



Steering Council Meeting Agenda
April 16, 2021 □ 8:30 – 10:30 am □ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of March 19, 2021 Minutes*
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: Shelter Counts Emergency Shelter Counts Before and During COVID-19
 - f. Strategic Planning Update - *moved from a standing agenda item to the consent agenda*
6. Petitions and Communications
7. New Steering Member Introduction
8. General CoC Updates
 - a. Coordinated Entry Policy Implementation
9. MSHDA CERA Funds
10. Strategic Priorities and Goals - *standing item to update progress*
11. Any other matters by Steering Committee Member(s)
12. Public Comment on Any Matter (Limit 3 minutes ea.)
13. Adjournment

Next meeting: Friday, May 21st, 2021, 8:30 – 10:30am

* denotes potential action item



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

March 19, 2021

8:30-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<p><u>Steering members present:</u> Tom Cottrell, Rebecca Rynbrandt, Casey Gordon, Hattie Tinney, Karen Tjapkes, Heather Bunting, Scott Orr, Erin Banchoff, Cheryl Schuch, Susan Cervantes, Alonda Trammell, Adrienne Goodstal, Lauren VanKeulen, Melissa Barnes, Cathy LaPorte (late)</p> <p><u>Steering members absent with notification:</u> Elizabeth Stoddard, Victoria Sluga, Amanda Tarantowski</p> <p><u>Steering members absent without notification:</u></p> <p><u>Community Members:</u> Michelle VanDyke (HWMUW), Paul Lobsiger (Hope Network), Stacey Vos (Bethany), Tammy Britton (City of Grand Rapids), Wende Randall (ENTF), Eric and Alex (Grand Rapids HOT), Lindsey Reames (Grand Rapids Housing Commission)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach</p>		
Time Convened:	8:34	Time Adjourned:	10:25

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Cheryl Schuch
Discussion			
Amendments	Pull ESG report from consent agenda		
Conclusion	All in favor, motion passes.		
Approval of Minutes		February 19, 2021	
Motion by:	Tom Cottrell	Support from:	Cheryl Schuch
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
Approval of Consent Agenda			
Motion by:	Casey Gordon	Support from:	Adrienne Goodstal
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion	None.		
<u>ESG Report</u>			
Susan indicated that KCCA receives ESG funds, but they are not included on the report. Staff and municipalities to discuss adding MSHDA ESG and City ESG funds to the report. A more comprehensive document would help give a clear picture of homeless funding strategies throughout the community.			
Action Items		Person Responsible	Deadline



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Discuss updating ESG report to include all ESG sources	CoC Staff, Susan, Erin	
General CoC Updates		
Discussion		
<p><u>Built for Zero Update</u> Staff are excited about this opportunity for the community and feel that it will align nicely with current committee work and initiatives. Costs are being covered to participate in the cohort by GR Chamber member. The services agreement is not yet available but will be signed and shared with Steering once it is.</p> <p>There are onboarding meetings on March 23rd, April 13th, or April 20th for anyone who is interested in attending. The links to register will be shared via email. The entire group does not all need to participate at the same time, but Courtney plans to attend the April 20th meeting.</p>		
Action Items	Person Responsible	Deadline
Funding Updates		
Discussion		
<p><u>MSHDA CERA Funds</u> Grant agreements were recently sent out to partners. The community is not ready to implement the program yet. MSHDA is developing a platform for applications that will not be ready until the end of March and agencies are in the process of hiring a substantial number of case workers. In the interim, limited prevention funds are currently available through multiple funding sources. Salvation Army and KCCA will be hiring departments of case workers. Community-based case workers will be available onsite at the Hispanic Center and the Source to serve the Hispanic community.</p> <p>Staff have been developing an outreach plan in collaboration with United Way and community members. A Google drive is available and will be updated with marketing materials and information for community organizations. Staff plan to provide regular updates to community partners throughout the process. Suggestion for intentional outreach outside of typical connection points.</p> <p>(Cathy LaPorte joined the meeting)</p>		
Action Items	Person Responsible	Deadline
CoC Statement on Encampments		
Discussion		
<p>Executive Committee and staff have been working to develop a statement so the CoC can easily identify how we operate regarding encampments and unsheltered homelessness. A final draft was shared with the group ahead of the meeting.</p> <p>Conversation around the section focusing on interaction municipalities. Rebecca indicated that the statement seems to have multiple focuses and as such feels unclear. She suggested a frame of how the CoC can be a resource for local municipalities and ensuring that are municipalities are aware of</p>		



