



EXECUTIVE COMMITTEE MEETING MEETING MINUTES

June 7, 2021

2:00-3:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Executive Committee members:</u> 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:	2:04	Time Adjourned:	3:41

Approval of Agenda		June 7, 2021	
Motion by:	Adrienne Goodstal	Support from:	Elizabeth Stoddard
Discussion			
Amendments	Add June Steering Council Meeting Date and Time (#11a) Add CoC Committee Meeting Guidelines (#11b)		
Conclusion	All in favor, motion passes		

Approval of Minutes		May 3, 2021	
Motion by:	Lauren VanKeulen	Support from:	Adrienne Goodstal
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		

Isolation		
Discussion		
<p>Mel Trotter has received approval that Kent County will be able to financially support an isolation location through September. Per the agreement, there will be a meeting with shelter provider leadership, the CoC Director, County Commission, and Health Department to discuss roles and responsibilities around isolation moving forward which will occur by the end of July. Shelter providers will also share the strategies that they have in place to prevent the spread of any communicable disease.</p>		

Action Items	Person Responsible	Deadline

Emergency Housing Vouchers		
Discussion		

Kent County will be receiving 100 Emergency Housing Vouchers (EHV) from MSHDA and Grand Rapids Housing Commission (GRHC) allocations combined. There have been conversations around prioritization and service providers engagement. MSHDA is providing funding for service providers to fulfill partnering providers roles and GRHC indicated that they will consider using services fee to compensate partnering service providers. GRHC will accept referrals through Coordinated Entry (CE) following PSH prioritization guidelines set in the policies. MSHDA will be using the Homeless Preference List (HPL) which is not dynamically prioritized. Courtney has reached out to MSHDA to see if this is a possibility. Prioritizing those experiencing chronic homelessness will likely help increase flow through to other resources for households in need.

With the EHV, HCVs, and Mainstream Vouchers, about 300 permanent housing vouchers will be available to the community in the next few months. It will coordination and preparation to ensure



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households submit complete applications. Moving forward, Courtney noted that better conversation and coordination with voucher providers will help to ensure resources are fully utilized.

Courtney will be meeting with service providers potentially interested in assisting with housing search and applications and providing financial assistance. She noted that the tight timeline required by MSHDA for selecting a service provider limits the opportunity to connect with other community agencies. It is difficult to know how this may be structured from a service provider perspective without knowing how the admin funds will flow. MSHDA has indicated that no administrative costs are allowed which is concerning as United Way staff will be doing any required monitoring and reporting. More conversation will likely be forthcoming.

Landlord engagement has been discussed. Community Housing Advocates is planning to talk directly with property management companies this week. The Salvation Army (TSA) also has ESG-CV dollars for a position around landlord engagement which would include advocacy around the benefits of accepting any voucher. Courtney has asked whether TSA will be leading efforts with this new position, but has not heard back. GRHC also indicated that they have a designated staff person for landlord engagement. Members noted that availability of rental units will also be a difficulty.

Action Items	Person Responsible	Deadline
YHDP		
Discussion		
<p>The YHDP (Youth Homelessness Demonstration Project) NOFO (Notice of Funding Opportunity) requires that the CoC select a lead agency to apply for these funds. The Lead Agency Selection Process indicates the CoC needs to go through the RFQ process – the RFQ is to be reviewed by a 3rd party (Executive) and then released. Funding Review Committee will review applications and make a recommendation which Steering will vote on. Staff anticipate that the turnaround for the RFQ will be short. Ideally, lead agency will be selected by June 22nd as the grant needs to be completed and submitted by July 21st. The lead agency selected will help support the grant writing process.</p> <p>Conversation around whether a contractor could be used to help support the writing process. Agreement that if the lead agency was selected through the Funding Review process prior to a contractor being selected, and that the final grant is reviewed by multiple people before submission, the group would be comfortable. In the past, the CoC has had in-kind support from United Way's grant writer.</p> <p>Courtney feels that Kent County is in a good position to be funded in this round given the many community initiatives that are occurring. These highlight the community's readiness to go through systems planning and change to develop with creative solutions for reaching functional zero. She is concerned with current staffing levels. If awarded, an additional staff position dedicated to this effort would be needed.</p>		
Action Items	Person Responsible	Deadline
Provide lead agency RFQ to Exec for review and comment	Courtney	6/8



