



## STEERING COUNCIL MEETING MINUTES

November 20, 2020

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Adrienne Goodstal, Scott Orr, Tom Cottrell, Casey Gordon, Alonda Trammell, Cathy LaPorte, Cheryl Schuch, Elizabeth Stoddard, Erin Banchoff, Karen Tjapkes, Lauren VanKeulen, Rebecca Rynbrandt, Susan Cervantes <u>Steering members absent with notification:</u> Victoria Sluga, Amanda Tarantowski <u>Steering members absent without notification:</u> Brianna Lipscomb, Shontaze Jones, Shannon Bass, Kwan McEwen, Thomas Pierce, Hattie Tinney <u>Community Members:</u> John Peterson, Anthony Baker, Wende Randall, Tammy Britton, Craig Patterson, Greg Mustric, Anna Diaz, Sean Lonegran, Tanesha Jordan <u>Staff:</u> Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	8:34	Time Adjourned:	10:35

<b>Approval of Agenda</b>			
Motion by:	Tom Cottrell	Support from:	Karen Tjapkes
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>October 16, 2020</b>	
Motion by:	Tom Cottrell	Support from:	Erin Banchoff
Discussion			
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:	Cheryl Schuch	Support from:	Karen Tjapkes
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
None.			
<b>LIHTC Presentation and Letters of Support</b>			
Discussion			
Crag Patterson and Greg Mustric from Woda Cooper shared updates for their projects first presented at the August Steering Council meeting.			



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Stockbridge Landing: This project is located at 585 and 601 Stocking Ave. NW. It will have 57-units divided between general occupancy and PSH. 20 units will have MSHDA Project-Based vouchers. These will serve those who are chronically homeless and/or on the top 10% of HPL. They will be working with Community Rebuilders who is their proposed lead service agency. Unit mix: 22 1-bedrooms, 28 2-bedrooms, 7 3-bedrooms

Bradley Commons: This project is located at 3555 Lake Eastbrook Blvd. SE. They feel this location is walkable and has easy access to public transit. It will be a 54-unit general occupancy building/PSH development with 19 units with MSHDA Project-Based vouchers. These vouchers will serve those who are chronically homeless and/or on the top 10% of HPL. Other units will be affordable for those between 30% and 80% AMI. They will be working with Community Rebuilders who is their proposed lead service agency. Unit mix: 32 1-bedrooms, 19 2-bedrooms, 3 3-bedrooms.

Breton Grove: This proposed development will consist of two buildings at 2400 43<sup>rd</sup> Street SE. The design team was intentional in seeking out a walkable neighborhood. The project would have 52 units, with 19 with MSHA Project-Based vouchers. These will serve those who are chronically homeless and/or on the top 10% of the HPL. Notice that rental rates are significantly lower than other projects, the team will check this. Community Rebuilders will serve as the lead service agency. Craig will forward a video with veteran experience to share with the group.

Question around whether Woda Cooper has an occupancy policy that would restrict the number of people who could live in each unit. The number of people per unit are based on HUD and MSHDA standards. These are written into the lease and they are aggressive in enforcing.

\*Adrienne and Scott left the meeting, quorum was lost\*

Eastpointe Commons: This proposed project from Hope Network is located at 1250 Fulton St E, the former Fulton Manor building. The project would have 118 units. 42 units will be supportive housing, 30 of those are designated for individuals or families who are chronic or within the top 10% of the HPL. In addition, they will be looking to do data matching with community agencies and will accept all referrals through the Coordinated Entry system. They will use only the minimum screening criteria that MSHDA requires for the project-based vouchers. Community Rebuilders has formally joined the project team as the Services Coordination agency. The project is divided into 2 phases with two LIHTC applications with projects running concurrently. They feel that both applications are very competitive going into this LIHTC round.

Discussion around whether Steering Council members could make a motion to these provide letters of support now and then vote via email so organizations can move forward with preparing their applications. There is currently not a policy that specifies how Steering Council handles e-votes. Motions are actions which cannot be taken without quorum per Open Meetings Act guidelines. Agreement to hold off on a vote until the December meeting as LIHTC applications are not due until February. Chair and staff will notify Steering members that quorum will be important at the December meeting.



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Action Items	Person Responsible	Deadline
Create policy/guidance for Steering Council e-voting	CoC staff	
<b>MSHDA ESG-CV2 Prioritization</b>		
Discussion		
<p>The CoC has been allocated \$519,335 in MSHDA ESG-CV funds. There are staffing requirements with these funds to hire or expand hours for a Housing Navigators for at least 30 hours a week and a Housing Resource Specialist for at least 40 hours per week.</p> <p>Steering Council will need to decide how to prioritize these funds. The NOFA dictates that some percentage of funds need to go to prevention. The Coordinated Entry report shows that prevention need has been high over the past few months, but the current funding has been able to meet this need. With the end of eviction moratoria, anticipating an increase in prevention need in early 2021. In addition, data shows an increase in the number of folks staying in shelter.</p> <p>Conversation around how to approach the staffing requirements. Suggestions include:</p> <ul style="list-style-type: none"> <li>- Allocate work that is already being done instead of creating positions specifically for this funding opportunity.</li> <li>- Using funds that can be used for cash transfers. This is an emerging model. However, HUD requires that funds go directly to a hotel or landlord.</li> <li>- Focusing additional staffing on those exiting institutions. Lauren noted that case management is a large need for youth who are exiting institution and/or staying unsheltered.</li> </ul> <p>CoC staff will review NOFA documents and make a recommendation for prioritization and the process to allocate these funds. Staff will also develop a survey for community partners to provide input into priorities.</p>		
Action Items	Person Responsible	Deadline
<b>Strategic Planning</b>		
Discussion		
<p>An ad-hoc group reviewed all RFQ submissions and met with the 2 finalists, one local and one national. The group recommends that the CoC move forward with Mission Matters. Group members felt that their iterative process of strategic planning, focus on implementation and significant experience in collaborative strategic planning made them the strongest candidate. Steering needs to decide on a consultant soon as we will lose access to some funds if they are not spent by November 30<sup>th</sup>.</p> <p>This consultant is over the initial budget set aside for strategic planning. CoC staff anticipate asking for support from NPTA and approaching local foundations. If the CoC cannot secure additional funding, the budget can likely be adjusted to ensure that funds are available. CoC staff are working to confirm this with United Way Finance staff. Members voiced that if staff can get the budget piece to work, the need for solid strategic planning process is top priority. After confirmation from UW Finance staff, Courtney will reach out to Steering and ask for a commitment to move forward ASAP.</p>		
Action Items	Person Responsible	Deadline



