



Steering Council Meeting Agenda
August 21, 2020 □ 8:30 – 10:30 am □ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of Minutes*
 - a. June 19, 2020
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda*
 - a. Steering Calendar
 - b. ESG Financial Assistance Report
 - c. Committee Updates
 - d. Budget Report: Statement of Activity
 - e. Data Reports: CE Q2 Report, Daily COVID-19 Shelter Count, CE Pandemic Flow
6. Petitions and Communications
7. City of Grand Rapids: Homeless Outreach Taskforce – *invited to speak about Homeless Outreach Taskforce*
8. LIHTC Presentations
 - a. Woda Cooper
 - b. Hope Network: Eastpointe Commons
9. Anticipated Upcoming Funding
 - a. CoC Program Competition
 - b. MSHDA ESG-CV2 – *Steering to discuss priorities for these funds*
10. General CoC Updates
 - a. Isolation Update
 - b. Meeting Guidance – *draft document included in agenda packet*
11. Strategic Visioning Discussion – *conversation around timing and feasibility of re-releasing RFQ*
12. Current Strategic Plan – *staff to share draft of interim strategic plan in response to COVID-19*
13. Governance Charter Changes – *draft suggested changes around action boards included in agenda packet*
14. Budget/Local Match
15. Any other matters by Steering Committee Member(s)
16. Public Comment on Any Matter (Limit 3 minutes ea.)
17. Adjournment

Next meeting: Friday, September 18th, 2020, 8:30 – 10:30am

* denotes potential action item



STEERING COUNCIL MEETING MINUTES - **DRAFT**

June 19, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Adrienne Goodstal, Amanda Tarantowski, Casey Gordon, Elizabeth Stoddard, Erin Banchoff, Hattie Tinney, Karen Tjapkes, Tom Cottrell, Victoria Sluga, Rebecca Rynbrandt, Thomas Pierce, Susan Cervantes, Cathy LaPorte, Kwan McEwen, Alonda Trammell, Lauren VanKeulen, <u>Steering members absent with notification:</u> Scott Orr, Cheryl Schuch <u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Shannon Bass <u>Community Members:</u> Emily Madsen <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach, Daniel Gore (late)		
Time Convened:	8:32	Time Adjourned:	10:29

Approval of Agenda		June 19, 2020	
Motion by:	Tom Cottrell	Support from:	Karen Tjapkes
Discussion	Received word from the City of Grand Rapids that the Homeless Outreach Taskforce will not be presenting, remove this item Pull 5e from consent agenda (item 7)		
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Minutes		May 15, 2020	
Motion by:	Erin Banchoff	Support from:	Tom Cottrell
Discussion	Strike floating "n" in Steering annual calendar discussion		
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Consent Agenda		June 19, 2020	
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion	Pull 5e (Data Reports) out for discussion		
Amendments			
Conclusion	All in favor, consent agenda is approved.		
Public Comment on Any Agenda Item			
Discussion	None.		
Petitions and Communications			
Discussion	None.		
Data Reports			
Discussion	Emily Madsen recently joined ENTf as a data analyst. She will be working with the Food and Nutrition Coalition and Economic & Workforce Development subcommittees as well as cross-sectoral data. After attending the Data Analysis Committee meeting, she provided some in-kind data visualizations of the annual count and PIT count data. Emily presented her visualizations. PIT Count data show an		



STEERING COUNCIL
MEETING MINUTES - DRAFT

June 19, 2020
 8:30-10:30

increase in almost each category, particularly in chronic homelessness. Annual count numbers also show an increase, the greatest increase was in adult singles.

Steering members voiced appreciation visualizations on the data, provided comments and suggestions for changes to narrative and graphs. Emily will make edits based on suggestions and provide to Data Analysis for comment and review. The plan is to add finalized visualizations for PIT and annual count after are accepted by HUD and MCAH.

Action Items	Person Responsible	Deadline
Edit visualizations and provide to Data Analysis	Emily Madsen	

MSHDA ESG

Discussion

MSHDA ESG allocations are expected to be announced soon. In the past few years, the CoC has been awarded these funds to the HARA for HARA responsibilities as well as financial assistance. Courtney asked Steering Council to discuss the process to allocate funds in anticipation of this year’s funding announcement. A percentage of funds would be required to go to the HARA, per MSHDA. Erin noted that the RFQ process has historically been the norm, but this was aside in the past few years. She recalled discussion around the amount of sub-recipient awards as the reason for the change. Award amounts could be addressed in an RFQ if chosen. Staff noted that it does not seem that priorities for these funds are documented, but current priorities seem to be HARA operations, street outreach, and RRH/prevention. It would be helpful for Steering to determine/reaffirm priorities.

Agreement that an RFQ process for MSHDA ESG funds would be best. This process would allow for continued assessment of the community’s priorities and offers the potential for an annual re-evaluation. Suggestion to establish priorities by identifying where these funds could be used to meet gaps. Currently, funding is abundant due to the CARES Act and other federal funds, so there is potential to make a strategic impact with these funds. However, abundance of funding will likely be short-lived, so priorities would be important. In addition of MSHDA ESG funds, the funding announcement for MSHDA ESG-CV2 funds is expected soon. Courtney will reach out to MSHDA regarding timing on MSHDA ESG-CV2. Suggestion to combine the process for both funds if timelines overlap.

Courtney will schedule conversation with other ESG recipients (City of Grand Rapids, Kent County) to discuss and draft recommended priorities for these funds.

