



STEERING COUNCIL MEETING MINUTES

May 21, 2021

8:30-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Steering members present:</u> Karen Tjapkes, Casey Gordon, Tom Cottrell, Dreyson Byker, Susan Cervantes, Elizabeth Stoddard, Heather Bunting, Amanda Tarantowski, Melissa Barnes, Adrienne Goodstal, Hattie Tinney, Cheryl Schuch, Rebecca Rynbrandt, Erin Banchoff, Victoria Sluga, Lauren VanKeulen, Alonda Trammell, Pilar Meyer-Dunning <u>Steering members absent with notification:</u> Scott Orr <u>Steering members absent without notification:</u> <u>Community Members:</u> Michelle VanDyke (United Way), James Geisen (DHHS) <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	8:32	Time Adjourned:	10:31

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion			
Amendments	None.		
Conclusion	All in favor, motion passes.		
Approval of Minutes		April 16, 2021	
Motion by:	Tom Cottrell	Support from:	Cheryl Schuch
Discussion			
Amendments	None.		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None.			
Approval of Consent Agenda			
Motion by:	Adrienne Goodstal	Support from:	Tom Cottrell
Discussion			
Amendments	None.		
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
Data Analysis Committee would like for Steering to consider investing in someone to consider building out an annual report with racial equity focus. Given the current involvement with the strategic planning process, it likely makes sense to wait for the completion of a strategic plan.			
Action Items	Person Responsible	Deadline	
Budget Review			
Discussion			
The budget was approved by Steering Council in March, but at that point staff were still in the process of identifying match. An updated budget as submitted with the packet. The CoC was recently awarded Kent County CDBG funds which will cover match goal for the next fiscal year. The Built for Zero			



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program fee (divided over 4 years) will also cover match. Staff still plan to implement a process for Steering Council members to track their time as allowable to help provide longevity for match. The CoC budget can be updated at any time via Steering approval. However, the budget presented in March was approved by Heart of West Michigan United Way's (HWMUW) Board of Directors prior to additional match being identified, so future Statements of Activity will vary slightly as they are based on the HWMUW budget. **Victoria motioned to approve the budget as presented. Hattie seconded. All in favor, motion passes.**

Budget notes: The Associate position is budgeted for 1.0FTE starting July 1 and the HMIS Support position is budgeted for 1.0FTE starting October 1. Staffing recommendations that come out of strategic planning may shift these plans slightly. 'Other Professional Fees' are set aside to be used for implementation of strategic plan recommendations.

Action Items	Person Responsible	Deadline

Isolation Update

Discussion

A letter on behalf of the CoC was recently sent to the Kent County Administrator and County Commission Chairperson requesting that Kent County remains in the role of ensuring isolation space is available for those who cannot safely isolate on their own. Over the past year, the County has provided partnership and expertise through several iterations of isolation. However, there is concern that planning for additional iterations continues to happen at the last minute. In addition, there have been philosophical differences in the roles of the County and shelter providers during a pandemic.

Yesterday was the last day of intakes at facility currently contracted for isolation. Kent County Administration has not yet indicated whether they will fund another facility. This is concerning as data shows that not everyone staying at the isolation facility is coming from the homeless response system (about half are coming from the health care system or from a doubled-up situation where they are asked to leave until no longer contagious). In addition, federal funding for isolation activities have been allocated to counties and states, not CoCs or non-profits. Agreement that non-profits should not be burdened with isolation costs, especially for those coming from outside of the system. Mel Trotter (MTM) has a facility with support services in place that they are willing to operate. Youth can be served at the location, and Family Promise has identified a location for families. However, if funding is not provided by Kent County does not cover costs, MTM will not be able to provide isolation for those who are not in the homeless response system.

Agreement that it would be important to develop systems of response for future public health emergencies after current isolation needs are met. Funding is available through the American Rescue Plan for forward planning around public health strategies, including isolation. It would be important to have the CoC and shelter providers as part of these conversations, the Emergency Operations Centers would also be a helpful connection.



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Conversation around next steps. Staff have yet to receive a response to the letter. As of yesterday, there no intake for those in need of isolation unless they are coming from the shelter system. Shelters are informing their partners in the health care space of the change in process but are not the liaison to hospital leadership. Suggestion for CoC leadership to attend a County Commission meeting and indicate during public comment that CoC and providers are willing and ready to continue partnership in planning. Suggestion to include the fact that many families are doubled up, and with children under 12 unable to be vaccinated as of now, doubled up families with kids are among the least protected populations. Kent ISD data may help inform.

Thank you to the leadership of shelter providers, the CoC, and others who have been working ensure that those experiencing homelessness had a safe space to stay in isolation.

