



## STEERING COUNCIL MEETING MINUTES

December 17, 2021

8:30-10:30

Facilitator:	Karen Tjapkes		
Meeting Attendees:	<u>Steering members present:</u> Karen Tjapkes, Holly Wilson, Tom Cottrell, Susan Cervantes, Victoria Sluga, Mark Contreras, Casey Gordon, Lauren VanKeulen, Rebecca Rynbrandt, Elizabeth Stoddard, Alonda Trammell, Dreyson Byker, Victoria Arnold, Erin Banchoff, Scott Orr <u>Steering members absent with notification:</u> Adrienne Goodstal, Jose Salinas, <u>Steering members absent without notification:</u> Hattie Tinney, Cheryl Schuch <u>Community Members:</u> Wende Randall (Essential Needs Task Force), Tammy Britton (City of Grand Rapids), Shannon Tanis (community member) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	8:32am	Time Adjourned:	10:43am

<b>Approval of Agenda</b>			
Motion by:	Tom Cottrell	Support from:	Elizabeth Stoddard
Discussion			
Amendments	Add new Steering members and those terming off under 2021 Reflection		
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>November 19, 2021</b>	
Motion by:	Casey Gordon	Support from:	Tom Cottrell
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>			
Motion by:	Lauren VanKeulen	Support from:	Susan Cervantes
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
None.			
<b>Fiduciary MOU</b>			
Discussion			
<p>Finance Committee discussed the ideal document type and including appropriate CoC responsibilities in this document. This included conversation around the costs incurred by Heart of West Michigan United Way (HWMUW) for admin and financial support of the Coalition (finance, HR, IT, occupancy, etc.). There is about a \$21,000 shortfall this fiscal year. Gail, HWMUW's CFO, was asked to determine whether HWMUW is seeking a cost neutral arrangement or is willing to provide some support. She will follow-up with CoC staff. If needed, Steering could consider adding the responsibility for ensuring a certain amount of the funding needed for support is provided each year.</p>			



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Courtney noted that MSHDA caps grant admin dollars at 7.5%. The precedent in our community is to split the funds with subrecipients at 3.5%. There are now multiple subrecipients, increasing the amount of time HWMUW spends with grant administration and monitoring. She asked the group to discuss whether the fiduciary should capture all admin funds with future allocations. This would allow HWMUW to capture more for shortfall and Finance Committee members indicated that other programs do not allow admin funds to pass through to subrecipients. HMIS costs would remain billable for subrecipients.

Susan shared that Kent County splits admin costs with their subrecipients. She wondered if this change would create roadblocks for applicants as not all agencies have unrestricted funds. Victoria Sluga agreed and noted that admin funds can be difficult for agencies to raise, especially for newer or smaller organizations. She would not want the lack of admin funds to prevent agencies from applying for funding.

Rebecca shared that Finance Committee also discussed that there will always be hard costs (space, technology, equipment) associated with being a fiduciary. Signing grant agreements can be seen as the fiduciary accepting the admin costs for their services. She feels it would be easier to respond to changes to admin costs if presented in a spreadsheet. Elizabeth agreed and suggested Finance Committee to review different scenarios.

Finance Committee also discussed whether an MOU or financial services agreement is preferred as the CoC is not an incorporated entity. Karen indicated that shifting to a financial services agreement would not increase enforceability. The fiduciary is in place as a legal entity to hold grant funds. She thinks it would be best to clearly state expectations in the document for transparency and accountability.

Staff can review the MOU to ensure CoC responsibilities are outlined. Rebecca suggested adding "the CoC shall demonstrate a good faith effort to fundraise to ensure full funding of the fiduciary's direct costs". Courtney indicated that the admin conversation does not need to be resolved immediately and wants to wait to make an informed decision before finalizing the agreement. An updated MOU will be brought back to Steering. Finance Committee will review spreadsheets on admin costs.

