



STEERING COUNCIL MEETING MINUTES

October 16, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<p><u>Steering members present:</u> Amanda Tarantowski, Adrienne Goodstal, Alonda Trammell, Casey Gordon, Susan Cervantes, Elizabeth Stoddard, Erin Banchoff, Cheryl Schuch, Karen Tjapkes, Rebecca Rynbrandt, Tom Cottrell, Cathy LaPorte, Lauren VanKeulen, Kwan McEwen</p> <p><u>Steering members absent with notification:</u> Victoria Sluga, Scott Orr</p> <p><u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Shannon Bass, Kwan McEwen, Thomas Pierce, Hattie Tinney</p> <p><u>Community Members:</u> Wende Randall, Tammy Britton, Johanna Schulte, Katlin Davis, Connie Bohatch (late), Sandra Ghoston-Jones (late)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach</p>		
Time Convened:	8:36	Time Adjourned:	10:02

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Cheryl Schuch
Discussion	Adjust the meeting time to 10:30		
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Minutes		September 18, 2020	
Motion by:	Erin Banchoff	Support from:	Tom Cottrell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Lauren VanKeulen	Support from:	Tom Cottrell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
Prioritized Goals and Activities			
Discussion			
<p>Staff provided a draft prioritized goals and activities with the pre-reads. Courtney overviewed the document. Conversations and agreement to add an indicator tied to increased transparency and availability. These goals and activities need a start and end date. Agreement that these goals may tie into the strategic planning process, the timeline will be set for 1 year to check in and re-group around these goals. CoC staff will develop a workplan that ties indicators and outputs to a time frame.</p>			



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<p>Lauren move to approve the strategic goals and priorities for a 1-year period (through November 1, 2021), Tom second. Conversation around timeline. All in favor, motion passes. Prioritized goals and activities will be taken to the full CoC meeting next week for approval.</p>		
Action Items	Person Responsible	Deadline
Develop work plan for Prioritized Goals and Activities	CoC staff	
<p>Coordinated Entry Policies and Procedures</p>		
<p>Discussion</p> <p>CE Committee has discussed updating policies for some time now, and recently approved the draft document to bring to Steering for approval. Since procedures are likely to change on a regular basis, they are not codified in this document. Process and procedures for implementation will be developed by the CE Committee to be implemented in by December or January. Erin encouraged the committee to prioritize in implementing changes.</p> <p>The proposed policy document does not name a specific assessment tool as the committee has previously discussed options for the best assessment tool for the community. Courtney shared this may lead to a conversation with MSHDA regarding Pay for Performance measures as the current measures are based on the community's use of the VI-SPDAT. There is potential for advocacy around revising the measures, so they are based on a standardized assessment tool.</p> <p>Cheryl move to approve the Coordinated Entry Policies as presented. Adrienne second. Conversation around whether Steering Council has the authority to approve these policies. Agreement that this document is under policy decisions which are delegated to Steering Council by the CoC's Governance Charter. The document will be presented to the full CoC at their upcoming meeting. All in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
Present CE Policies to CoC membership	CoC staff	
<p>Strategic Plan</p>		
<p>Discussion</p> <p>This conversation has been ongoing over the past few months. Staff provided an updated draft RFQ for a strategic planning process which is comprehensive and focuses on visioning throughout the process. Funds are available for this process, but some will need to be spent down by November 30.</p> <p>Staff recommended the following timeline: release the RFQ on Monday 10/19 with responses due November 2. And ad-hoc committee will review responses with the goal of having a contract in place by end of November. Erin suggested changes to language in the deliverables, engagement, and foundational elements sections. Changes will be made before distribution. Staff will ensure the RFQ it is shared widely and can connect with other CoCs throughout the state for recommendations. Lauren moved to move forward with releasing the RFQ for strategic planning with above recommendations. Erin second. All in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
Release RFQ according to above timeline, convene ad-hoc to review	CoC staff	