Action Items	Person Responsible	Deadline
Connect with MSHDA re: timing of ESG-CV2 funds	Courtney Myers-Keaton	
Draft recommended priorities for MSHDA ESG funds, in conjunction with municipalities	Courtney Myers-Keaton	

CoC COVID-19 Shelter and Housing Strategy

Discussion

Isolation Update: Fulton Care Center (FCC) is no longer accepting intakes. Instead, the county is contracting with a local hotel for rooms to place those experiencing homelessness who test positive



STEERING COUNCIL
MEETING MINUTES - DRAFT

June 19, 2020
 8:30-10:30

for COVID-19 into isolation. This is considered a short-term plan by the Kent County Health Department (KCHD). In addition, FCC has not been willing to take those not experiencing homelessness. Providers and staff have been working to determine a longer-term plan and advocating that shelter providers are not responsible for medical care during this pandemic. In tandem, KCHD wants to talk about re-testing which is difficult if there is not a plan for isolation moving forward. Victoria expressed concerns with outreach staff safety if they are potentially asked to test those experiencing unsheltered homelessness. Courtney indicated that from her perspective a disagreement on the responsibilities of the CoC versus responsibilities of KCHD.

KCHD have been asking the CoC/shelter providers to develop a plan for those who test positive and are experiencing homelessness. However, shelters do not have capacity and space to take on anyone who tests positive. Providers have been developing a proposal for staffing to provide supports (food, transportation, and light case management) for isolation to present to the county. Connect with Cheryl regarding proposal. To date, providers not the key decision makers or holders of funding. If the push continues that shelters are responsible for isolation, Adrienne asked the CoC to consider collectively advocating that isolation is not provider’s responsibility.

Suggestion to talk about ideas moving forward at the full CoC. Conversations will continue.

Action Items	Person Responsible	Deadline

CoC Program Competition

Discussion

There has not been an updated from HUD regarding this year’s CoC Program Competition. Staff have collected information to ensure spenddowns are happening on schedule. In addition, the YWCA may be looking at voluntarily reallocating a TH project into a TH/RRH project, but there are multiple ways to do this. Tom and Courtney will discuss offline.

The largest piece of this is the local program competition. At this point, there is uncertainty as to whether this competition will happen. To prepare, Courtney will make previously discussed revisions to local applications and send to Funding Review Committee for further discussion.

Action Items	Person Responsible	Deadline
Revise local application and provide to Funding Review for review	Courtney Myers-Keaton	

Strategic Visioning

Discussion

There have been multiple conversations around this topic, but little response with scoring and feedback. Staff and ad-hoc members have met with 3 of 4 consultants. A 4th consultant was not selected as the proposal was limited in scope and not reflective of previous discussion.

Agreement not to move forward with Design Group due to conflict of interest concerns. Staff will check references for SIDE Strategies and share feedback received with Steering with an ask for a decision around moving forward.



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

June 19, 2020
8:30-10:30

Action Item	Person Responsible	Deadline
Check references for SIDE Strategies, provide feedback to Steering for decision on whether to move forward	Courtney Myers-Keaton	
Current Strategic Plan		
Discussion		
<p>This topic has been discussed at length. Last month, Steering Council discussed approval by the full CoC, however Executive noted this will likely be difficult via virtual means. Instead, Exec suggested developing an interim strategic plan focused on management during the pandemic.</p> <p>Staff can develop an interim strategic plan for Executive and Steering to review, ideally within the next few weeks. This could then be put out for public comment on the website with a have a separate page where comments are submitted for transparency.</p> <p>Rebecca suggested reviewing guidance in recent executive orders around public meetings and voting.</p>		
Action Item	Person Responsible	Deadline
Review executive orders for guidance on virtual voting	CoC staff	
Draft interim strategic plan for Exec and Steering to review	Courtney Myers-Keaton	
Budget Review		
Discussion		
<p>Staff provided proposed annual budget for FY2021. Most categories in this budget remain similar. Conferences and parking expenses were reduced due to COVID-19. Additional funds and revenue from the planning grant were added into strategic planning activities. Rebecca reviewed the proposed budget in relation to the statement of activity in the consent agenda and noted a few areas where current expenses may not be in alignment with proposed budget. She suggested looking at the previous year's trends around supplies, printing, copying, and indirect costs. In addition, personnel costs appear to be over budget, suggest an adjustment with narrative.</p> <p>This ties into previous conversation around an ad-hoc finance committee in tandem with HWMUW finance staff. CoC staff will send out a Doodle poll to convene ad-hoc meeting. If you are interested in this conversation, please reach out to CoC staff.</p> <p>Courtney shared different budget scenarios last month, these are more of a future state. She suggests having the ad-hoc finance team attend Steering/Exec to discuss match and needed fundraising needs.</p>		
Action Item	Person Responsible	Deadline
Convene ad-hoc Finance Committee to review proposed budget	CoC staff	
MSHMIS Governance		
Discussion		
<p>This was discussed at Exec who decided to raise it to Steering. Daniel has identified areas that HMIS governance falls short of best practice. To be proactive, Daniel recommends engaging with MCHA and MDHSA inclusive governance framework so the CoC is involved with decision making. Previous</p>		



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

June 19, 2020

8:30-10:30

conversation also indicates that there have been issues with the vendor, participation would be helpful to address these issues as well. Erin indicated that if there are compliance responsibilities on the CoC's end, it is important to take steps to ensure we are able to do so.

Daniel can draft communication to send to MCAH and MSHDA to get the conversation started. Daniel reached out to CoCs across the state; Detroit indicated they are interested in being involved in this conversation. Have not had much feedback from other CoCs, this may be indicative of capacity at other, smaller CoCs. Courtney agrees with the importance of active participation in compliance as well as in providing feedback as part of governance framework. The results of the statewide evaluation and conversations, indicate there is room for feedback and improvement.