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opportunities for partnership. Separate documents may be helpful, one with the process in connecting with municipalities and one that is a statement around encampments

Lauren encouraged remembered the original goal of addressing concerns around growing encampments in the area. Tom stressed the importance of continuing to center those who sleep outside as this document evolves.

A group including service providers and municipality representatives can work on editing and updating this document. **Becky moved to defer this statement to the May Steering Council meeting. Tom second.** This will allow conversations with community partners to take place in April. Staff to send Doodle poll to coordinate first meeting. If you are interested, connect with staff. **All in favor, motion passes.**

Action Items	Person Responsible	Deadline
Schedule encampment statement meeting in early April	CoC staff	
Place encampment statement on May agenda	CoC staff/CoC chair	

Budget Approval

Discussion

Last month, the group discussed strategies for securing match for the upcoming year. The plan for match is still being finalized, but Courtney has found that we can likely use Built for Zero funds as match since the work will be done through FY2021. AYA has also offered match to support action board facilitation. If needed, Steering Council member may be asked to track their time. In addition, Courtney plans to connect with Community Rebuilders around match in the form of action board facilitation. The RFP for Kent County CDBG was recently released and could be used as match.

Courtney overviewed the FY2021 budget. The group also discussed the budget last month. Major changes from this year's budget include a significant amount of funding for strategic plan implementation, the Associate and HMIS Support position as 1 FTE. The grant passthrough needs to be updated to include additional ESG-CV funds.

The budget has to be approved by United Way's Finance Committee soon. Conversation around best next steps. **Casey moved to approve the FY2022 budget as presented with the right to amend within 60 days and a plan to review in April, and to accept staff's final recommendation for meeting match requirements. Tom second.** Suggestion that staff develop a process for Steering and committee members to begin documenting time to support match. This could also be used to highlight community time spent in collaboration for various applications. **All in favor, motion passes.**

Action Items	Person Responsible	Deadline
Include budget on April Steering agenda	CoC staff/CoC chair	

HMIS Vendor and System Performance Measures

Discussion

Data Analysis Committee reviewed System Performance Measures (SPMs) last week and expressed major concerns with report. They recommend that the CoC leadership arrange a meeting with



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MSHDA to discuss vendor concerns. Daniel explained that our HMIS vendor, WellSky, recently indicated that there was an issue with the data quality in one of their reports used for reporting the system performance measures. This calls into question the quality of how vendor pulls data and the accuracy of these measures. There was also a vendor issue that impacted the timing of the submission of the community's LSA data.

Courtney expressed concern that vendor issues are potentially producing inaccurate data when there has been work to build confidence in our system's data and different data sets over the past few year. It is also concerning that the SPMs are reported to HUD. She will be reaching out to other communities in the state to hear from them as well.

HMIS governance has been an ongoing conversation. Daniel shared that a group had previously reached out to MSHDA around the CoC being involved with HMIS state-wide governance. Currently, our CoC is unable to provide oversight of statewide HMIS and the state's HMIS vendor. Cheryl indicated that HMIS governance and data policy is extremely important to understand as a CoC.

Conversation around potential next steps if concerns are not addressed following conversation with MSHDA. There is the possibility of applying for an HMIS expansion grant to implement another system, though staff do not recommend this at this point. The CoC would have to decide whether to apply for an HMIS Expansion grant prior to the next Program Competition, so likely by this summer.

CoC leadership will request a meeting with MSHDA and MCAH soon. Likely, a meeting would take place mid-April.