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<b>General CoC Updates</b>		
Discussion		
<u>Planning for Winter</u>		
<p>CoC staff and providers have been discussing warming centers. Mel Trotter, Degage, and Heartside Ministries are open but at limited capacity due to distancing requirements. It seems that warming centers will not be widely available for folks who need space to go, especially during the day. Conversations around options will continue with Kent County and the City of Grand Rapids and will be brought to the CoC Provider meeting. Suggest researching if other communities have developed robust plans for warming centers.</p> <p>The CoC is working on ways to ensure what can be done regarding shelter capacity. There are some projects in the works to get folks out of shelter and into housing. Based on data, there could be up to 100 individuals who may need emergency shelter over the winter. Conversations continue with the City of Grand Rapids Community Development and shelter providers; Courtney will keep Steering informed. Karen noted that the housing stability was maintained through the fall due to MSHDA Eviction Prevention Program and the CDC moratorium. Both end December 30. Predictions should include anticipating an increase in January. Continued conversations important as well as elevating concerns to those at leadership levels.</p>		
<u>Coordinated Entry</u>		
<p>Steering adopted Coordinated Entry Policy last month. Since then, the Coordinated Entry Committee has developed action steps around implementation. Dynamic prioritization using the Community Housing Connect tool will be implemented for families first in December and then later for singles. This does not impact the policy. The community has historically used assessment for prioritization, but the committee is learning that an assessment tool should be used to identify needs of households and their risk, but not to prioritize receiving resources. HUD suggests elements that should be used in prioritization, one of which is risk.</p>		
<u>Eviction Diversion Program</u>		
<p>Financial Status Reports show that spending is at about \$500,000 a month. \$2.8 million needs to be spent out by December 30<sup>th</sup>. Cathy noted that the time to process households has led to a backlog. HAP can process applications past December 30<sup>th</sup> if they are up to a certain point in process. Payments can be made through February 25<sup>th</sup>. They are working with landlords to ensure case managers can process applications up to the 12/30 deadline and then transition to making payments. Over the past few weeks, they have seen lower amounts of arrears, but are starting to see recidivism. Coronavirus Relief Funds may allow them to cover arrears after 12/5. Other agencies can assist HAP by helping households in getting the proof documentation ready to submit with the application. A small group of providers meet to discuss how to support this effort.</p>		
Action Items	Person Responsible	Deadline
Discuss process for collecting documentation for HAP	Small Provider Group	
<b>Projected Budget and Match Discussion</b>		



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<b>Discussion</b>		
<p>The projected budget and model for FY2021 was sent in agenda packet. It shows current budget as well as a model with decrease in ENTF director time and increase in FTE for CoC admin. Given the strategic planning conversation, this shift may not take place at this point.</p> <p>Sufficient match funds have been identified through June 30<sup>th</sup>. However, a shortfall is anticipated starting on July 1. As the HUD allocation for community increases from HUD, match requirement also increases. Staff have discussed action steps to identify additional match with Finance Committee. A few options include tracking Steering members' time or seeking foundation support for community inclusion activities. Rebecca encouraged staff to work on setting up systems to document in-kind sources.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Ad-hoc MOU And Staffing Review Update</b>		
<b>Discussion</b>		
<p>Proposed MOU was provided based on conversations with ad-hoc group and United Way. This will be discussed at next month's meeting.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Updated Documents</b>		
<b>Discussion</b>		
<p>Tabled until next month's meeting.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Other Matters from Steering Council members</b>		
<b>Discussion</b>		
<p>Casey noted that she is frustrated at lack of quorum. Critical to ensure members are meeting attendance requirements and encourage Steering members to understand that hold up community business and initiative when Steering cannot approve things. Cheryl agreed and suggested Casey send a reminder email around the importance of the work.</p> <p>Tom encouraged the group to be cautious and trauma-informed about language that is used. Specifically, to be aware of terms like "targeting" and "bullet points" which tie to combat and violence</p> <p>Susan shared that KCCA is the shelter hub for PPE, please call KCCA with any needs. They also have masks available through Mask Up Michigan. Also have Tyvek suits.</p>		
<b>Public Comment on Any Item</b>		
<b>Discussion</b>		
None.		
<b>Adjourn</b>		