Erin moves to send a letter to MCHA and MSHDA seeking to reestablish an inclusive HMIS governance framework that will assist us in meeting our HUD responsibilities related to HMIS.

Victoria second. Tom noted that this feels important, even if logistics and statewide participation are not determined. All in favor, motion carries.

Action Item	Person Responsible	Deadline
Any other Matters by Steering Members		
Discussion		
<p>Rebecca recently reviewed the governance charter and encouraged review of the action board section as there may be opportunities for clarity. The charter states that action boards serve as an independent recommending body to the CoC, when the intent was likely also that action boards have representation on Steering Council and independently advise the CoC as necessary. She also suggested clarifying language around assisting in project development and funding decisions. The intent may have been for specific applications, but nuance is important. Also, suggests indicating that a list of authorized action boards will be maintained by the CoC as compared to listing current action boards. Casey indicated that this may be an opportunity discuss whether current structure benefits and is accessible to those with lived experience.</p> <p>Grand Rapids Housing Commission is working on a program for vouchers for youth (18-24) aging out of foster care. This HUD initiative will provide 25 vouchers per year 36 months during which service providers would work with participant to develop independent living skills. They will be working with local DHHS, WMPC, and other partners.</p>		
Public Comment on Any Matter		
Discussion		
None.		
Adjourn		
Motion by:	Hattie Tinney	Support from: Tom Cottrell



GRAND RAPIDS/WYOMING/KENT COUNTY
STEERING COUNCIL ANNUAL CALENDAR
Updated August 2020

January

Steering Committee Orientation
Executive Officer Elections
Point in Time Count
Draft Budget Presentation
Steering Council Annual Conflict of Interest
Forms Completed

February

City of Grand Rapids Emergency Solutions Grant
Application
Strategic Plan Update
Reallocation Discussion
Budget Approval

March

Data Quality Committee Report
Strategic Plan Progress Review
CoC and ESG Mid-Term Monitoring

April

LIHTC Developer Presentations to Steering
(October Round)
Point in Time Count Submitted to HUD
Budget Review

May

Strategic Plan Annual Review
Nomination Committee forms

June

Steering Council Funding Process Review
Governance Charter Recommended Changes to
CoC membership
Open Call for New CoC Members
PIT Data Released

July

NAEH Annual Conference
System Performance Measures Review
Strategic Plan Update

August

HUD CoC Program Funding Vote (Anticipated)
System Performance Measures Reported to CoC
CoC, Fiduciary, HARA MOU for ESG Execution

September

Data Quality Committee Report
MSHDA Emergency Solutions Grant Application
HUD CoC Program Application Due (Anticipated)
PIT Planning Begins

October

LIHTC Developer Presentations to Steering
(April Round)
Governance Charter Review, including ENTFF
relationship affirmation & Fiduciary MOU

November

Strategic Plan Progress Review
Staff Evaluations Initiated by Fiduciary
Strategic Plan Update

December

Steering Council elections (at CoC meeting)
Staff Evaluations Concluded by Fiduciary
Budget Preparation Begins



The Salvation Army Social Services, Housing Assessment Program (HAP)

ESG Financial Assistance Report

8/10/2020

Financial assistance funds are paid on an on-going basis as invoices are received from all partners. Staffing funds are invoiced quarterly (April, July, October, January).

Grant Name	Financial Assistance Amount	Grant Term	% of FY Complete	Tentative Amount Spent**	Tentative % Spent	Amount Spent	% Spent	Referred by HAP	Referrals Accepted
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY19	\$50,000	1/01/2019-12/31/2019	100%	\$50,000	100%	\$50,000	100%	37	37
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY20	\$61,420	7/1/2019-6/30/2020	100%	\$61,420	100%	\$61,420	100%	35	35
ESG - MSHDA - The Salvation Army - Prevention	\$23,363	10/01/2019-09/30/2020	91%	\$9,211	39%	\$9,211	39%	6	4
ESG - MSHDA - The Salvation Army - RRH	\$55,624	10/01/2019-09/30/2020	91%	\$55,615	100%	\$55,615	100%	43	28
ESG - City of Grand Rapids - The Salvation Army - 61st District Court Eviction Prevention Pilot FY21	\$82,354	07/01/2020-06/30/2021	8%	\$0	0%	\$0	0	0	0

*MOUs were completed in March

**Tentative Amount Spent dependent on participant's continued eligibility in the program.



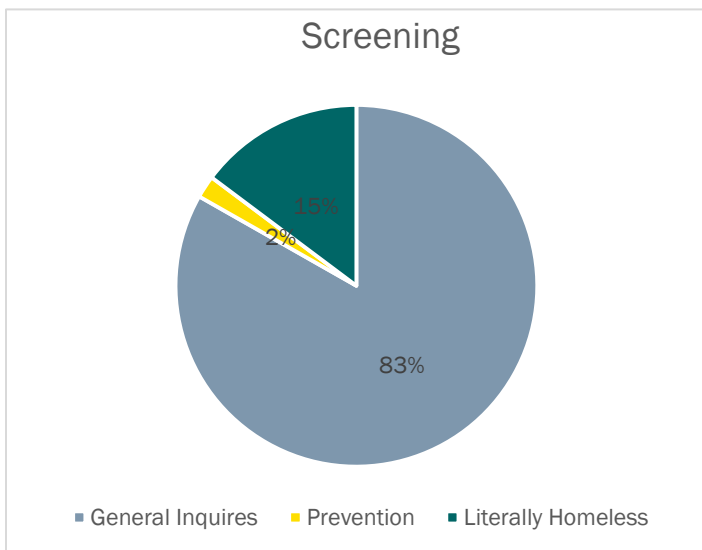
The Salvation Army Social Services
Housing Assessment Program (HAP)