(Tom Cottrell left during this conversation)

Action Items	Person Responsible	Deadline
Request meeting with MSHDA and MCAH re: HMIS governance and vendor concerns	CoC staff	

Steering Council Member Responsibilities

Discussion

Per the CoC's governance charter, Steering Council members are required to be an active member on at least one CoC committee. In addition, members should attend at least 75% of meetings. This is to help ensure Steering has quorum needed to make decisions that impact community members.

Suggestion to consider making Finance Committee an official committee listed in the charter. This would help retain institutional knowledge.

Action Items	Person Responsible	Deadline

Strategic Priorities and Goals

Discussion

This is a standing agenda item to ensure progress is being made toward these goals. Many committees also review the goals on a regular basis. Courtney provided an overview of progress. Data



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Analysis will be requesting project level data to better understand disparities in outcomes of our system. Cheryl suggested considering disaggregation by populations served as well as race and ethnicity. Some funding sources are geared towards specific populations which may be resources less available for certain households.

For outreach to landlords, staff discussed coordinating with staff at community organizations who work directly with landlords. Anticipate meeting beginning in April.

Action Items	Person Responsible	Deadline

Strategic Planning Update

Discussion

Strategic planning consultants will likely be connecting with Steering Council members to schedule an interview. Interviews will likely continue throughout the process. The planning group has begun to meet and will continue to receive process updates, review plan iterations, and discuss next steps.

There is a survey for all who have engaged with the CoC. Please complete this survey and share with others in your organization, especially leadership and those directly involved with the CoC.

If you have thoughts or concerns or suggestions for the process, connect with Courtney.

Action Items	Person Responsible	Deadline

Other Matters from Steering Council members

Discussion

Hattie shared that the Housing Commission has received an allocation of vouchers for folks with disabilities. She will share referral information to be included in the CoC's newsletter.

Susan encouraged folks to apply for CDBG funds if you have a project related to community services. In addition, there is a vaccine clinic at Cesar Chavez elementary tomorrow. Agencies can help support registration for neighbors.

Tom thanked staff for updating the shelter count document and highlighting different events as it is very helpful in increasing understanding. Cheryl indicated that the data report for families shows when the system hits ceilings in capacity. She shared that 80 units in the winter to over 100 units in the summer are needed to meet demand and there are only 41 units available in non-COVID times and suggested that this is a continued topic of conversation.

Public Comment on Any Item

Discussion

None.

Adjourn

Motion by:	Cheryl Schuch	Support from:	Susan Cervantes
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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



Grand Rapids/Wyoming/Kent County CoC – MI 506 Steering Council Committee Reporting – April 2021

Coordinated Entry Committee –

The Coordinated Entry Committee has met twice since the last Board Report, (the April meeting was rescheduled to a later date). The February meeting was a follow-up meeting with guests from Washtenaw County based on the FUSE (Frequent User System Engagement) discussed by the CE Committee in January. Avalon Housing and Washtenaw County have been working with their local FUSE project and utilizing multidisciplinary case conferencing. Our CE's team goal was to learn from their experience as we begin to design our own integrated approach addressing homelessness with single adults and youth. Critical to the process includes:

- Use of by-name lists to keep consumer needs salient
- Keeping the distinction between policy/procedure issues and specific individual solutions conversations
- Ensuring that the correct people are at the table (those that can take action and know the consumers)
- Agreements to keep the conversations focused on solutions and grounded in values
- Have patience with the process, as it can take months to evolve into what works in our community---described to us as “failing forward”

The March meeting was focused on determining the next steps for our local community regarding the initiation of case conferencing. We note that the Veterans group has a model that is very effective for them. We are also aware that the Built for Zero initiative may help to shape our process.

The use of the Community Housing Connect screening tool and engagement of Solutions Specialist has been in place for several weeks now. There still need to be some tweaks to the overnight response, but generally households seem to be connected quickly to Solution Specialists, with at least some resource provided. We still need to evaluate the process from the consumer side, taking into account their level of satisfaction, and consider capacity of the system as currently designed to move to serving individuals and integrating outreach.

