



**STEERING COUNCIL
MEETING MINUTES - DRAFT**

January 21, 2022
8:30-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<p><u>Steering members present:</u> Karen Tjapkes, Holly Wilson, Tom Cottrell, Susan Cervantes, Casey Gordon, Lauren VanKeulen, Rebecca Rynbrandt, Elizabeth Stoddard, Erin Banchoff, Wanda Couch, Ryan VerWys, Adrienne Goodstal, Victoria Arnold, Fran Dalton, Jose Salinas, Cheryl Schuch, Victoria Sluga, Alonda Trammell</p> <p><u>Steering members absent with notification:</u> Mark Contreras</p> <p><u>Steering members absent without notification:</u> none</p> <p><u>Community Members:</u> Gustavo Perez (HWMUW), Wende Randall (Essential Needs Task Force), Stephanie Brock-Knoper (City of Wyoming/Nominating Committee), Emily Schichtel (HWMUW/Nominating Committee), Tammy Britton (City of Grand Rapids), Nadya Widjanarko (Calvin University), Siqing Li (Calvin University), Hattie Tinney (Grand Rapids Housing Commission)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach</p>		
Time Convened:	8:33am	Time Adjourned:	10:43am

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion	<ul style="list-style-type: none"> - #13: the Fiduciary MOU needs to be discussed with fiduciary staff; this should be tabled until next meeting - #12: Job descriptions are not ready to share; Courtney will present a proposed staffing plan - #14: a draft Funding Appeal Policy is not ready; this should be tabled - #11: Courtney will provide CoC updates under this topic 		
Amendments	Remove Fiduciary MOU (#13) and Funding Appeal Policy (#14)		
Conclusion	All in favor, motion passes.		
Approval of Minutes		December 17, 2021	
Motion by:	Rebecca Rynbrandt	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:	Tom Cottrell	Support from:	Holly Wilson
Discussion	A consent agenda contains reports for Steering to review, but they are not discussed. Steering members can ask to pull any document for discussion.		
Amendments	None		
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			



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None.		
Executive Committee Elections		
Discussion		
<p>Stephanie, Nominating Committee member, announced nominees for the 2022 Executive Committee. She called for additional nominations from the floor. 2022 Executive Committee Nominees:</p> <ul style="list-style-type: none"> - Chair: Lauren VanKeulen - Vice Chair: Casey Gordon - Secretary: Adrienne Goodstal - Treasurer: Erin Banchoff & Rebecca Rynbrandt - Member at Large: Elizabeth Stoddard <p>Steering Council members voted using an e-ballot. Emily, Nominating Committee member, presented the results: Lauren was elected as chair, Casey as vice chair, Adrienne as secretary, Rebecca as treasurer, and Elizabeth as member at large.</p>		
Action Items	Person Responsible	Deadline
CERA Update		Gustavo Perez
Discussion		
<p>Gustavo Perez, Director of Programs and Services at Heart of West Michigan United Way (HWMUW) attended to share an update on the CERA (COVID Emergency Rental Assistance) Program. He shared that additional funding has been received for CERA 1 (\$4.1M) and CERA 2 (\$10M).</p> <p>Since the program began, over 5,000 households received assistance and 74% of all applications have been approved. The team has averaged \$1M in payments per week with just under \$30M distributed as of early January. There was an increase in volume in fall 2021 with recertifications; volume has since dropped. They anticipate 1000 applications per month until the application portal is closed. MSHDA indicated they will provide a 2-week notice before closing. A surge is anticipated at that time.</p> <p>Demographically, Black and African American households are the largest population served in Grand Rapids and Kent County. The percentage of Hispanic households served is in line with the percent of Hispanic households in Kent County.</p> <p>CERA 2 allows for 3 additional months of assistance but has tighter requirements, including requiring a state ID and arrears prior to 12/20/21. \$8.8M of CERA 2 funds need to be allotted by 3/31. Additional funds may be available after that point. With the difference in requirements, the team has been able to refer folks back to CERA 1 as appropriate. CERA 2 changes will be added to the KentRentHelp.org website; partners should continue to encourage households to apply.</p> <p>Rebecca asked for CERA data by zip code to better understand impacts. Gustavo will share this data.</p> <p>Fran asked about the timeline on expenditures and to receive funding. Gustavo noted that they hope to expend \$10M in the first quarter. There is an average of 60 days from application to case</p>		



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assignment. Cases are processed within 10 days once assigned. Recertifications are taking longer as new applications are prioritized. Eviction cases are also prioritized.