COORDINATED ENTRY SYSTEM REPORT

QUARTER 2- APRIL, MAY, JUNE 2020

*QUARTER 1 JANUARY, FEBRUARY, MARCH 2020

SCREENING



2242 Total amount of calls
*2929

54 Households were referred to prevention resources
*163

398 households were referred for a literal assessment (literally homeless)
*788

ASSESSING HOUSING PRIORITY LIST (HPL)

126 singles added to HPL

235 families added to the HPL

88 high-vulnerable* families and **65** high-vulnerable* singles

147 low vulnerable families and **61** low vulnerable singles

**Use of COVID Prioritization tool is determining high/low risk*

75 referrals sent for RRH/PSH

92 referrals sent for Diversion



Grand Rapids/Wyoming/Kent County Continuum of Care – MI 506 DRAFT Online Meeting Guidance

Prior to meetings:

- CoC staff and/or committee chair should log-on 10 minutes prior to the meeting to ensure that presentation materials are ready and to troubleshoot any issues that may arise.
- All pre-read documents should be combined and shared as a single PDF, if possible.

During meetings:

- At the beginning of each meeting, CoC staff will list participants (committee members and members of the public) in attendance. All call-in users will be asked to announce themselves at this time.
- Anyone who joins the meeting late should introduce themselves in the chat. Anyone who joins late and does not announce themselves in the chat may be removed from the meeting.
- All participants should remember to mute themselves when not speaking. If there is feedback or background noise, participants may be muted by staff.
- All meeting participants should remember to announce themselves when speaking to ensure those listening over the phone know who is speaking.
- Anyone disrupting the meeting by using offensive language or actions may be removed from the meeting.
- If you are having trouble connecting or with your technology, please note that CoC staff cannot usually troubleshoot as the issue is likely with the platform or your equipment. Staff recommend contacting your organization's IT department if a problem persists.
- Voting:
 - o Verbal votes are acceptable for the approval of agendas, minutes, and adjournment. If there is not consensus, the committee chair will ask for a vote via roll call.
 - o A poll feature will be used for the approval of agendas, minutes, and adjournment during general membership meetings.
 - o E-ballots will be used for issues that require a full membership vote to ensure an accurate vote total.

Timeframe:

- To ensure the health and safety of all participants, the CoC recommends that all committees plan hold virtual meeting through January 2021. This timeline may be adjusted based on the situation and to comply with regulations and guidance from federal, state, and local authorities. Staff will review in-person meeting format for 2021 based on current circumstance at that time.



Grand Rapids Area Coalition to End Homelessness¹ Governance Charter

The Grand Rapids Area Coalition to End Homelessness is a community collaborative that is actively working on systems change in the area of homelessness. The goal of the Coalition is to prevent and end systemic homelessness in Kent County, guided by the values and philosophy set forth in the original 10-year community developed plan, the *Vision to End Homelessness*.

The Grand Rapids Area Coalition to End Homelessness, also known as the Kent County Continuum of Care (CoC), is an independent, non-incorporated membership entity comprised of numerous organizations and individuals. It was formed in response to federal requirements in the McKinney-Vento Homeless Assistance Act of 1987 reauthorization in 1994 and amended in the Homeless Emergency Assistance and Rapid Transition (HEARTH) Act of 2009 for administration of US Department of Housing and Urban Development (HUD) funding to address homelessness as described in 24 CFR Part 578.5. The CoC Governance Charter and subsequent amendments are approved, consistent with 24 CFR Part 578.5, by the CoC membership. Governance decisions on behalf of the CoC are made by a Steering Council elected from the membership, in accordance with the CoC Governance charter. Annually the Continuum of Care applies to the HUD Continuum of Care (CoC) Program for funding to address homelessness.

The CoC is committed to collaboration where ever possible to accomplish its stated goals to end homelessness. The Essential Needs Task Force (ENTF), a broader community effort to coordinate the response to basic needs and strengthen communications across systems in Kent County is one such effort that the CoC is committed to participation in. (To learn more about ENTf, see entf Kent.org). The ENTf functions with subcommittees that include Housing, Energy Efficiency, Economic & Workforce Development, Transportation, Food & Nutrition.

I. Continuum of Care (CoC)

A. Role

The Continuum of Care champions the *Vision to End Homelessness*, convening to determine local priorities, strengthen communication, encourage best practices, and promote collaboration to achieve goals.

As a community collaborative, the Continuum of Care:

- Promotes community commitment to the goal of ending homelessness,
- Gathers and analyzes information to determine local needs of individuals experiencing homelessness,
- Provides a comprehensive, well-coordinated, and clear planning process,
- Promotes access to and effective use of existing programs,
- Implements strategic responses and measures results,
- Applies for funding from the U.S. Department of Housing and Urban Development (HUD) and other funding sources based on local priorities.