The utility of the VI-SPADT was also discussed, as the local prioritization tool. There is general agreement that it is not desired or particularly meaningful or useful, but it does remain the tool of choice for MSHDA and remains a requirement for funding.

Data Quality Committee –

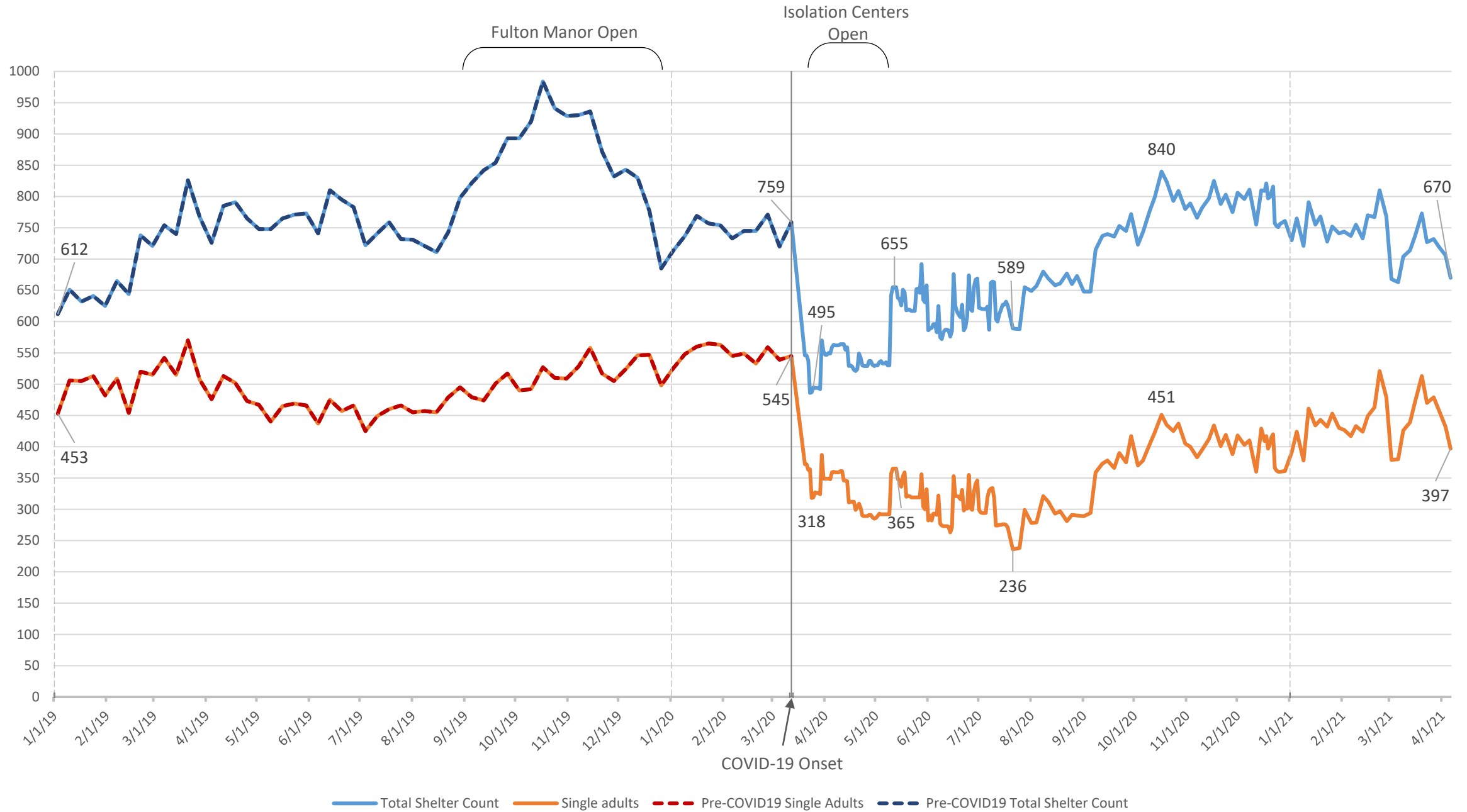
Over the past months, Daniel Gore, HMIS Administrator has used Basecamp to keep the committee abreast of HMIS-related issues and report submissions.