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General CoC Updates		
Discussion		
<p><u>Isolation Update</u> Kent County anticipates entering a contract with a local hotel to provide rooms for isolation for 6 months. CARES Act funds will be used through the end of the year. The County will be identifying additional funding to cover costs through March. They are collaborating with MTM who will be providing case management and meals with support from Degage. The processes for transportation, referrals, and discharge are still being discussed. The County has engaged a company to assist with contact tracing and daily wellness check-ins and has a contract with network180 to identify case managers to ensure folks safely able to isolate. Security will be present on evenings and weekends.</p> <p>Kent County has also allocated CARES Act funds to support permanent housing through AYA Youth Collective and ICCF. Access to these units will be available through HAP.</p> <p><u>Homeless Outreach Team</u> Discussions with the Outreach Workgroup and Homeless Outreach Team, facilitated by WMCAT, have wrapped up. There has also been conversation around the HOT team accessing HMIS without accessing the QSOBAA. The process has not been clearly defined but will be brought to the HMIS Users group and Data Quality Committee.</p> <p><u>Summer Pilot Count Update</u> Staff are working to finalize data from September's pilot count, it should be available by next week. Preliminary data indicates that approximately 160 individuals were sleeping unsheltered within the City of Grand Rapids on the night of the count. The Outreach Workgroup has discussed doing a summer count every other year moving forward. Dynamic Prioritization in Monroe Center area is a project being led by Community Rebuilders and outreach staff to gather by-name list of folks staying in Monroe Center and Rosa Parks Circle within a 60-day timeframe. The City of Grand Rapids is willing to present around this project at an upcoming meeting</p> <p><u>Housing Stability Alliance Update</u> Backbone entities was narrowed down to two entities. The HSA Steering Committee will be determining whether a finalist would serve as the backbone entity or whether a new entity should be created.</p> <p><u>Eviction Diversion Program Update</u> Funds are being spent on schedule. Direct service funds are also available for households in need who are above the cap set by MSHDA. Contact Cathy (Catherine.laporte@usc.salvationarmy.org) with any questions.</p>		
Action Items	Person Responsible	Deadline
Potential Governance Action Items		
Discussion		



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Governance Charter review:

Minor changes were made to bring Coordinated Entry language in alignment and to clarify action board representation. **Tom moved to adopt changes as presented and move to the full body for ratification. Cathy second. All in favor, motion passes.**

ENTF Relationship Affirmation

Becky indicated that in the past this body has affirmed that the Coalition as an independent non-incorporated membership organization. This is codified in the Governance Charter which states that the CoC is a collaborative partner which includes participation with ENTF. Previously, the CoC has decided not to enter into an MOU with ENTF as it does not have other MOUs with other partners.

CoC Fiduciary MOU

The MOU with the CoC's fiduciary, Heart of West Michigan United Way, was presented with suggested changes last year, but conversation halted with other topics taking precedence.

Cheryl voiced concern with removing supervision from the MOU in case the fiduciary changes in the future. Changes were made to the employer of record section which states that coalition staff is accountable to the coalition due to lack of structure. Internally, staff discussed that the MOU agreement is in place for the performance of the grant, any concerns with grant performance would be brought to United Way which led to the change in language.

Suggestion to create an ad-hoc committee to look at MOU, job descriptions, and staff time. Erin disagreed with creating an ad-hoc and suggested the topic is addressed during strategic planning, when the CoC can identify needs and determine a staffing model.

Job descriptions were shared with Executive earlier this month as informational items. Rebecca voiced concern that changes to descriptions have been approved by United Way. She noted that in the past, an ad-hoc strategic staffing committee developed descriptions as there are HUD requirements around documenting all role assignments of CoC. The ad-hoc, in consultation with United Way, determined supervisory structure and skill/time requirements, recommended salary ranges, forecasted additional staffing recommendations. HWMUW drafted budget and job descriptions which were then improved. She also noted concern that the ENTF Director role has expanded over time which is a potential for conflict of interest concern.

Susan moved to create ad-hoc to review the fiduciary MOU and its alignment with the Governance Charter, Tom seconded. In favor: 10, Opposed: 1, Motion passes.

Action Items	Person Responsible	Deadline
Convene ad-hoc group to review MOU and staffing	Casey Gordon	
Committee Expectations		
Discussion		



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CoC staff provided a draft of this *Committee Expectations Guidance* document with updated language around rosters and attendance. Under the changes, a committee member would be removed from the roster if they miss more than 2 meetings without notice in a 6-month period.

Conversation around how to ensure robust representation on all committees. Suggestions include adding language, intentional outreach, or a minimum number for quorum. Staff and Exec will discuss changes to the document to address concerns with representation.

Action Items	Person Responsible	Deadline
Discuss changes to Committee Expectations Guidance	CoC staff & Executive	
Other Matters from Steering Council members		
Discussion		
None		
Public Comment on Any Item		
Discussion		
Sandra Ghoston-Jones, from Kent County, provided an update on isolation plans.		
Adjourn		