



STEERING COUNCIL MEETING MINUTES

December 11, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Casey Gordon, Elizabeth Stoddard, Adrienne Goodstal, Hattie Tinney, Tom Cottrell, Erin Banchoff, Rebecca Rynbrandt, Susan Cervantes, Karen Tjapkes, Scott Orr, Cathy LaPorte, Amanda Tarantowski, Victoria Sluga, Cheryl Schuch (late), Alonda Trammell (late) <u>Steering members absent with notification:</u> Lauren VanKeulen <u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Shannon Bass, Kwan McEwen, Thomas Pierce <u>Community Members:</u> Wende Randall, Allison (MCAH) <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	8:34	Time Adjourned:	10:35

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Hattie Tinney
Discussion			
Amendments	Add PIT Count under general CoC Updates (10c)		
Conclusion	All in favor, motion passes.		
Approval of Minutes		November 20, 2020	
Motion by:	Karen Tjapkes	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:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None.			
LIHTC Letters of Support			
Discussion			
<p>Projects were presented at the August and November meetings and project descriptions were provided in the agenda packet. Steering Council is being asked to approve letters of support.</p> <p>Last month, Steering noted that Bradley Commons had lower rent than other projects and wanted to ensure that calculations are correct. Staff have not heard back from Woda Cooper about this discrepancy. Given the timing, members agreed it is important to move forward now given that rent is capped by MSHDA for all LIHTC projects.</p>			



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Hattie moved to provide a letter of support for Woda Cooper’s Bradley Commons LIHTC project. Second provided by Adrienne. In favor: 12, Opposed: 0. Motion passes.

Tom moved that CoC provide a letter of support for Woda Cooper’s Stockbridge Landing LIHTC project. Hattie seconded. In favor: 12, Opposed: 0. Motion passes.

Tom moved to provide a letter of support for Woda Cooper’s Breton Grove LIHTC project. Adrienne seconded. In favor: 12, Opposed: 0. Motion passes.

Hattie moved to provide letter of support for both phases of Hope Network’s Eastpointe Commons LIHTC project. Tom seconded. Last month, the project team shared that there are submitting 2 separate LIHTC applications as the project is in phases. They may need 2 distinct letters. Motion amended to provide for two letters of support, one for each phase of the project. **In favor: 12, Opposed: 0, Abstentions: 1 (Susan Cervantes due to conflict of interest) Motion passes.**

Action Items	Person Responsible	Deadline

MSHDA ESG-CV2 Prioritization

Discussion

Courtney noted that the community’s allocation has funding requirements from MSHDA - 35% of funds must go to RRH and 25% to prevention. If funding is allocated to emergency shelter, the amount is capped at 25%. Funding must also cover one Housing Navigator and one Housing Resource Specialist position. She recommends that Housing Navigator position is housed at the HARA and that prevention funds go to the HARA as the community has been working to implement a coordinated process for prevention funding. Staff recently released a survey to community members asking for suggestions for prioritizing this funding. Many of the responses were in support of the need for additional prevention and emergency shelter resources. If Steering decided to allocate funds to the maximum amount allowable for emergency shelter, \$57,127 would remain in the allocation. Based on the survey and need, Courtney suggested this amount be directed towards prevention.

Cheryl noted that Data Analysis Committee recently reviewed reports and saw a significant decrease in the number households served by prevention, indicating that prevention should be prioritized. In addition, reports showed that numbers are increasing in family and individual spaces, indicating the importance of emergency shelter.

Conversation around how to select sub-recipients for these funds. The CoC could go through an RFP process or allocate funds directly.

Victoria moved to support staff recommendation for ESG-CV2 prioritization – to issue an RFP for the minimum RRH and maximum emergency shelter amounts with the remaining funds allocated to the HARA for prevention and the Housing Navigator position. Karen seconded. In favor: 12, Opposed: 0, Abstentions: 1 (Cathy LaPorte due to conflict of interest). Motion passes.



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Action Items	Person Responsible	Deadline
Strategic Planning Next Steps		
Discussion		
<p>The CoC has secured a strategic planning consultant. Staff will be meeting next week to discuss next steps. Anticipate communication from Mission Matters and staff will be released in early 2021.</p> <p>At Executive, the group discussed timeline and responsible entities for interim strategic priorities and goals. Committees have been working on moving forward with action steps.</p> <p>Staff will be applying to Non-Profit Technical Assistance (NPTA) for up to \$10,000 to supplement where had to make changes in budget to support strategic planning. Conversations of moving admin time 1.0FTE have been tabled for now. In addition, professional development, community inclusion, and parking expenses have been decreased as well. Community inclusion funds are sufficient to include those with lived experience in strategic planning. There is an opportunity to seek additional funding to support adjusted areas.</p>		
Action Items	Person Responsible	Deadline
General CoC Updates		
Discussion		
<p><u>Planning for Winter</u></p> <p>In looking at projections, Courtney noted concern that there may be increases in numbers in January and February. Data is showing longer lengths of stay in all programs and fewer exits than in the past. The pilot count at the end of September identified 156 individuals staying outside. Current Mel Trotter capacity is 430 and Degage is 40 when a typical PIT Count reflects around 600 single adults staying in shelter in January.</p> <p>Cheryl noted that at Family Promise, they are not seeing the drop in number that would typically see during the holiday season. Adrienne noted that they have not yet seen shelter numbers reaching capacity, likely due to warmer than normal weather. They identified an overflow shelter location at the Purple East building for the next 6 months. The first floor will operate as overflow warming space.</p> <p>Warming centers are still an area of need since many spaces are not open or available for warming this winter. We are beginning to move into colder weather that we did not have at the onset of the pandemic. Members feel that it would be important to ensure that general public has information around which locations are available for warming centers. Staff will develop and share widely.</p>		
<p><u>Eviction Diversion Program Update</u></p> <p>Funding is available through the state and Kent County. Funding through the state is slated to be spent down by the end of December. Kent County funding has to be spent by the end of the month as well. Salvation Army has limited staff capacity, so other CoC agencies have stepped up to provide temporary case management supports so funding can stay in the community and provide housing</p>		



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support to community members. There have been conversations in the community around how much funding would be needed to support a coordinated prevention system. Staff will continue these conversations and will work to bring something to funders group. Cathy noted that the cohort for MSHDA EDP project have been meeting weekly and are interested in keeping momentum going moving into 2021.

