



STEERING COUNCIL MEETING MINUTES

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



STEERING COUNCIL MEETING MINUTES

March 19, 2021

8:30-10:30

Discuss updating ESG report to include all ESG sources	CoC Staff, Susan, Erin	
General CoC Updates		
Discussion		
<u>Built for Zero Update</u>		
<p>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		
<u>MSHDA CERA Funds</u>		
<p>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>		



STEERING COUNCIL MEETING MINUTES

March 19, 2021

8:30-10:30

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	

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.



STEERING COUNCIL MEETING MINUTES

March 19, 2021

8:30-10:30

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		
<p>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 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.</p> <p>For outreach to landlords, staff discussed coordinating with staff at community organizations who work directly with landlords. Anticipate meeting beginning in April.</p>		
Action Items	Person Responsible	Deadline
Strategic Planning Update		
Discussion		
<p>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.</p> <p>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.</p> <p>If you have thoughts or concerns or suggestions for the process, connect with Courtney.</p>		
Action Items	Person Responsible	Deadline
Other Matters from Steering Council members		
Discussion		
<p>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.</p> <p>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.</p> <p>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</p>		



STEERING COUNCIL MEETING MINUTES

March 19, 2021

8:30-10:30

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.

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 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	

Public Comment on Any Item

Discussion

None.

Adjourn

Motion by: Cheryl Schuch

Support from: Susan Cervantes