



## STEERING COUNCIL MEETING MINUTES

May 15, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Adrienne Goodstal, Amanda Tarantowski, Casey Gordon, Cheryl Schuch, Elizabeth Stoddard, Erin Banchoff, Hattie Tinney, Karen Tjapkes, Lauren VanKeulen, Rebecca Rynbrandt, Tom Cottrell, Victoria Sluga, Shannon Bass, Scott Orr, Alonda Trammell (late) <u>Steering members absent with notification:</u> <u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Thomas Pierce, Susan Cervantes, Cathy LaPorte, Kwan McEwen <u>Community Members:</u> Vera Beech, Wende Randall, Emily Madsen <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	8:33	Time Adjourned:	10:29

<b>Approval of Agenda</b>		<b>May 15, 2020</b>	
Motion by:	Tom Cottrell	Support from:	Shannon Bass
Discussion	Remove Steering Calendar from consent agenda (6) Pull Annual Count comparison (7)		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>April 17, 2020</b>	
Motion by:	Shannon Bass	Support from:	Cheryl Schuch
Discussion	Ensure there is consistency with names (e.g. Rebecca versus Becky)		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Consent Agenda</b>		<b>May 15, 2020</b>	
Motion by:	Shannon Bass	Support from:	Victoria Sluga
Discussion			
Amendments			
Conclusion	All in favor, consent agenda is approved.		
<b>Public Comment on Any Agenda Item</b>			
Discussion	None.		
<b>Petitions and Communications</b>			
Discussion	None.		
<b>Steering Annual Calendar</b>			
Discussion	<p>Rebecca asked to pull this out to ensure we are proactive with June calendar items. Regarding the Funding Process review, there have been no updates from HUD regarding the status of this year's program competition. Staff are continuing to receive information from HUD on the expenditures and have reached out for eLOCCS screenshots of all projects. Staff will be proactive in reaching out to Funding Review Committee and funded providers regarding status. There has been previous</p>		



## STEERING COUNCIL MEETING MINUTES

May 15, 2020

8:30-10:30

conversation around reallocation, staff will ask for status from programs and bring conversation back to Steering if needed.

The annual open call for membership occurs each June. The usual process is to reach out via social media. Suggestion for a direct emailing to group that have been engaged in the housing space (GRUL, HCWM, GR Chamber, Rockford Construction, others). Steering should send any ideas to CoC staff. Staff will develop a marketing plan that can be updated each year as needed.

Action Items	Person Responsible	Deadline
Develop CoC membership marketing plan	CoC staff	

### 2019 Annual Count Comparison

Discussion

Review indicates that the largest population increase over the past year was single adults. Data Analysis will be reviewing the comparison and discussing insights at their meeting next week. Mel Trotter and DV providers have seen an increase in numbers over the past few years, particularly with single females. The senior population saw an increase as well. Increased tracking and data quality may also contribute to increases. This will be added to the website after review by Data Analysis Committee.

Action Items	Person Responsible	Deadline

### Budget Review

Discussion

Staff had shared different budget scenarios with Executive based on different personnel allocations. Based on conversations with other CoCs throughout the country, given our community's number of providers and HMIS users, the recommended structure is a full-time HMIS director and full-time HMIS specialist. Steering members affirmed the benefits of having an HMIS director in house but recognized the potential difficulty in finding quality candidate. Different budget scenarios implement this structure and move the administrative coordinator position to full time. Conversation around fundraising to meet the gap. Suggestions include reallocation of fund from the CE grant to HMIS, funds these would not be available until early 2021. KConnect may be an option for the data-related funding.

Staff came across a discrepancy and are working on this with finance team at United Way. Courtney will send updated budget once she hears back from the finance team.

Action Items	Person Responsible	Deadline
Provide updated budget once available	CoC staff	

### MSHDA ESG CARES Act Funding

Discussion

The community's round 1 allocation is \$539,513. The NOFA has been released. There is no due date, as MSHDA is awaiting HUD guidance. MSHDA also would like a comprehensive plan in place for the community. The CoC will be required to identify sub-grantees in the application. Last month, Steering discussed prioritizing for these funds for family and youth shelter.