B. Responsibilities

¹ Resource documents: Coalition Structure, March 2010; *Establishing and Operating a Continuum of Care*, 2012, US Department of Housing and Urban Development

The major responsibilities that must be carried out by the CoC to comply with HUD expectations are as follows:

1. Convene regular meetings of the full membership, with published agendas, at least semi-annually
2. Issue a public invitation for new members within Kent County at least annually
3. Adopt and follow a written process to select a board to act on behalf of the CoC (identified as the Steering Council for Continuum of Care) and review that process at least once every 5 years
4. Appoint additional committees, subcommittees, or work groups comprised of provider representatives and community advocates; and action boards comprised of consumers, as needed.
5. Designate the Homeless Management Information System (HMIS) lead for the CoC
6. In consultation with the collaborative applicant for HUD funds and the HMIS lead, develop, follow and update annually:
 - a. A governance charter
 - b. A code of conduct and recusal process for the board, its chairperson and any person acting on behalf of the board
7. Establish and operate a centralized or ~~coordinated assessment~~ ~~coordinated entry~~ system
8. Develop a plan for a coordinated housing and service system that meets the needs of individuals, unaccompanied youth, and families experiencing homelessness
9. Plan and conduct an annual Point-in-Time count of sheltered and unsheltered persons that meets HUD guidelines
10. Establish performance targets appropriate for population and program type in consultation with recipients and sub-recipients
11. Monitor recipient and sub-recipient performance and address concerns of poor performance
12. Work with Emergency Solutions Grants recipients and Consolidated Plan jurisdictions within the geographic boundaries of the CoC to allocate, report and evaluate use of funds, and inform the plan
13. In consultation with recipients of Emergency Solutions Grants program funds, establish and consistently follow written standards for providing CoC assistance with those funds

The CoC is responsible for carrying out all activities listed above. In Kent County, the CoC delegates these responsibilities to its Steering Council which may, in turn, delegate some of these responsibilities to other organizations. Because the Kent County CoC is not incorporated, Memorandums of Understanding (MOUs) rather than contracts are used whenever any of these responsibilities are delegated to other entities. These MOUs are reviewed on an annual basis by the CoC Steering Council against performance expectations outlined in the MOU. Under the current Governance Charter three particular tasks are delegated to other entities through MOUs. These include:

- o Fiscal Agent (Entity that provides paid staff support for the CoC)
- o HMIS Lead Agency (entity holding responsibility for Homeless Management Information System (HMIS) management and maintenance)
- o Collaborative Applicant (entity formally completing the HUD CoC Competition application)

C. Members & Term of Service

The Continuum of Care is comprised of agencies and organizations that provide direct services to households experiencing a housing crisis, other related service organizations that engage directly or indirectly with households that experience a housing crisis, and homeless or formerly homeless individuals, and is open to:

1. nonprofit homelessness assistance providers,
2. victim services providers,
3. faith-based organizations,
4. government entities,
5. businesses,
6. advocates,

7. public housing authorities,
8. school districts,
9. social services providers,
10. mental health agencies,
11. hospitals,
12. universities,
13. affordable housing developers,
14. law enforcement,
15. organizations serving veterans,
16. homeless or formerly homeless individuals.

A public invitation must be issued for new members from Kent County a minimum of once each year. While membership is voluntary, organizations and homeless or formerly homeless individuals are required to formally sign-up as members and affirm their commitment to the mission of the Coalition to End Homelessness in order to have voting and other privileges with the group. Member organizations or entities must designate one person to serve as the voting representative. Annually, members of the Continuum of Care must renew their membership and confirm the designation of their voting representative.

A roster of voting representatives is maintained and updated at least annually. A voting representative from an organization or agency may assign their proxy to another individual from their organization; however, at no time will any organization be provided with multiple votes. The voting representative must provide a 24 hour notice to CoC staff via email indicating which pre-registered alternate voter (of which there can be no more than two) will be voting for their organization. Additionally, any voting representative can only vote once and cannot represent more than one organization or person.

Continuum of Care members may continue to participate indefinitely. Members are expected to attend CoC meetings a minimum of twice a year and are strongly encouraged to participate in committees and work groups.

D. Meetings

The Continuum of Care must meet a minimum of twice a year although more meetings may be held as needed.

1. Steering Council Chairperson presides at Continuum of Care meetings.
2. Meeting agenda are developed by the Steering Council and published in advance of the Continuum of Care meeting.
3. Continuum of Care members have the right to suggest additional agenda items for a Continuum of Care meeting, but additional agenda items must be approved by a majority vote of those in attendance at that Continuum of Care meeting.
4. Meetings may include opportunities to share information about local partners, best practices from the field, progress toward achieving the goals of the Coalition, and Coalition activities.
5. Attendance records must be maintained, and the records must include the names of all individuals, with organizations noted as appropriate.

II. Steering Council

A. Role

The Coalition Continuum of Care represents many community stakeholders in carrying out the mission of leading the community in finding solutions for preventing and ending homelessness. To facilitate effective execution of Coalition goals, a Steering Council performs the functions of a CoC board, with certain specific responsibilities assigned by the Continuum of Care through this Governance Charter.

B. Responsibilities

The Steering Council is responsible for ensuring that the seven major HUD defined responsibilities in Section I.B. are carried out. In addition, the Steering Council is authorized by the Continuum of Care to:

1. Serve as the primary decision-making entity for the Continuum of Care according to the approved governance structure,
2. Set the agenda for the Continuum of Care meetings,
3. Establish policies, principles and priorities and select the Collaborative Applicant for the HUD NOFA process,
4. Determine project priorities and monitor the outcomes of those projects,
5. Oversee the competitive process for annual CoC application submissions to HUD and other funding sources and provide final approval for those application submissions,
6. Establish policies for data release and monitor HMIS Standard Operating Procedures either through direct administration of or designation of an HMIS implementing agency,
7. Direct system planning activities that engage CoC members,
8. Direct analysis of system-wide data to identify community needs and gaps and report to the CoC

C. Participants and Terms of Service

The Steering Council is comprised of up to twenty-one (21) seats representing the broad array of interests within the Coalition and must:

1. Include at least **two homeless or formerly homeless individuals**
2. At a minimum, represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; facilities with children; unaccompanied youth; the seriously mentally ill; formerly incarcerated; and victims of domestic violence, dating violence, sexual assault, and stalking. One member may represent the interest of more than one homeless subpopulation, and the Steering Council must represent all subpopulations within the Coalition to the extent that someone is available and willing to represent the subpopulation.