Youth Action Board –

Not currently meeting due to COVID-19

Emergency Shelter Counts Comparison: Before and During COVID-19

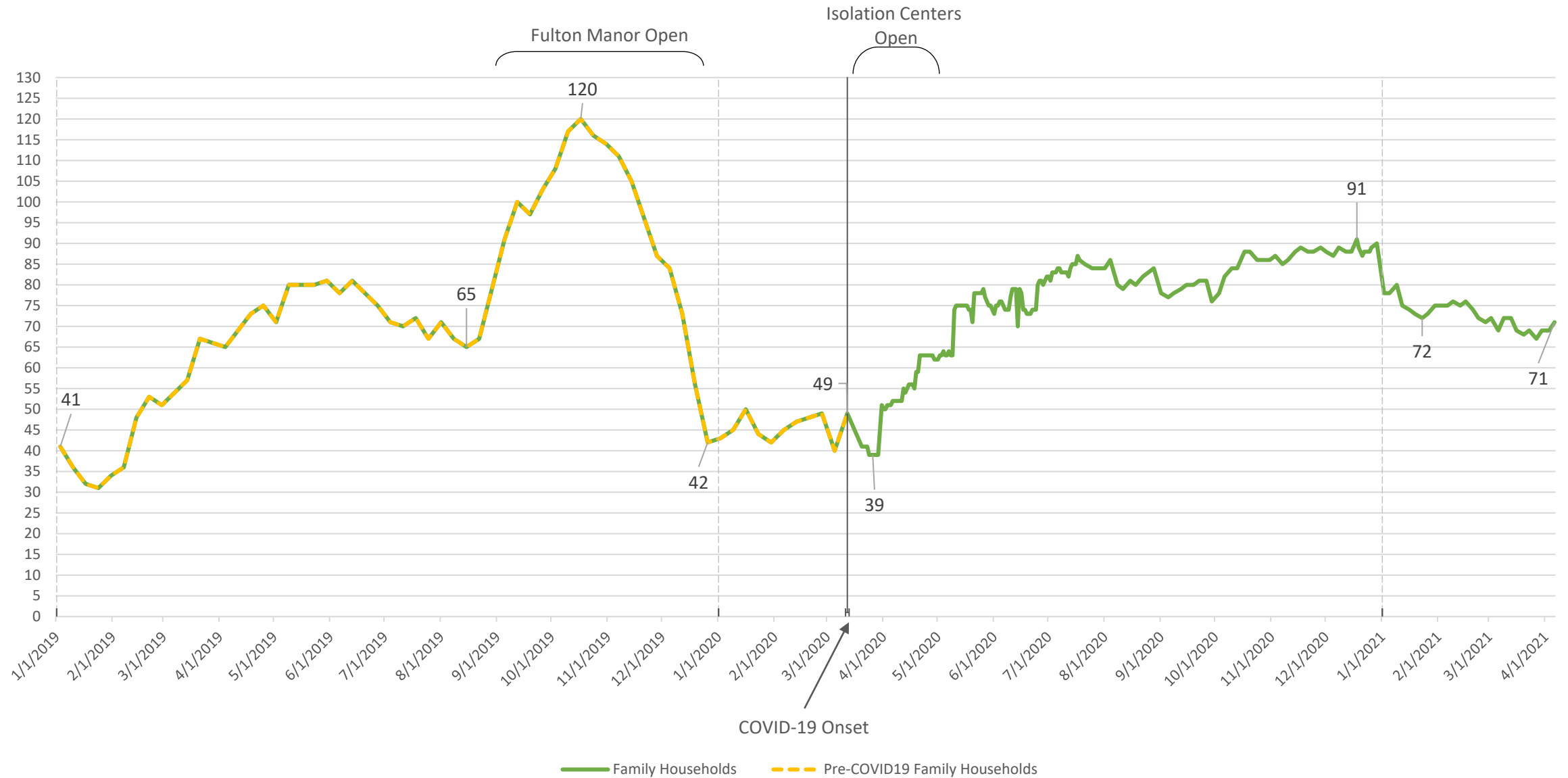
Number of individuals in emergency shelter – 1/1/2019 to 4/6/2021



¹All emergency shelter data pulled from Kent County's Homeless Management Information System (HMIS).
²Data does not include currently information from organizations who do not use HMIS, staff continue to work to include this data.