Action Items	Person Responsible	Deadline

City of Wyoming Ordinance Update

Discussion

Over the last month, there has been behind the scenes work around a proposed ordinance and slated to vote by the Wyoming City Council regarding to the amount of time an individual can occupy parked vehicles. This topic was removed from their agenda and CoC representatives have had further conversation with the City of Wyoming around direct impact this law would have on individuals experiencing homelessness. The City is considering ways to limit the ordinance to address specific situations and/or plans for how to address circumstances as they arise prior to moving into the enforcement area. They will share an updated draft of the proposal before it goes back to the City Council for consideration.

Rebecca indicated that this proposed ordinance seemed to be an attempt to be efficient with an overarching law without recognition of unintended consequences. She appreciates the dialogue and education that has occurred around impacts.

Action Items	Person Responsible	Deadline

Coordinated Entry Redesign Request

Discussion

The item was added to the agenda as informational for Steering Council members. The request was forwarded to Steering and will be brought to the Coordinated Entry (CE) Committee for discussion. This also ties into conversation around restructuring the CE Committee and some population-specific committees to ensure the right groups and individuals are present for conversations. Tom noted that when developing the recent CE policies, the committee recognized the need to be nimble as landscape changes. To him, this seems to be a natural evolution of the committee.

Action Items	Person Responsible	Deadline

Emergency Housing Vouchers MOU

Discussion



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42 Emergency Housing Vouchers were allocated to the Grand Rapids Housing Commission. They are being rolled out rapidly and an MOU is being developed. The Charter requires the Steering Council has the final vote on MOUs. Staff ask that Steering delegate this authority to Executive Committee to as a quick turnaround time is required.

Dreyson moved to delegate to Executive Committee the authority to approve an MOU with Grand Rapids Housing Commission related to the Emergency Housing Vouchers. Cheryl second. In favor: 17 Opposed: 0, Abstain: 1 (Hattie Tinney due to conflict of interest), Motion passes.

Action Items	Person Responsible	Deadline
Data Analysis Committee Request		
Discussion		
Discussed under Petitions & Communications.		
Action Items	Person Responsible	Deadline
Statement on Encampments		
Discussion		
Tabled due to time.		
Action Items	Person Responsible	Deadline
Strategic Planning Feedback Session		
Discussion		
Joe Olwig and Shaun Lee from Mission Matters attended to share an update on strategic planning.		
<u>Process to Date</u>		
The process started with alignment in January, followed by the discovery phase with surveys and interviews encompassing February and March and continuing as needed. From April and moving forward, Mission Matters has been in the iterative plan development phase, bringing updated items to the planning group weekly. They anticipate a few rounds of feedback with larger groups and a strategic plan kickoff/launch in July.		
Their process uses the agile strategy approach which includes action-oriented approach, placing importance on defining success, and ensuring the plan is coordinated with an organizational operating system. As a result of this approach, the planning process has pivoted due to items that arose in discovery (defining core values, coordinating with other community initiatives, defining core capabilities, redesigning organizational operating system). They recognize that this has been a long process with all the work to establish the core identify of the CoC but would anticipate that future planning processes will be much quicker as they can look to an already established identity.		
<u>Emerging Identify – Coalition Compass</u>		
This document is a strategic orientation tool with points to the purpose of the Coalition and provides direction and clarity. The document will also serve as a guide, decision-making frame, and		



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accountability tool once finalized and implemented. Members reviewed the document and provided feedback and thoughts. [Draft document](#)

Emerging Vision – Coalition Vitals & Objectives and Key Results

The vision is comprised of Coalition Vitals (vital to mission and measured year over year) and Objectives and Key Results, or OKRs (more detailed quarterly and annual goals which have seasonality). Vitals will be broken down into measures on a coalition scorecard. The OKRs combine goals with a clear definition of success that combined will accomplish the objective. The time period for the vision was set for 3.5 years (end of 2024) based on feedback from discovery process. Members reviewed the [Draft document and started to complete the feedback form](#).

Next Steps

Continue to offer feedback through the Google form: <https://docs.google.com/forms/d/e/1FAIpQLSd-EneMHu6mNaj3FB6kBD4G4wCYArIk3QQDAENsX817K-XC3w/viewform>. The planning team will continue to iterate on the OKRs over the next few weeks. Reach out to Joe (joe@missionmattersgroup.com) or Shaun (shaun@missionmattersgroup.com) or staff at any point with questions or feedback.

Action Items	Person Responsible	Deadline
Other Matters from Steering Council members		
Discussion		
KCCA has 91,000 masks and other PPE equipment for any agency if needed. Please email Susan to coordinate pick up or delivery.		
Action Items	Person Responsible	Deadline
Public Comment on Any Item		
Discussion		
None.		
Adjourn		
Motion by:	Erin Banchoff	Support from: Adrienne Goodstal