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Coordinated Entry: Updating Design		
Discussion		
<p>The CE Committee discussed the request to update the design of the CE system. They decided it would be best for a small group of systems-level staff to develop a recommended process and scope of work. This recommendation would be brought to the committee to review and discuss, and a final recommended process brought to Steering. Partners include HAP leadership, leadership from service providers.</p> <p>In addition, Courtney and Tom will be bringing a redesign of the committee structure for the committee to consider which will bring the committee closer to an oversight/systems-level group.</p>		
Action Items	Person Responsible	Deadline
Built for Zero Update		
Discussion		
<p>The first meeting of our cohort will be on Wednesday. Following this meeting, there will be a clearer idea of the plan moving forward. After a plan is clear, it could be taken to community supporters with an ask for endorsement.</p> <p>Workgroup members include: Adrienne (Mel Trotter), Victoria (PineRest), Brian and Jess (Dwelling Place), Daniel, Courtney, Sgt. Wittkowski (HOT), Tammy Britton (City of Grand Rapids) Julie Kendrick (Degage), Sam (HAP), and Hattie (GRHC). There may be an additional member from Community Builders joining this team.</p>		
Action Items	Person Responsible	Deadline
ESG Monitoring/Report		
Discussion		
<p>A draft of the report was shared with the packet. Kent County information has not been submitted to staff. They are not required to report this information, but it would be useful to have it available for use in planning. Agreement to keep the planned and actual number of households served as well as the population(s) served on the report.</p>		
Action Items	Person Responsible	Deadline
HMIS Data Quality Committee Structure		
Discussion		
<p>Daniel had brought a request to shift the Data Quality Committee to a workgroup. The HMIS Lead Agency is responsible for adherence to policies and procedures. The Data Quality Committee has historically operated as an advisory group though it is listed in the Governance Charter as a committee. Erin noted this group was established for a reason. Further conversation around how the CoC evaluates Lead Agencies would be helpful.</p> <p>Members recognized that this change would require a Charter amendment and amendments are anticipated once the strategic plan is adopted. It would be best to adopt all proposed amendments at</p>		



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<p>one time. Courtney will determine whether this change is in the draft strategic plan. If not, staff will bring the recommendation to HMIS system users/service providers to determine whether it is in line with the original intent of the group. The group will check-in in August.</p>		
Action Items	Person Responsible	Deadline
Add to HMIS Workgroup to August agenda		
Strategic Planning Debrief		
Discussion		
<p>Courtney shared that the process is at the point where the planning committee is developing specific items for the plan. In addition, they have sent a proposal for plan implementation if the CoC wanted to continue to contract with Mission Matters for a few months. Agreement that it would be important to have this support if it is feasible. Conversation around the process for putting a contract in place. United Way has a Procurement Policy and some funding sources require specific processes.</p> <p>The strategic planning process has looked at staffing levels of different CoCs with a similar population.</p>		
Action Items	Person Responsible	Deadline
July Executive Committee Meeting		
Discussion		
<p>July Executive Committee meeting scheduled for July 5th which is an observed holiday. Staff will send a doodle poll for week before and after to ensure we have quorum.</p> <p><u>June Steering Council Meeting Date and Time</u></p> <p>June Steering meeting is on the day some agencies are observing Juneteenth. It would be challenging to reschedule on short notice. Staff will send a survey to determine whether there will be quorum. If there is, there will be a shortened meeting. Lauren noted that the Steering Council meeting time was extended due to strategic planning. It will be brought back to 1.5 hours starting in August.</p> <p><u>CoC Committee Meeting Guidelines</u></p> <p>Erin noted that recently there have been more people in committee meetings with their cameras off which makes it more challenging to interact. For high engagement and facilitation, staff will request that attendees have cameras on as much as possible, but also understand that folks can be off camera as needed.</p> <p>Conversation around meeting structure moving forward. United Way will not be open for meetings for a while. Staff can offer a survey to all committees to determine comfort level and schedules. Once meetings return to in-person, staff would not want to do hybrid meetings unless accommodating those who cannot attend in person.</p> <p>Wende noted that the GR Chamber has offered meetings in-person with the option of attending virtual and can share how it goes. She noted concern that those in position of power may be advocating for in-person meetings whereas those lived experience may want to stay virtual for now.</p>		
Action Items	Person Responsible	Deadline



GRAND RAPIDS AREA
COALITION TO END
HOMELESSNESS

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Send Doodle poll to reschedule July Executive meeting	Brianne	
Determine quorum for June 18 th Steering Council meeting	Brianne	
Shorten Steering Council meeting time to 1.5 hours	Brianne	Starting in Aug.
Adjourn		
Motion by:	Elizabeth Stoddard	Support from: Erin Banchoff