Emergency Shelter Counts Comparison: Before and During COVID-19

Number of family households in emergency shelter – 1/1/2019 to 4/6/2021



¹All emergency shelter data pulled from Kent County's Homeless Management Information System (HMIS).
²Data does not include currently information from organizations who do not use HMIS, staff continue to work to include this data.



Grand Rapids/Wyoming/Kent County CoC-MI506 Strategic Planning Update – April 2021

Strategic Planning Update

Over the past few months, Mission Matters Group has been engaged with the Discovery phase of the process, conducting several interviews and reviewing responses to the stakeholder survey. Through the interviews and surveys, the team has begun to identify shared beliefs and ideas, common issues, a mission, and long-term outcomes. Mission Matters has also started to draft the core functions that are important for the CoC to function effectively as a convening and coordinating entity.

Starting this week, the Mission Matters team will be meeting weekly with the Planning Committee to review iterative drafts of a plan. The consultants will also be in attendance at the April 29th CoC general membership meeting to provide a progress update and get feedback from CoC and community members.



Grand Rapids/Wyoming/Kent County CoC-MI506
Strategic Priorities and Goals Update – April 2021

Q1 & Q2 2021 Action Areas

Action Area	Updates (if applicable)
Coordinate review of disaggregated data with Data Analysis Committee.	Data Analysis Committee will review 2020 data at their meeting on 4/15
Outreach campaign to private landlords regarding program participation, forms of rental housing assistance, Housing Choice Vouchers, etc.	CoC staff to coordinate with staff at community organizations who work directly with outreach to landlords.
Perform a gaps analysis to identify where additional resources are needed	Will start towards end of Q1 and will focus on current funding as well as anticipated gaps in the longer-term.
Utilize Coordinated Entry for prevention resources (carries over from Q1)	Ongoing - CoC and HAP staff working closely with organizations that provide preventions funds to encourage utilization of CE system.

Q3 2021 Action Areas

Action Area	Updates (if applicable)
Test recommended strategies to decrease disparate outcomes	Not yet started

Ongoing Efforts

Action Area	Updates (if applicable)
Use data in meaningful way to identify disparities	
Coordinate with organizations not receiving CoC funds and/or not currently engaged	Will be discussed during the strategic planning process.
Strategic pairing of an appropriate housing resource at the time of crisis bed intervention	Ongoing
Process established to share available resources and made publicly available (i.e. public google doc/resource dashboard made available)	Solutions Specialists are using a shared Google sheet to view available resources and make referrals.
Collaborate with the Housing Stability Alliance to identify root causes of racial disparities in the system	TBD
Prioritize the mitigation of root causes of racial disparities into the upcoming strategic planning process	Will continue to be included in the strategic planning conversations.



Grand Rapids/Wyoming/Kent County CoC-MI506
Strategic Priorities and Goals Update – April 2021

Completed Efforts

Action Area	Updates
Updated Coordinated Entry Policy adopted by Steering Council	Adopted on October 16 th , 2020
Increase staff/capacity for individualized assessment and case management and/or increase support for those experiencing unsheltered homelessness	MSHDA ESG-CV & CV2 provide funds specifically to increase staffing for case management.
Coordinated approach for consumers to access prevention resources established	Solutions Specialists are using a shared Google sheet to view available prevention resources and make referrals. CERA fund applications will follow a standardized process.
Increase transparency around available housing resources and eligibility criteria	HAP staff developed sheets with eligibility requirements and required documentation for all PSH, RRH, and prevention resources. Documents are posted on the CoC website.