Mel Trotter is hearing that the City of Grand Rapids plans to stop allowing folks to camp in Heartside after the overflow shelter is open. They have developed flyer with FAQs around staying in shelter and will begin engaging with folks. Attendees noted concern as cleaning or sweeping encampments goes against recommendations from HUD, CDC, other agencies in the country as it displaces folks and can potentially increase spread of COVID.

PIT Count

Outreach workgroup moving forward with planning for January PIT Count. They will resume weekly planning sessions and utilize same planning process as used previously. They anticipate asking for the HOT Team to support planning efforts. HUD guidance allows the unsheltered count to be modified to limit face-to-face exposure. The teams will be deliberate in ensuring there is not duplication of those staying in emergency shelter and in identifying locations/quadrants throughout the City. Next outreach meeting on Tuesday, 15th. If you are interested in assisting with the count, please connect with Brianne (brobach@hwmuw.org)

Action Items	Person Responsible	Deadline
Develop and share warming center information	Brianne Robach	

Ad-hoc MOU And Staffing Review Update

Discussion

Fiduciary MOU

The ad-hoc group felt that this document was ready to bring to Steering for approval. The majority of conversation and suggest changes from the ad-hoc were around the employer of record section.

Tom moved to approve revised language in MOU between CoC and Heart of West Michigan United Way. Hattie supported. In favor: 12, Opposed: 0. Motion passes.

Job Descriptions

These were reviewed and staff are ensuring that duties from HUD are encompassed. They will be sent to Steering as informational items. The CoC director position will include ensuring compliance with 24CFR.

Action Items	Person Responsible	Deadline
Provide job descriptions to Steering to view	CoC staff	

Community Solutions Built for Zero

Discussion

Community Solutions Built for Zero (link: [Built For Zero - Community Solutions](#)) is an opportunity that provide extensive TA and support for communities to reach functional zero, beginning with veterans and chronic populations and then expanding to other populations. The Chamber of Commerce and



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City of Grand Rapids are offering support and continued investment to this 3 year commitment. The next cohort begins in March, so staff are hoping to bring this to the full CoC as a presentation next week to discuss and make a decision.

Conversation around how this connects with the Housing Stability Alliance. Staff have been working to connect with the HSA Steering Committee to learn their next steps. They hope the HSA group would be interested in being involved with this work. Courtney will provide slides with more information to Steering prior to CoC meeting. Think that part would be revamping committee work to fit into these roles,

Action Items	Person Responsible	Deadline

Updated Documents

Discussion

Documents with suggested changes were provided in the agenda packet.

- LIHTC – updated to include an ask for occupancy information
- Meeting Guidance – clarifies verbal versus chat voting
- Committee Expectation – updated guidance on roster and attendance.

Karen moved to adopt all documents with presented suggested changes. Victoria seconded. In favor: 14, Opposed: 0, Motion passes.

Action Items	Person Responsible	Deadline

Other Matters from Steering Council members

Discussion

Victoria asked to continue the conversation around a sweep in Heartside Park. She shared that the StreetReach team has been going into the park and is working with those staying there to provide supports and connections to resources. Conversation around recent communications regarding a sweep/clean-up, CoC staff and the outreach workgroup were not looped into this conversation. It seems that the City of Grand Rapids has planned to sweep for tents once the overflow shelter is open. Attendees expressed concern that will only serve to displace folks further. Work is being done to increase access to shelter, but it is also important to respect individual choice.

Tammy Britton, with the City of Grand Rapids, joined the call and indicated that when new shelter capacity is available, more time will be spent enforcing no camping in Heartside Park. Tammy will continue to communicate to CoC staff whenever the City will be posting for a sweep.

Conversation around whether the CoC should prepare a statement on best practice information. Victoria expressed support and noted that a statement like this would be supportive for outreach teams on the ground. Cheryl suggested the need for further conversation around the HOT Team structure.



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City of Wyoming: Becky shared that recommendations for their Master Plan will be presented at a Planning Commission meeting on Tuesday. Recommendations around housing policy include increasing housing density and LIHTC projects. They anticipate lengthy discussion by the planning commission encourage community participation. Folks can submit comments ahead of time or during the meeting.

Grand Rapids Housing Commission – Hattie shared that they recently signed an MOU with various partners for Foster Youth to Independence voucher program. This program is for youth ages 18-24 who were in foster care programs. It provides section 8 vouchers to youth. Partners include WMPC, Kent County, DHHS, and others.

Full CoC meeting next week on December 18th. Steering Council elections will be held during the meeting with nominations accepted from the floor.

Executive Committee elections will happen at the January Steering Committee meeting.

Public Comment on Any Item	
Discussion	
None.	
Adjourn	
Motion by:	Tom Cottrell
Support from:	Victoria Sluga