## STEERING COUNCIL MEETING MINUTES

May 15, 2020

8:30-10:30

Discussion on how to move forward to select subgrantees and how to allocate funds. Staff can build off current work and research on anticipated need in the community to develop a recommendation for percentages. MSHDA indicated that communities can use a process of their choosing as long as it is endorsed by the CoC. Historically, the community has used the RFQ process. Staff will research other processes through the state and make recommendation based on feedback.

Conversations around reimbursement for expenses through FEMA. There is currently not a process in place with the county for reimbursement. There are several buckets of federal funds that have been placed with Kent County. Cheryl expressed responsibility falls on the county as well as the CoC. She suggested advocacy and coordination to develop a strategy for implementing these funding streams. Courtney can develop information on current state, capacity, funding timeline, and best practices to share with Kent County and the City of Grand Rapids EOCs.

Action Items	Person Responsible	Deadline
Compile information on current state, capacity, funding timeline, and best practices to share with EOC	Courtney Myers-Keaton	

### CoC COVID-19 Shelter and Housing Strategy

#### Discussion

##### Isolation Update

An isolation facility has been established at Fulton Care Center (FCC). Staff and security are onsite, the facility can accommodate families. Those who are asymptomatic but tested positive were moved from hotels to FCC. After time in isolation is up, folks receive a clearance letter and transition back into shelter if they choose. There is room for continued advocacy to ensure that plans do not build in inequities by design. Courtney will provide updates around isolation as necessary.

##### Coordinated Entry

Previously, there had been discussion around prioritization during COVID-19. The Coordinated Entry (CE) committee met yesterday and decided not to use the COVID-19 risk from prioritization into housing. The committee will be collecting feedback on the VI-SPDAT tool as well as the CE system flow. Conversations will continue around the VI-SPDAT and other prioritization tools.

The group also discussed a lack of resources available in the community for all who are high risk of complications due to COVID-19. Members wondered if FCC could be used to shelter for those who are high risk but have not tested positive. Since the common space at FCC is congregate space, so it is not suitable for healthy households who are high-risk.

Action Item	Person Responsible	Deadline

### Current Strategic Planning Timeline

#### Discussion

Recognition that the expectation was to have something in place by the end of April when the plan expired, but the pandemic delayed this timeline. Executive Committee recommends to extending the current plan and highlighting three priorities in light of the pandemic – ensure that those who need to access shelter can do so safely, increase access to housing, and increase prevention resources.



## STEERING COUNCIL MEETING MINUTES

May 15, 2020

8:30-10:30

Given the current situation, it may not be realistic to say that current the current strategic plan has been extended if all measures are do not need focus on right now. The timeline for an interim plan is difficult. Steering members are in favor of moving into pandemic management mode with interim plan suspending the other plan for now. In regard to approval, agreement that if the CoC is going to implement new priorities/key metrics specific to the timeline of pandemic, this should go to the full membership for a vote.

Staff to develop pandemic interim strategic plan to follow the pandemic's timeline and bring back to Steering in for approval, this will then be taken to the full CoC for approval.

Action Item	Person Responsible	Deadline
<b>Strategic Visioning</b>		
Discussion		
Courtney has reached out to consultants and received updated proposals. Updated proposals will be sent to the ad-hoc group that previously reviewed proposals as well as Steering Council members for feedback. The ad-hoc will be tasked with developing a recommendation.		
Action Item	Person Responsible	Deadline
Provide updated proposals to Steering Council for feedback	CoC staff	
<b>KConnect Housing Stability Alliance</b>		
Discussion		
Prior to the meeting, staff shared a presentation about transitions in KConnect's Housing Stability Alliance. In addition, a calendar invitation was shared for the alliance meeting next Thursday morning, those who would like more understanding of changes to KConnect's process should attend this event. KConnect staff have offered to provide an opportunity for feedback from Steering Council members who have not been participating in the process. CoC staff will coordinate with KConnect staff to provide a feedback form for Steering Council members.		
Action Item	Person Responsible	Deadline
Coordinate to provide feedback form to Steering Council	CoC and KConnect	
<b>Any other Matters by Steering Members</b>		
Discussion		
<b>Public Comment on Any Matter</b>		
Discussion		
Staff will begin sharing Steering Council meeting information on the CoC's Facebook page.		
<b>Adjourn</b>		
Motion by:	Shannon Bass	Support from: Tom Cottrell