



**Grand Rapids/Wyoming/Kent County CoC  
Youth Committee  
MEETING MINUTES**

August 23, 2019  
9:00-11:00am

Facilitator:	Shandra Steininger		
Meeting Attendees:	Anna Diaz, Ashley Pattee, Casey Gordon, Julie Clossen, Kendra Avila, Lauren VanKeulen, Max Barrigear, Pam Spaeth, Becky Diffin, Regina Archie, Shandra Steininger, Tiffany Clarke, Stephanie Myers, Cheyenne Buelterman-Fernandez, Heather Nyenhuis, Jamin Short, Drea McKinney, Melissa Ware, Finn Marcks, Courtney Myers-Keaton, Brianne Czyzio		
Time Convened:	10:10	Time Adjourned:	11:08

<b>Introductions</b>			
<b>Approval of Agenda</b>			
Motion by:	Julie	Second:	Kendra
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
<b>Approval of Minutes</b>			
Motion by:	Max	Second:	Lauren
Discussion			
Amendments			
Conclusion	All in favor by acclamation with no dissent		
<b>Workgroup Report Out</b>			
Discussion			
<p><b>HMIS</b> – the group talked about VoYC and getting volunteers, especially if schools will be involved. There was discussion around the survey and questions asked. They also discussed Come and Be Counted Sites and whether there is the possibility to do entry on the day of.</p> <p><b>Resource Capacity</b> – they have a draft resource capacity chart that will be sent out (<a href="#">or click here</a>). It is a spreadsheet that has two tabs – the first is youth specific, the second is for adult resources that can be accessed by youth. They are asking all agencies to go in and verify information or add additional information as needed. The group also discussed the process around last year’s by-name list last year. TSA has been able to go into the list and identify who has not been able to access resources and may be continuing to call HAP as category 1. They are focusing on whether the list is current, and if so, how can youth be quickly and swiftly connected to housing resources.</p> <p><b>CE</b> – it was decided that HQ could be an entry point for coordinated entry youth who may not have the means to follow up elsewhere. They will be able to start TAY’s and can pass the information on to HAP. They are working on a written and visual process and will be sharing with the group. In the future, they plan on creating an ideal future state and then developing the steps to get to that state.</p> <p><b>VoYC</b> – the group worked on setting a timeline for site and volunteer commitments for the upcoming VoYC. They also discussed possible locations for the kickoff event</p> <p><b>Discharge Planning</b> – they discussed learning more about formal and informal discharge processes that currently happen. They created a list of potential ideas to that can be used. They are currently working to identify systems versus organization policies. In addition, they are researching cities that are similar to GR to see what they are doing.</p>			



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Action Items	Person Responsible	Deadline
<b>Grand Challenge Update</b>		
Discussion		
N/A		
Action Items	Person Responsible	Deadline
<b>Voices of Youth Count</b>		
Discussion		
<p>YAB update: Li HQ's newest staff members. She will be helping Jamin co-facilitate and co-lead the YAB. Courtney is representing the CoC staff as a support around CoC policy and HUD regulations. This combined will provide support for the youth, especially around the VoYC.</p> <p><u>Timeline:</u> Count is the 24<sup>th</sup> of October. Come and Be Counted and Deployment sites should be secured by September 20. Volunteers should be secured by October 15. The volunteer training will be on the 22<sup>nd</sup> of October. Jamin and Ben developed videos last year, so these can be used if people are not able to attend the training. Some videos may need to be changed as the details for this year are slightly different. Arbor Circle has all the information from last year, Jamin can share. The survey is available in Spanish, so if there are changes, they will need to be interpreted. Changes will be finalized by early September. Brianne will share VoYC information with the full CoC.</p> <p>Last year, the goal was to gather an unduplicated count of youth experiencing homelessness and connect youth to a resource. Now, it seems that the goal may be to say there are a certain number of youth who need resources, and ask agencies if they are willing to provide resources. Would need a page built in HMIS at the state level and particular permissions to develop a by-name list.</p> <p>This count seems to be more like a point-in-time count and with encouragement that youth to contact HQ or HAP to go through the process to get on the byname list. It may feel like we are asking youth for information but are not connecting youth for resources. Regina expressed the collaboration is great but think that if the community truly needs the data to see the number of youth experiencing housing instability in Kent County. She suggested that we focus on making the count as large as possible. And then, working on the backend to get housing resources to the youth. Lauren noted that volunteers could let youth know what places youth can go to get resources. If the goal is to get a number, then the group could just use the tally sheet in the VoYC planning toolkit that collects demographic information. Anna expressed that if the goal is to get a count of youth experiencing housing instability, she would have asked for current data available in the community to identify the need for a count. Regina noted that she has seen some youth who are getting connected to resources are those that meet specific criteria. Information could help bring the resources to the community to widen the resources that are available.</p> <p><b>Max moves to do a youth tally count. Lauren added that they delegate resource capacity to the resource capacity workgroup and have the VoYC committee bring a finalized tally tool in</b></p>		



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**partnership with YAB within 2 weeks. Julie added an action step that the VoYC workgroup develop a timeline and share with the group. Pam seconded. All in favor by acclamation with no dissent.**

They are suggesting that they are doing a tally count using the VoYC toolkit as there is no way to ensure that it is unduplicated. Would need to be proactive and clear about communication so that there is not confusion. Regina addendum to extend tally sheet to have something that can be used to connect to HAP/HQ in the least. Is there a combination of the survey tool and tally? YAB can look at tally sheet and survey that we need, that is within capacity, and that helps understand the youth experiencing homelessness in the community.

What can this group help with? Host sites can be built off of a list from last year. There is also an ask and description of what it means to be a Come and Be Counted Site. These are in the VoYC toolkit. Social media will be important – there will be a list of suggested posts and meet with organizations to ensure that organizations commit to posting these. Outside of sites, the planning group will need to create a map and plan who will go where. HQ is a potential site for volunteer training.

Last year, shelters relaxed some of the rules and made a certain number of beds available. In addition, the volunteers had food resources listed on the list so people can get connected the next day.

Action Items	Person Responsible	Deadline
Review VoYC info sheet and revise to be shared with the full CoC	VoYC workgroup/ Brienne	
Finalize tally tool and share	VoYC workgroup	September 6
Volunteer commitment form		
Put a timeline together and share with group	VoYC workgroup	September 6

**October Meeting**

Discussion

Should the group change October YC meeting to before the count? Brienne will send out a Doodle poll for October meeting.

Update: after speaking with Sierra, the first 3 letter of the first and last name, middle initial, birthdate, and gender is sufficient information to deduplicate results using HMIS. Additional information that would be helpful with deduplication, but not would not be required to be included: social security number (or the last 4 digits), veteran status, and nickname/alias.

Action Items	Person Responsible	Deadline
Send Doodle poll for October meeting.	Brienne	

**Adjournment**

Motion by: Max Barrigear      Second: Regina Archie

Conclusion      All in favor by acclamation with no dissent