



## EXECUTIVE COMMITTEE MEETING MEETING MINUTES

March 1, 2021

2:00-3:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	Erin Banchoff, Karen Tjapkes, Adrienne Goodstal, Elizabeth Stoddard, Lauren VanKeulen <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach <u>Community Members:</u> Wende Randall		
Time Convened:	2:02	Time Adjourned:	3:47

Approval of Agenda		March 1, 2021	
Motion by:	Elizabeth Stoddard	Support from:	Adrienne Goodstal
Discussion	HMIS Vendor Discussion was listed as an action item from last month. Conversation around whether this is the best time to discuss given the CERA fund roll out at the state-level. Staff will circle back with Daniel re: feedback from providers.		
Amendments	Add HMIS Vendor Discussion as item 10a at the end		
Conclusion	All in favor, motion passes		

Approval of Minutes		February 5, 2021	
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard
Discussion			
Amendments	Amend the Built for Zero section to clarify the conversation and next steps		
Conclusion	All in favor, motion passes		

General CoC Updates	
Discussion	
<p><b>Built for Zero Next Steps:</b> There was a meeting with the Built for Zero (BFO) team last week Friday. Our CoC will be participating in the spring co-hort. The GR Chamber will pay the participation fee. BFO staff will plan to attend an upcoming CoC meeting to share more about their process. There are information sessions in March which are open for anyone. Dates will be shared with Steering Council and the full CoC. Adrienne found it interesting that BFO staff recommended that there is not a separate staff member coordinating this project to help ensure that the work is integrated. Courtney indicated that it would make sense to wait until after strategic planning to determine staffing. At that point, the CoC may need additional staff if to take on additional projects identified in strategic planning. BFO could be done alongside CSH TA if strong coordination was in place.</p> <p>Next steps: United Way or the CoC will sign the participation agreement once available.</p>	

Action Items	Person Responsible	Deadline

CoC Position Statement on Encampments	
Discussion	
<p>The goal is to have this statement approved by Steering Council at this month's meeting, especially as clean-ups are anticipated this spring. Courtney has been connecting with Tammy Britton at the City of Grand Rapids to create a process to ensure connections are made with outreach staff when the City decides clearing an encampment is necessary. They also had a preliminary discussion around creating a by-name list of unsheltered individuals. Adrienne noted there would likely be cross-over with a</p>	



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chronic by-name list which has also been discussed recently. Coordination between the two lists, if created, would be important.

Executive members made edits to the statement. Courtney will incorporate this week and send back to the group for review.

Action Items	Person Responsible	Deadline
Incorporate suggested edits and provide for review	Courtney	Prior to Steering

### Funding Updates

#### Discussion

#### CERA Funds

The appropriation passed through the state Senate with the full amount of admin funds and around 1/3 of program funds. It is scheduled to go to the state House tomorrow for a vote. MSHDA has indicated that grant agreements will be available about one week after the bill is signed by the governor. Courtney provided an update around planning to administer these funds. KCCA and TSA will each be bringing on new departments. KCCA expects to have 80% of staff in place by 4/1. TSA has posted positions but has not given an anticipated hire date. Agreements will need to be in place between the fiduciary and sub-grantees before funds can move into the community. United Way's Finance Dept. is currently drafting MOUs and developing checklists for monitoring.

Courtney has had conversations with local private funders who want to see funds go out as soon as possible. However, there seems to be a misunderstanding in that it is not feasible for providers to shift staff to this effort for the short-term without creating gaps in responding to those currently experiencing homelessness. She is working to generate solutions. There is a MSHDA webinar tomorrow which should give a clearer idea of expectations. One solution may be asking providers to support efforts for a specific short-term timeframe as the funds roll-out.

Karen reflected that one difficulty with the Eviction Diversion Program was that it was staffed with already existing staff. All members agree that community agencies are already at capacity and that multiple partners and unclear processes will increase difficulty in both coordination and access. Courtney indicated that in initial planning meetings, the group collectively determined that pulling in existing staff was not the best option for this large amount of funds. Members also stressed the importance of keeping current staff in place as well as developing solid processes so things run smoothly.

Conversation around strategies to clear up misunderstanding and support current planning efforts. It seems that increasing understanding of the process that the community will be using and why it was chosen would be most important. MSHDA has been specific about the process and structure for these funds, but many may not be aware of this. Folks from the Housing Stability Alliance have also expressed interest in providing support to get funds out into the community. Wende suggested a proactive communication, perhaps jointly from the CoC and HSA, around what the anticipated process looks like to increase awareness. Executive Committee members offered to provide additional support in conversations if needed.



