



## STEERING COUNCIL MEETING MINUTES

November 17, 2023

8:30 – 10:30am

Facilitator:	Casey Gordon		
Meeting Attendees:	<p><u>Steering members present:</u> Casey Gordon, Elizabeth Stoddard, Holly Wilson, Karent Tjapkes, Lindsey Reames, Adrienne Goodstal, Alonda Trammell, Mary Carter, Christie White, Gustavo Perez, Ryan VerWys, Vera Beech, Mark Contreras, Victoria Arnold</p> <p><u>Steering members absent with notification:</u> Jose Salinas</p> <p><u>Community Members:</u> Alex Kontras (Housing Kent), Lisa Cruden (Family Promise), Wende Randall (ENTF)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Evan Hile, Ronan Parmenter, Justin Brownlee, Craig Heerema</p>		
Time Convened:	8:35 am	Time Adjourned:	9:45 am

<b>Approval of Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Ryan VerWys
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>October 20, 2023</b>	
Motion by:	Ryan VerWys	Support from:	Alonda Trammell
Discussion	Add that a subcommittee was recommended for exploring CHC concerns, and note that Kate Berens and Lindsey Reames volunteered. Steering members absent with notification: Casey Gordon		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>			
Motion by:	Ryan VerWys	Support from:	Adrienne Goodstal
Discussion			
Conclusion	All in favor, motion passes.		
<b>Summer PIT</b>			
Discussion	<p>There was discussion around Wellsky issues that have caused issues with running reports, leading to difficulties getting accurate numbers for the Summer PIT Count. No significant changes noted, though increases in unsheltered families were reported through Family Promise. CoC Staff is working with Family Promise's outreach workflow to ensure families are accounted for. Additionally it was noted that the Outreach Workgroup is uncomfortable conducting two annual PIT counts due to the strain on staffing and on clients.</p>		
Action Items	Person Responsible	Deadline	
<b>Committee Updates</b>			



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<b>Discussion</b>		
<p>Nominating Committee: The Steering Committee election will be held at the General Membership meeting on December 14. Nominations will be open until December 4. This committee has also reached out to those with terms expiring this year to determine continued interest in serving.</p> <p>Youth Action Board: This board is finalizing their governance charter, working with YHDP service providers to create equal opportunity statements for job descriptions, and engaging in board trainings. YAB membership will be increased through recruiting. There is a vacancy for one of the co-chair positions that this board is looking to fill as well.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>CHC 2.0 Update</b>		
<b>Discussion</b>		
<p>Process for Potential Conflicts of Interest: Conversation was tabled until the next meeting; this group has not yet been able to meet but is scheduled for December 5.</p> <p>Design Team Advisory Council: Small group has met twice now; the group consists of Vera Beech, Angela Gillisse, Anna Diaz, Sam Elliot-Mosley (all attending as staff, speaking to talking points), Eureka People, Michelle VanDyke, Jeremy DeRoo, Victoria Arnold, Kate Berens, Laurie Craft, Ryan Kilpatrick, Jennie James, and Win Irwin. There was a review of their elevator pitch/talking points document. It was noted that the system is unclear for people at the front door. The soft launch for CHC 2.0 is set for January.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Presentation update at next Steering Council meeting	Community Rebuilders/CoC Staff	
<b>HMIS/Wellsky Ongoing Issues</b>		
<b>Discussion</b>		
<p>Courtney noted that because the vendor cannot keep up with mandated changes that HUD requires for data elements, these reports are now significantly broken and staff cannot run APRs, PIT, CAPER, etc. Alyssa noted there is a workaround available through another vendor, but custom reports are still broken. The CoC has been working with the director of HMIS at MCAH to discuss concerns around data quality and report running. HUD has not granted extensions on deadlines, which is a particular concern with LSA season coming up and submitting data in a timely manner. There was discussion around asking MCAH to consider another vendor.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Winter Shelter Update</b>		
<b>Discussion</b>		
<p>No significant updates. There was discussion around concerns regarding lack of staffing capacity, and Adrienne noted that Mel Trotter is working with the city and county to share job postings with seasonal workers, retired police officers, etc. There was also discussion around flexible funding for delayed diversion, as well as an overflow warming center supported through the city at LaGrave</p>		



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church, run by Degage. AYA and Family Promise are involved in conversations around medium to long term planning ideas.			
Action Items		Person Responsible	Deadline
<b>Any Other Matters:</b>			
Discussion			
<p>Karen Tjapkes: A new court ruling provides funds for tenants avoiding eviction – If tenants can prove they’ve applied for assistance from HARA, CE, and DHHS, they can get a stay or pause in eviction proceedings to give more time to process applications, get money together to avoid a judgment or writ. Additionally, Legal Aid has several staff attorneys available for expungement and are taking referrals. Staff can speak to organizations about the process of expungement if there is interest.</p> <p>Adrienne Goodstal: Reminder of the Annual Thanksgiving Banquet at DeVos</p> <p>Gustavo Perez: Noted that some RFPs will be going out in December</p> <p>Courtney Myers-Keaton: Elections are coming up for Steering and Executive; connect with Courtney if interested.</p>			
Action Items		Person Responsible	Deadline
<b>Public Comment on Any Item</b>			
Discussion			
<b>Adjourn</b>			
Motion by:	Adrienne Goodstal	Support from:	Alonda Trammell