Action Items	Person Responsible	Deadline
Update and bring MOU to January Steering meeting	Courtney/Brianne	
Review scenarios for changing admin cost allocations	Finance Committee	

### **2022 Executive Committee Elections Reminder**

#### Discussion

Elections for the 2022 Executive Committee will be held at the January Steering Council meeting when new members are seated. There are 5 positions - chair, vice chair, secretary, treasurer, and member at large; each is elected for a one-year term. The time commitment depends as some members are involved in more conversations based on the nature of their jobs.



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The CoC chair facilitates meetings and helps think through long-term strategy. Karen shared that she will step back from the chair position due to other ongoing initiatives. For her, the chair role was not too much additional time as staff have a strong knowledge base and processes have become streamlined over the pandemic. Casey served as chair a few years ago and agreed with Karen. Courtney shared that continuity and new membership are both beneficial to Executive. Staff will send out an email prior to the January meeting seeking nominees. Members should begin to consider current and new members who would be a good fit.

Courtney recognized members who were elected and re-elected during yesterday's membership meeting: Tom Cottrell, Mark Contreras, Wanda Couch, Frances Dalton, Casey Gordon, Jose Salinas, Elizabeth Stoddard, Ryan VerWys, and Holly Wilson. She thanked those terming off - Hattie Tinney, Scott Orr, and Dreyson Byker - for their time and commitment over their term(s).

Action Items	Person Responsible	Deadline

### Funding Decision Appeal Policy

#### Discussion

As the CoC Program Competition recently closed, staff have begun to prepare for the next competition. One thing that needs to be discussed is the Funding Decision Appeal Policy. This is currently interim but needs to be adopted as an official policy. Staff wondered whether a Steering Council vote on the panel's decision is necessary in future years.

Rebecca expressed the importance of ensuring Steering has the final decision on funding recommendations as this is a main responsibility delegated by the CoC membership. This remains the intent - Steering Council would vote on a final funding recommendation by Funding Review Committee which would be affirmed or changed by an Appeals Panel if necessary. If there is dissent with the panel's decision, Steering would review this when voting on final funding recommendations. Staff, Elizabeth, Erin, and Rebecca will update the policy to clarify this process.

Tom asked how aware Steering will be of Appeals Panel conversations will be when making a final decision. Appeals Panel would produce a report with their general discussion and the reasoning for decisions. This would ensure documentation and transparency. Elizabeth noted that this year's process was more objective and looks forward to increasing objectiveness in future rounds.

Action Items	Person Responsible	Deadline
Rework policy document to ensure clarity in process; bring back to Steering for approval	Staff, Elizabeth, Erin, Rebecca	

### 2021 Reflection

#### Discussion

Erin suggested this idea at Executive noting that this group discusses improving the system, but often does not reflect on successes. Members split into groups and reflected on the success of the Coalition over the past two years. Responses include:

- New systems and different organizations getting involved with the work
- Strategic plan completed!



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- Several functional zero initiatives launched
- Increased focus on data
- Ongoing conversations on restructuring the Coordinated Entry System
- Recognition of the importance of identifying system gaps and innovating to solve
- Agility in response; pivoting quickly to react to different funding sources and community needs
- Collaboration between providers to support and implement multiple initiatives
- Strong relationships across community partners
- New status quo with collaboration as central component
- “collaboration on a whole other level”

Action Items	Person Responsible	Deadline
<b>Other Matters from Steering Council members</b>		
Discussion		
Susan shared that KCCA has testing kits available for pick up at 121 Franklin. Hygiene and food kits are also available for those in quarantine or isolation. Masks, gloves, and PPE are available for shelter providers. KCCA received LIWAP funds. These will be available for Kent County residents with metered water starting in January.		
<b>Public Comment on Any Item</b>		
Discussion		
Shannon Tanis shared that she lives in Kent County. She is currently homeless and has been for 2 years and feels she and others have experienced profound harm because of governmental practices. She was vetted through E Clause LLC to do loss prevention reviews of government performance and has been engaging with the system and documenting deficiencies. She will submit a report in the coming weeks. She thanked members for all their work. She wants to ensure no one has to endure the hardships of homelessness and to get the alignment back to zero to begin to move in a positive direction.		
<b>Adjourn</b>		
Motion by:	Tom Cottrell	Support from: Alonda Trammell