household. This should be added to a Steering Council agenda to see what members think. If we decide to have a CoC statement/stand on this, it is important to have a few sentences of information on how public comment can or cannot impact this issue. The department would need to respond to each unique comment that is submitted. This information should be included when sharing if we ask the full CoC to comment. What is the CoC's role in advocacy? This could change year to year, depending on the make-up of each Steering Council as a reflection of values and the political climate. For ENTF, a policy was developed that each subcommittee would make their decision and the decision will be shared to other subcommittees to make their own decision. Those on Housing Commissions likely could not sign on to a statement but could supply additional context. It may be helpful to connect with Migrant Legal Aid and the Hispanic Center.

Action Items	Person Responsible	Deadline

Reschedule July Executive meeting

Discussion

The July Executive meeting is scheduled for July 4. The group decided to move the meeting to June 27 from 11:30-1, following the full CoC meeting. Brianne will see if space is available at the Kroc Center.

Action Items	Person Responsible	Deadline

May Steering Council Agenda

Discussion

May Steering agenda:

- ESG Eligible Expenses changes



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

May 2, 2019

1:00-2:30

- Strategic Plan
- Reallocation Discussion – if agencies need to reallocate dollars for CoC program competition. This is an opportunity for Steering to say they would like to be engaged in the discussion. There may not be information to have this discussion. Then, once the NOFA comes out, there are already agencies and partners in place to respond to the NOFA. There may be additional projects in the NOFA that we do not know about yet.
 - o This could be more of an overview conversation. In the past, there has been general statement at Steering, followed by a later discussion with HUD funded agencies and ask what their plans are.
 - o There is project specific data available through Pay for Performance.
 - o Data reports to Steering: Staff can provide updated System Performance Measures and Pay for Performance report in June. This could be a starting point to look at what is missing from the reports.
 - o Group can have discussion around how to have effective reallocation discussions when there is not complete data. Last year, there was concern that there was not a meeting to discuss reallocation
- LIHTC Presentation
- RFQ/lead agency selection for YHDP
- HUD Proposed Noncitizen Rule
- Committees – Written updates go to Steering bi-monthly. Committees present at least once a year present at a full CoC meeting.

Action Items	Person Responsible	Deadline
June Full CoC Agenda		
Discussion		
Youth Committee and Coordinated Entry are well positioned to present. In addition, Community Rebuilders may want to present their community mapping project in June.		
Action Items	Person Responsible	Deadline
Adjournment		
Motion by:	Deanna	Support from: Lauren
Conclusion	All in favor by acclamation with no dissent	