The seats referenced above are rotating seats with alternating, three-year terms, elected by the Continuum of Care annually. Steering Council members whose terms are expiring are allowed to campaign for re-election for continuing terms.

Six seats are considered permanent, non-rotating seats assigned to the following entities:

- a. Units of local government that are HUD Grantees:
 1. City of Grand Rapids
 2. City of Wyoming
 3. Kent County
- b. HARA (Housing Assessment and Resource Agency)/Central Intake
- c. Action Boards
 1. Youth Action Board
 2. Veteran Action Board

These entities are responsible for designating their representative to the Coalition Steering Council.

Steering Council members must serve on committees and work groups, including those organized by the CoC, those organized by external groups, or other existing community forums with relevant objectives. Service on committees and work groups is critical to ensuring effective liaison and coordination of activities.

Steering Council members serve for three-year terms, staggered so that approximately one-third of all terms end in any given year. The Continuum of Care shall determine the specific fiscal year period for terms on the Steering Council.

The selection process for Steering Council members is described under the Nominating Committee. This process is subject to review and alteration on an annual basis by Continuum of Care but no less frequently than every five years.

D. Meetings and Attendance

The Steering Council meets a minimum of six times annually.

The Steering Council responsibilities are such that at each meeting the group should be capable of voting on an issue. This requires members to be present for the vote and involved to make an informed decision. Therefore, Steering Council members should maintain a minimum attendance rate of 75% of all Steering Council meetings. If any member falls below this amount, they will be asked to re-evaluate and ensure they are able to maintain their commitment. If at least 50% of meetings have been missed in the twelve-month period of October –September, the seat will be considered open in the next Steering Council election.

E. Officers

1. Chairperson, vice chairperson, secretary, and treasurer;
2. Elected by the Steering Council annually during a specific month as determined by the Steering Council but no longer than 60 days following the annual election by the Continuum of Care of new members to that Council;
3. Officer terms are one year and can be renewed;
4. Steering Council chairperson, or vice-chairperson in the absence of the chairperson, presides at meetings of the Steering Council, the Executive Committee, and CoC Continuum of Care;
5. In absence of a sitting Chairperson, ENTF staff will Chair the Steering Council meeting with the sole purpose of executing officer elections;
6. All Steering Council members are expected to observe the Code of Conduct and the Conflict of Interest Policy.

A. Decision Making

The presence of a majority of Steering Council members then holding office shall constitute a quorum at all meetings. If a quorum is not present, no voting will occur. A simple majority of those in attendance and eligible to vote is necessary for any resolution to be passed.

Within elected seats of the Steering Council, no alternate representative will be given a proxy vote. For appointed seats, those ~~four~~ ~~six~~ held by the HUD Participating Jurisdictions, ~~and~~ the HARA, ~~and~~ **action boards** an alternate representative is able to vote. Advance notice of which member will be attending and voting should be provided in writing to CoC staff.

Commented [BR1]: Updated to include action board representation

In the matter of approving funding recommendations made by the Funding Review Committee, the Steering Council will give final approval. Once approval is secured, CoC staff shall inform applicants of the outcome of their application in writing. Included in this notice should be the Funding Decision Appeal policy of the CoC, informing applicants of their right to appeal and the process in which to do so.

There may be instances when a decision is needed by the Steering Council between regularly scheduled meetings. When this happens, electronic voting may be completed. A simple majority of current Steering Council members is necessary for any resolution to be passed. Members who do not subscribe to an email service must have contact attempted to allow them to vote verbally.

III. Committees

In the interest of transparency and community involvement, all committees except those requiring election, shall be open to all CoC members.

A. Executive Committee

Role and Responsibilities

In accordance with resolutions passed from time to time by the Steering Council delegating specific tasks to the committee, the Executive Committee may meet as needed to:

1. Consider and recommend the annual budget,
2. Consider staffing needs and make recommendations on fulfilling necessary functions,
3. Review financial reports and present them to the Steering Council,
4. Consider and recommend policy,
5. Prepare annual work plan and calendar including required CoC functions,
6. Plan Steering Council meeting agenda,
7. Plan Continuum of Care meeting agenda,
8. Appoint members to serve in the case of a vacancy to the Steering Council or nominating committee,
9. Make recommendations on committees, task forces, or work groups and recommend members,
10. Lead the process to create a strategic plan that advances the goal of ending homelessness.

Limitations

Unless otherwise specifically delegated by Steering Council resolution for Executive Committee action, all Executive Committee determinations are presented to the Steering Council for final review and/or decision-making.

Participants and Terms of Service

The executive committee of the Steering Council is made up of the four officers plus a minimum of one other Steering Council member.

Meetings

The executive committee meets as needed between meetings of the Steering Council.

In the event of a resignation from the Steering Council, the Executive Committee shall appoint a member to serve on the Council until the next election. Priority for the appointment shall be given to the organization or population area the resigning member had represented, with consideration given to any population areas unrepresented in the current Steering Council membership.

B. Nominating Committee

Role and Responsibilities

The Nominating Committee is responsible for proposing election or re-election of the ~~sixteen~~ **fifteen** rotating seats of Steering Council members whose terms are coming to an end or to fill positions that have been vacated. Nominating Committee members serve staggered two-year terms.

Members of the Nominating Committee must:

1. Review the current composition of the Steering Council to determine satisfactory systemic representation in accordance with the approved policy of the Continuum of Care;
2. Evaluate attendance of members who are completing a term and, if eligible for reappointment, determine their willingness to continue;
3. Seek recommendations from the Continuum of Care membership for qualified candidates;
4. Deliberate and compile a list of eligible candidates to present to the Continuum of Care for election;
5. Provide for an open process allowing nominations from the floor at the Continuum of Care meeting convened for the annual election.