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<b>Housing Stability Alliance</b>		
Discussion		
<p>KConnect recently provided an update on the Housing Stability Alliance (HSA). They are working on incorporating a 501(c)3 and then will identify a board and staff members. Elizabeth suggested asking KConnect or HSA staff to present an update to Steering at an upcoming meeting. It is unclear how the HSA sees the CoC as fitting in with their work. However, the CoC has often been asked about our role in the HSA since it formed.</p> <p>Lauren wondered how this topic ties into adjacent perception of the CoC. She wondered whether the CoC should discuss proactive communication across the community to highlight what the CoC does and has done in ensuring services are delivered effectively. Karen and Courtney do a Rapid Growth interview?</p>		
Action Items	Person Responsible	Deadline
Request an HSA Update for an upcoming Steering meeting	CoC Staff	April or May
<b>Strategic Planning: Next Steps</b>		
Discussion		
<p>This is a standing agenda item to discuss progress in planning. For messaging, Elizabeth suggested that clear messaging of the scope, mission, and vision of the CoC from strategic planning could highlight our direct impact area, as well as desire to collaborate outside of impact areas.</p> <p>Regarding the above conversation, Erin suggested that someone linked to the HSA to have a voice in the planning process. Courtney recommended that the consultants talk with Sal and Mark to inform process. Lee Nelson Weber has been involved with HSA and is on the planning committee. Courtney is also inviting Eric Brown from LINC to the planning committee.</p> <p>Courtney shared that a CoC member expressed concerns because Mission Matters Group's website mentions God as a reason that they formed and wondered how the CoC is paying for consultant with a faith-based mission. However, Mission Matters Group is not a faith-based organization and all proper procurement processes were followed with consultant selection, however it is concerning and disappointing that some may be trying to undermine the process.</p>		
Action Items	Person Responsible	Deadline
<b>Strategic Priorities Update</b>		
Discussion		
<p>One action area that needs to be completed is increasing landlord engagement. Courtney will be connecting with TSA as they have a position that was required through MSHDA ESG funding for someone dedicated to landlord engagement. Additional suggestions: engaging at the City of Wyoming landlord training each year, engage landlords with CERA messaging, connect with RPOA and GRHC around voucher use.</p>		



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<p>Wende and Adrienne discussed a webinar around source of income protections to increasing understanding and share advocacy opportunities.</p> <p>Conversation around developing housing policy committee of CoC to engage with available advocacy opportunities. Executive can discuss this topic in April. It may make sense to hold off on creating such a group before strategic planning is complete.</p>		
Action Items	Person Responsible	Deadline
<b>Plan to Replace Steering Council Member</b>		
Discussion		
Staff shared a call for potential members in last week's newsletter. They will keep Executive Committee updated if anyone expresses interest.		
Action Items	Person Responsible	Deadline
<b>Match Funds</b>		
Discussion		
Staff will be convening Finance Committee before Steering Council to look at different budget scenarios for further conversation at Steering.		
<p><u>HMIS Vendor Discussion</u></p> <p>Courtney recommended waiting on this governance conversation until CERA funds have been released. However, it is important to keep on radar. Daniel recently notified staff that the HMIS vendor has been pulling length of time data from the system incorrectly for the past 5 years. He is in the process of updating FY2019 SPMs for this measure, however, it is concerning that data reported to the community has been incorrect, especially as the CoC has been working to message that data quality has increase significantly over the past few years.</p> <p>Conversation around the timing to continue these conversations. Issues have mostly been systems level so waiting should not impact current projects. Staff will circle back to Daniel and get his perspective on when to place this on the agenda. If appropriate, Courtney can ask MSHDA to schedule a meeting mid-April or beginning of May.</p>		
Action Items	Person Responsible	Deadline
Connect with Daniel re: HMIS vendor	CoC staff	
<b>March Steering Council Meeting Agenda</b>		
Discussion		
<ul style="list-style-type: none"> <li>- Statement on Encampments – for approval</li> <li>- Housing Stability Alliance Update? – invite to April or May after staff is in place</li> <li>- Reminder that Steering members must serve on a committee</li> </ul>		
<b>Adjourn</b>		
Motion by:	Elizabeth Stoddard	Support from: Lauren VanKeulen