



STEERING COUNCIL MEETING MINUTES

November 18, 2022

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Casey Gordon, Adrienne Goodstal, Tammy Vincent, Karen Tjapkes, Tom Cottrell, Elizabeth Stoddard, Ryan VerWys, Alonda Trammell, Alyssa Anten, Victoria Sluga, Fran Dalton, Nicole Hofert, Wanda Couch <u>Steering members absent with notification:</u> Lauren VanKeulen, Mark Contreras, Jose Salinas, Holly Wilson, Cheryl Schuch <u>Steering members absent without notification:</u> Jennifer James <u>Community Members:</u> Wende Randall (ENTF), Erin Banchoff (City of Grand Rapids), Gary Mulder (Together West MI) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	8:33 am	Time Adjourned:	9:16 am

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Approval of Minutes		October 28, 2022	
Motion by:	Ryan VerWys	Support from:	Tom Cottrell
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:	Ryan VerWys
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None			
Community Housing Connect 2.0 Next Steps			
Discussion	<p>Courtney Myers-Keaton noted that there have been discussions and questions about the implementation of Community Housing Connect (CHC) 2.0. She recommends creating an advisory council with diverse representation to provide leadership and oversight of decision-making processes, monitor development, promote broad understanding, and assist with leveraging funds. The Coordinated Entry redesign group would not need to continue to meet as the advisory council work would be similar. The council would inform Steering Council of progress.</p>		



STEERING COUNCIL MEETING MINUTES

November 18, 2022

8:30-10:30

Conversation around CHC 1.0. Courtney noted that 1.0 is currently being used and there are discussions about the future; the success of 2.0 is not contingent on success of 1.0 given their differing purposes.

Vera Beech shared that they are seeking additional funding sources to build CHC 2.0. She indicated that development of CHC 2.0 software infrastructure will continue as the advisory council is being established. She noted that the council and sprint groups will inform decisions around system functionality and user interface, not those around the software infrastructure as this is currently in development.

Action Items	Person Responsible	Deadline

Youth Homelessness Demonstration Program Funding

Discussion

Courtney Myers-Keaton plans to hire a Youth Homelessness Demonstration Program (YHDP) coordinator. She envisions a time-limited position housed at the CoC and is hoping to raise funding to avoid requesting funds for a YHDP planning grant as this would decrease funds available for project applications and reduce the amount that becomes part of the CoC's annual renewal demand. If needed, the CoC can apply for incremental planning grant funds to support a coordinator and compensate youth involved with the planning process.

Action Items	Person Responsible	Deadline

Funding & Infrastructure Updates

Discussion

Courtney Myers-Keaton shared that the Coalition recently received funds to support the transition to additional staff. The CoC Program Manager role will be posted internally. Once this position is filled, the plan is to hire a part-time Administrative Assistant; the job description will be reviewed by Executive Committee prior to posting.

Courtney also provided an update on the HMIS grant which will be transferred to Heart of West Michigan United Way. The cost for licenses was greater than anticipated which decreases the staffing budget; funding support for HMIS functions will need to be discussed further.

Wanda asked if a fund development position should be considered. Courtney does not think this is necessary as YHDP and infrastructure changes are short-term. Fran wondered if there should be conversation about the limitations of HUD funding compared to the needs of the community.

Action Items	Person Responsible	Deadline

Family Shelter Limitations

Discussion



STEERING COUNCIL MEETING MINUTES

November 18, 2022

8:30-10:30

This item was elevated to Steering Council from Coordinated Entry Committee based on a concern that there has been an increase in the number of families unable to access shelter. Courtney has requested data from Family Promise. Conversations may be elevated to funders based off data on unmet needs, capacity, and flow through the system.

The current family shelter capacity is unknown as Cheryl is unable to attend today's meeting. Adrienne Goodstal indicated that Family Promise may have recently secured funding given the cold temperatures. Further, she believes that there will be sufficient family shelter capacity in the future once some current projects are finished.

Fran wondered about the CoC's role in securing funding to address needs. Courtney indicated that the CoC's role is to advocate and organize around service gaps but not to provide funding. Ryan VerWys suggested development of a policy recommendation to HUD regarding emergency shelter and transitional housing.

Action Items	Person Responsible	Deadline
Other Matters from Steering Council members		
Discussion		
Adrienne Goodstal shared that Mel Trotter is in code blue through spring; curfew is lifted and no-service holds may be lifted, depending on circumstances.		
Public Comment on Any Item		
Discussion		
None		
Adjourn		
Motion by:	Adrienne Goodstal	Support from: Tom Cottrell