Officers

The Nominating Committee also is responsible for preparing a slate of officers for presentation to the Steering Council for annual election to take place no later than 60 days after the beginning of the annual term for Steering Council members. To carry out this responsibility, the Nominating Committee will review officers' participation and term end dates, recruit candidates, and prepare a slate to present to the Steering Council for election.

Participants and Terms of Service

The Nominating Committee is comprised of five individuals, including three CoC members and two members of the Steering Council who are not currently serving as officers. Nominating Committee members must have a working knowledge of CoC responsibilities and structure, the Coalition, and the *Vision to End Homelessness*.

The Nominating Committee is formed to serve for two years.

1. The Steering Council selects a Steering Council member to chair the Nominating Committee and selects one additional Steering Council member to serve on the committee
2. The Continuum of Care members elect Nominating Committee members by the following process:
 - a. A minimum of three weeks in advance of a scheduled Continuum of Care meeting, candidates to serve on the Nominating Committee are sought through distribution of a message to all Continuum of Care' voting representatives of record;
 - b. A written ballot is distributed to voting representatives at the Continuum of Care meeting; each qualified voting representative can vote for three candidates;
 - c. Votes are tallied and the three candidates receiving the highest number of votes serve on the Nominating Committee;
 - d. In the event of a resignation from the committee, the Executive Committee shall appoint a member to serve until the next election.

Meetings

Six months prior to the end of the fiscal year: Nominating Committee formed based on process above

Four/five months prior to the end of the fiscal year: Nominating Committee meets

One month prior to the end of the fiscal year: Continuum of Care elects new or renewing Steering members

First month of the fiscal year: New Steering Council members join and within sixty days the Steering Council elects officers from a slate prepared by the Nominating Committee

C. Funding Review Committee

Role and Responsibilities

The Funding Review Committee is responsible for reviewing applications and making prioritized project funding recommendations to the Steering Council for action. Funding sources include the Homeless Emergency Assistance

and Rapid Transition to Housing (HEARTH Act) grant funds under the Continuum of Care Program administered by HUD.

The Funding Review Committee develops the scoring criteria for rating and ranking applications based on local needs and priorities and HUD priorities for program services as outlined in the Notice of Funding Availability (NOFA). The committee is responsible for understanding the NOFA, considering local priorities, and evaluating applicant agencies' program performance based on evidence and data.

Participants and Terms of Service

The Funding Review Committee is comprised of community members who represent systems that fund or interface with the homeless system, are knowledgeable about homelessness and housing, but are not applicants. This includes individuals from the various homeless sub-populations; homeless service providers (e.g., prevention, emergency housing, transitional housing, permanent and permanent supportive housing); municipalities and governmental units that fund the Coalition; and community representatives (e.g., business, foundations, United Way). Members of the Funding Review Committee need not be Coalition members.

The Steering Council is responsible for appointing the Funding Review Committee members. In selecting committee members, the Steering Council will attempt to avoid even the appearance of impropriety. All committee members will review the Conflict of Interest policy and complete the disclosure form prior to beginning their service on the committee. Potential conflicts of interest could include: participation in the planning of a project or providing technical assistance in the preparation of a project application in either a paid or volunteer capacity or active involvement as a board or staff member of any agency that has a proposal for funding pending. Perceived advocacy for a project can also disqualify an individual from serving on the committee.

Meetings

The Funding Review Committee meets as needed to carry out its duties. Typically, this includes an orientation session, a meeting to consider priorities, one or more meetings to evaluate applications, and one or more meetings to score and rank applications. New members will also be required to meet as necessary to complete the committee training curriculum as approved by the Steering Council. Meetings are scheduled to provide sufficient time to complete the work, forward recommendations for Steering Council action, and submit the completed application to meet HUD deadlines.

Appeals

An Appeals Panel shall be assembled for each funding round consistent with the Appeals Policy for funding recommendations that is adopted and updated by the Steering Council.

D. HMIS Data Quality Committee

Role and Responsibilities

The Homeless Management Information System (HMIS) is a tool for the community and HUD to develop better information on the nature of homelessness, the number of people experiencing homelessness, the existing patterns in housing programs and services, and the effectiveness of programs and services in addressing homelessness. HMIS must be used by the CoC and all recipients of HUD program funds.

The HMIS Data Quality Committee performs several important functions: insuring that the HMIS is administered in compliance with requirements prescribed by HUD, reviewing, revising, and recommending adoption of an HMIS privacy plan, security plan, and data quality plan, and ensuring the consistent participation of recipients and sub recipients in the HMIS.

Formatted: Line spacing: single

The HMIS Data Quality Committee is responsible for on-going system wide analysis to identify strengths and gaps in the data system and for preparing and/or updating data quality standards for consideration by the Steering Council.

A subcommittee, the HMIS Users Group, is responsible for ensuring that all agency and program staff with responsibility for data entry are appropriately trained on system use and for assisting with formulation and periodic review of policy and procedures, such as the privacy plan.

Participants and Terms of Service

Members of the HMIS Data Quality Committee are selected based on their knowledge of data systems, standards for data quality, and relevant policy and procedures, for example, policy related to data privacy. Members must commit to understanding basic HUD requirements in relation to data collection and reporting.

Committee members are drawn from Coalition CoC member agencies and include representation from HUD-funded agencies and non-HUD-funded agencies. Other individuals may be appointed to the committee based on specific expertise.

The HMIS Users Group, a subcommittee of the Data Quality Committee, is open to all member agency staff members with direct, hands-on, responsibility for entering data and using the data system.