Ryan asked if there has been proactive conversation about how to support households when this funding is no longer available. Combined with the end of the child tax credit, household income for some households will decrease substantially. Gustavo indicated that there have been conversations with partners and staff have been working with clients to connect them to other sources of support. Cheryl added that average rental rate for a 2-bedroom space has increased \$300 in last 6 months.

Courtney asked to discuss ways the community can be strategically plan for this loss of funding. Members suggested that food partners and DHHS are included in these conversations. Other suggestions include the Coalition informing the Rental Property Owners Association that CERA is winding down and sharing information through the City of Wyoming’s community forum in May.

Action Items	Person Responsible	Deadline

Steering Council 1-Year & 2-Year Terms

Discussion

Brianne indicated Steering members are elected to 3-year terms. Since some members were appointed mid-term by Executive Committee, there is an uneven number of members with a 3-year term. To even this out, 2 newly elected members are asked to take a 1-year term and 2 are asked to take a 2-year term. There are not term-limits and members may be re-elected at the end of their term.

Tom volunteered to take a 1-year term as did Wanda & Ryan. Tom and Wanda accepted 1-year terms. Jose and Holly volunteered to accept 2-year terms. Brianne will share an updated roster following the meeting.

Action Items	Person Responsible	Deadline

MSHDA ESG-CV Allocation

Discussion

Courtney shared that the Coalition received an additional allocation of \$200,000 in MSHDA ESG-CV funds. She recommends it is split between rapid re-housing (RRH) and shelter (ES) based on previous conversations when ESG-CV2 funding was received. She does not recommend allocating the funds for prevention as they must be used in the same timeframe as CERA funds which already provide a significant amount of prevention. She recommends an even split minus admin funds. This body could choose to allocate funds to agencies who have previously applied through an RFQ and are currently expending funds (Family Promise for ES and Community Rebuilders for RRH). The other option is to initiate an RFQ process to choose subrecipients, though a quick turnaround is needed to meet MSHDA’s threshold of 80% of all ESG-CV funds expended by the end of March. Courtney indicated that spenddown was on track due to quick ES expenditures prior to this additional allocation. Outreach expenditures will not be at 80% as planned as the position goes through 9/30.



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Cheryl shared that Family Promise has been seeing a high need for shelter, especially for residents of Grand Rapids. She anticipates demand will rise in the spring as is has in past years.

Ryan noted the demand and limited timeframe and moved to that the allocation is split evenly between Family Promise and Community Rebuilders. Adrienne second. Ryan feels the RFQ process does not make sense for the given timeframe. Victoria Sluga agreed. Fran asked about innovation in how the funds will be spent. Courtney noted that these funds must go to specific activities and overviewed ES and RRH activities. Outreach is allowable but is not recommended as it would be difficult to hire one position for 6 months. Prevention is not recommended due to the amount of prevention funds available through CERA; current providers are seeing lower spenddown rates. Shelter spaces were reduced due to the pandemic. Karen noted that it is often difficult to innovate with these funds due to strict federal regulations.

Erin noted that RRH assistance often has longer spenddown times and asked if it is realistic for a certain amount to be spent by 3/31. Courtney appreciated the comment and indicated that the March of 80% threshold would be met given that ES funding is spent rapidly. However, she can ask Community Rebuilders how and if they can expend all funds within the timeframe. The RRH amount could be reduced to meet the timeframe.

It was suggested to also use data on the length of time to lease up for RRH households to estimate when funds would be spent. Courtney noted that Q3 2021 data shows about 60 days to move-in for those who receive RRH.

Ryan amended his motion. Motion to award additional MSHDA ESG-CV funds to existing partners for ES and RRH based on expenditure rates and staff recommendation, with approval by Executive Committee. Adrienne second. In favor: 16. Abstentions: Cheryl Schuch and Victoria Sluga. Motion passes.

Action Items	Person Responsible	Deadline

Strategic Plan: Review of Q4 Progress and Q1 Rocks

Discussion

Courtney overviewed the rocks that were set for this quarter.