Commented [BR2]: Formatted spacing to match the rest of the document

E. Coordinated ~~Assessment-Entry~~ Committee

Role and Responsibilities

The primary role of the Coordinated ~~Assessment-Entry~~ Committee is to provide oversight and review to the Coordinated ~~Assessment-Entry~~ system for households experiencing homelessness to be served by both temporary and permanent housing, according to eligibility and service standards of the community.

Participants and Terms of Service

The Coordinated Assessment ~~Committee-Entry~~ is made up of representatives of those Coalition CoC member agencies that participate in the Coordinated ~~Assessment-Entry~~ system. Coordinated ~~Assessment-Entry~~ Committee should likewise include representation from community systems level and other CoC members not directly participating in the Coordinated ~~Assessment-Entry~~ system.

F. Data Analysis Committee

Role and Responsibilities

The Data Analysis committee is responsible for regular review of multi-level data to evaluate system level progress toward ending homelessness. The work of this committee shall inform the work of other committees to ensure activities are contributing to improved system level outcomes. This committee is specifically charged with preparation and review of annual HUD System Performance Measures reports, Point-in-Time and Housing Inventory reports. The committee is responsible for reporting to the Steering Council on a regular basis regarding the effectiveness of the comprehensive system to address homelessness. This should include specific attention to system level performance measures established by the CoC (see Sec I. A, Continuum of Care: Implements strategic responses and measures results).

Participation and Terms of Service

Members of the Data Analysis Committee are drawn from the Coalition CoC membership and wider community and should have a basic understanding of data and its use in evaluation.

G. Ad-Hoc Workgroups

Workgroups are time-limited, task-oriented groups that are recruited and assigned responsibility for addressing a specific issue or challenge, including achieving the strategic plan objectives. Such groups will be formed as need is determined by Steering Council, or upon recommendation of one of the standing committees. A representative of each workgroup shall be appointed to report to one of the standing committees to ensure communication and coordination of work. Workgroups also may form organically as a result of individuals coming together around a shared concern or interest. When such work groups form organically, there should be brief written statement of purpose, focus, including expected time span of work and expected outcome. Such statement is to be submitted to Steering Council for reference.

H. Action Boards

Action Boards are established to ensure that the effort to end homelessness in Kent County incorporates the expertise of ~~people at risk of becoming homeless- those experiencing homelessness or who are formerly homeless.~~ The Action Boards ~~will shall have voting representation on the CoC's Steering Council and as necessary shall independently advise the CoC. serve as recommending bodies to the CoC to incorporate consumer feedback within policy and strategic decisions and action items related to the CoC's efforts to end homelessness.~~

Designees, elected by a majority of the ~~committee's membership~~ Action Board, shall serve as a single voting member of the Steering Council. Action Board members are also encouraged to serve on subcommittees and workgroups.

Role and Responsibilities

1. Provide feedback to the CoC on prevention, crisis response, and housing solutions to end homelessness
2. Recommend policies and practices to prevent and respond to homelessness
3. Assist in project development and funding decisions
 - o Action Boards shall inform planning efforts
 - o To review and recommend funding priorities and applications in addressing homelessness for specific application as required by funding applications
4. Advise on and support education and advocacy efforts for systems reform on the local, state and federal levels to support the plans to end homelessness.

Participation and Terms of Service

Action Boards shall consist of no fewer than ~~three (3) members and no more than eight (8) members~~ of the designated population group. Members must have experienced homelessness previously or currently be experiencing homelessness. The Action Board shall meet a minimum of quarterly. The Action Boards will seek to ensure cross-representation among over-represented sub-populations. Individuals may fulfill cross-representation of categories.

Current Action Boards

1. Youth Action Board
2. Veteran Action Board

A list of authorized Action Boards shall be maintained by the CoC and reviewed annually.

Commented [BC3]: Five?

IV. Conflict of Interest

No Steering Council member may vote on matters concerning the award of a grant or other financial benefits if it might affect the organization that member represents. In addition, members will avoid conflicts of interest between the Coalition and any personal, professional, and business interests.

In any vote that might create a conflict of interest for the voting member, it is their responsibility to state that they recuse themselves from the vote. In written records of the vote, these members should be noted as having abstained.

At the beginning of each fiscal year, Steering Council members are expected to sign the Conflict of Interest policy document and to abide by the provisions regarding disclosure at all meetings. The signed policy documents are kept on file with meeting minutes and other records.

V. Code of Conduct

The Coalition prohibits the solicitation and acceptance of gifts or gratuities (anything of monetary value) by officers, employees and agents for their personal benefit.

The Coalition promotes impartiality in performing official duties and prohibits any activity representing a conflict of interest. Individual members should not act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question that individual's fairness.

The Coalition prohibits the misuse of position for personal gain or for the benefit of family or friends.

Officers and employees shall put forth honest effort in the performance of their duties. They shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Coalition without previous Steering Council approval.

Officers and employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

VI. Schedule of Review

This Governance Charter for the Grand Rapids Area Coalition to End Homelessness CoC is subject to annual review. All responsibilities required of a Continuum of Care must be thoroughly documented in the CoC's governance charter.

Specifically, the Continuum of Care "in consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead, must develop, follow, and update annually (1) a governance charter that includes all procedures and policies needed to comply with 24 CFR Part 578.5(b) and with HMIS requirements as prescribed by HUD and (2) a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board." (2012, *Establishing and Operating a Continuum of Care*, US Department of Housing and Urban Development, page 4)

ADOPTED: June 27, 2013

AMENDED: August 22, 2013
October 23, 2014
October 22, 2015
December 15, 2016
September 22, 2017
October 25, 2018