- CE redesign: a comprehensive implementation plan will be shared with Coordinated Entry (CE) Committee for review and then with Steering.
- Additional position: a funder has committed to funding the data analyst position. This rock is for one additional position.
- Refined data protocol: Data Analysis Committee has reviewed scorecard metrics but has briefly paused to understand changes in reporting tools used by MCAH (Michigan Coalition to End Homelessness). There was concern as annual count data has been used in the annual report over past few years, but MCAH is moving away from this report.



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- Stakeholder representation: Understanding membership demographics will inform a recruitment strategy. Stakeholder diversity includes race, ethnicity, subpopulations, and HUD stakeholder groups.
- Advisory Council: goal is to have their first meeting scheduled by the end of this quarter.
- Framework for resource capacity analysis: This has been discussed with multiple groups and may include community mapping of the system.
- Info sessions: a joint meeting with Dwelling Place and the CoC will be held on 2/2 around reconvening FUSE; staff plan to hold other meetings with community organizations.
- Annual brief and report: funding may be available for a consultant to develop this report. If funding is limited to an annual report, and RFQ would not be required. If a larger contract is an option, the Coalition would need to consider an RFQ. Courtney asked that Steering consider having staff select a consultant for the annual brief portion, with Executive approval.
- ART report: Daniel has shared a report which incorporates all required BNL requirements and automates some previously manual tasks. Staff will explore the report with Daniel.
- CE eval: a workgroup was formed by CE Committee and will use the HUD tool
- Data sharing: staff are exploring systems and will draft protocols for sharing

Rocks are set by the strategic plan implementation team based on annual priorities. Fran suggested changing language around representation. Courtney noted that stakeholder refers to the community as well as group identified in the HUD application. She asked Fran to consider working on this goal.

Tom noted that the difference between annual report and core demo report data was considerable. Courtney affirmed this and is working to understand the reason for the differences.

Action Items	Person Responsible	Deadline

Review of Staffing Plan

Discussion
Courtney shared a proposed org chart. The chart includes a Data Analyst which will be hired along with HMIS Administration and Support which are currently contracted. Courtney’s recommendation is to continue this contract for now as additional staff are added.

The chart also delineates the Associate position to a communication and administration role plus a project management role. Project Manager would be a new position which would assist with grant administration, support grant applications, coordinate special projects, and support meeting facilitation. A title for the associate role has not been selected yet. It may become an administrative or communications title or both.

Cheryl reflected that in her experience the CoC is extremely understaffed. Victoria Sluga agreed. Cheryl noted that other CoCs with more staff take on more of a leadership role in the system. As more community initiatives come online, she feels capacity to coordinate these initiatives is important.



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<p>Rebecca concurred with Cheryl. She wants to ensure the chart aligns with resources and noted a multi-phased plan may be appropriate. She also cautioned that advocacy activities must be specific and narrow in staff positions supported by federal funds.</p>			
Action Items		Person Responsible	Deadline
Governance Charter Changes			
Discussion			
<p>Asking to appoint members to ad-hoc to review charter and suggest changes. Updates will then go to go to the Advisory Council for additional feedback. Fran, Erin, and Tom volunteered to participate, and staff will seek additional membership. Victoria Sluga motioned to appoint an ad-hoc committee to review the Governance Charter and suggest changes. Tom seconded. Erin asked about the timeframe. Changes will go to Advisory Council for review before Steering and the full membership so a final vote may occur in April. All in favor, motion passes.</p>			
Action Items		Person Responsible	Deadline
Other Matters from Steering Council members			
Discussion			
<p>Adrienne provided an update on isolation. Kent County, Degage, and Mel Trotter have secured another isolation location for families and singles experiencing homelessness who tests positive and need a safe place to isolate. It is open and has capacity for up to 90. She thanked the county for financial support and all partners supporting operations. Referrals follow the same process.</p> <p>Elizabeth shared that the Fair Housing Center’s annual conference will take place on April 28.</p> <p>Erin shared that the City of Grand Rapids released a Notice of Intent to Apply for Neighborhood Investment Plan and ARP funding. Info can be found at grcd.info. The deadline for letters of intent is February 2.</p>			
Public Comment on Any Item			
Discussion			
None.			
Adjourn			
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal