



STEERING COUNCIL MEETING MINUTES

February 18, 2022

8:30-10:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<u>Steering members present:</u> Holly Wilson, Tom Cottrell, Susan Cervantes, Casey Gordon, Lauren VanKeulen, Rebecca Rynbrandt, Elizabeth Stoddard, Fran Dalton, Jose Salinas, Cheryl Schuch, Karen Tjapkes, Victoria Sluga, Alonda Trammell, Ryan VerWys, Adrienne Goodstal, Tom Cottrell, Wanda Couch, Victoria Arnold, Tammy Britton <u>Steering members absent with notification:</u> Mark Contreras <u>Steering members absent without notification:</u> none <u>Community Members:</u> Greg Mustric (Woda Cooper), Wende Randall (Essential Needs Task Force), Anna Diaz (Community Rebuilders) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	8:32am	Time Adjourned:	10:43am

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Alonda Trammell
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Approval of Minutes		January 21, 2022	
Motion by:	Ryan VerWys	Support from:	Tom Cottrell
Discussion			
Amendments	Under Other Matters - correct to HOME 'ARP' funds		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Karen Tjapkes	Support from:	Tom Cottrell
Discussion	Courtney asked to pull out data reports to discuss if this the best report to meet Steering's needs (10a).		
Amendments	None		
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion	<p>Courtney shared that she received an email in response to a conversation at November's meeting around the number of unsheltered youth families. The minutes reflect that 50 unsheltered youth families were reported. Partners examined this number and found only 8 youth families.</p> <p>"Following the November 2021 Steering Council meeting HAP and Community Rebuilders researched the reported "50 unsheltered youth families" reported on the Youth Functional Zero BNL as this conflicted with the data from the Family Functional Zero BNL. Upon further review it was discovered that there were only 8 youth families on the family functional zero BNL and none were found to be</p>		



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unsheltered. The actual status of youth families who were on the Youth Functional Zero list is as follows: 2 appear to not be a family, 1 is working with FP and we wouldn't have the update 2 moved out of county, 1 has a unit secured, 1 is enrolled in Keys First, and 1 is enrolled in SS and working with a Solutions Specialist."

Lauren offered to participate in a small group to discuss the youth and family by-name list along with HAP, Community Rebuilders, and other interested groups. Courtney/Brianne will schedule a discussion.

LIHTC Presentation: Woda Cooper Breton Grove

Discussion

Greg Mustic with Woda Cooper attended to share information about Breton Grove, a Low-Income Housing Tax Credit (LIHTC) project they plan to submit in the April round. The project would be located at 2400 43rd St SE and have 55 units. 20 would be targeted to top 10% of Coalition's prioritization list. 11 of these would be 1 bed units and 9 would be 2 bed units. Community Rebuilders would serve as the lead agency providing supportive services to tenants.

Greg shared the proposed site plan for the 4-story building. They plan to have a community room, case management office, health screening room, and playground. The location has nearby amenities. This design is similar to what was proposed a year and half ago; their team thinks they have a good chance at being funding in the upcoming round with changes in Qualified Allocation Plan (QAP).

Members asked about the site plan. Non-PSH units will be 1- and 2-bedroom units and will be available to different levels of Area Median Income (AMI) using income averaging approach with an average of 60% AMI. PSH units will be disbursed with non-PSH units. Woda Cooper is unsure whether MSHDA will require balconies, but the current plan does not include balconies. The site is zoned multi-family. They are working with Grand Rapids Planning Commission to ensure correct wetland buffers in place and received a letter of endorsement in the past. They are determining if a new letter is needed given the slight changes.

Wanda asked about the success of Grandview Place as the proposed project will follow a similar model. Greg indicated that he does not work directly on the Grandview Place team, but believes things are going well there. The team uses best practices and MSHDA guidelines. Greg offered to connect with the property manager and provide a response. Anna Diaz, of Community Rebuilders shared that Grandview Place is specific to veterans. Community Rebuilders has staff on site and provides supportive educational groups and 1-on-1 counseling services. She noted that GRACE Smart Homes opportunities will be available at Breton Grove. This will allow families to connect to social determinant of health resources.

Cheryl Schuch made a motion to provide a letter of support to Woda Cooper for the Breton Grove LIHTC project on behalf of the CoC. Tom Cottrell provided a second. All in favor. Motion passes.

Action Items	Person Responsible	Deadline



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Current FY2021 Budget		
Discussion		
<p>The year-to-date statement of activity was included with the consent agenda. The budget for the upcoming fiscal year will be discussed at an upcoming meeting. Finance Committee recently discussed an amendment to current budget to see if unrestricted funds can remain in the fund balance. The United Way (HWMUW) Finance team is exploring this possibility.</p> <p>Conversation around the source of the fund balance. In the last fiscal year, a portion of HWMUW cash commitment that was not expended and contributed to the fund balance. Prior to that, a portion of the joint ENT/Coalition fund balance was dedicated to Coalition work. Wende's understanding is that this split was based on the split of Kent County Unmet Needs funds.</p>		
Action Items	Person Responsible	Deadline
Fiduciary MOU Update		
Discussion		
<p>At the last meeting, HWMUW brought to Finance Committee's attention that they may not grant funds to the Coalition as cash match after the next fiscal year. This may be needed to cover the gap between HWMUW's costs in supporting the Coalition and the indirect fees they receive. Finance Committee will continue to discuss what it would look like if the Coalition has a shortfall or has to provide funds to cover the gap.</p> <p>The current MOU includes fiduciary duties but does not state a percent or amount HWMUW will receive. Finance Committee feels the MOU could stand as status quo with minor changes for now, but substantial changes may be coming in future years.</p> <p>Members noted that if the Coalition's budget increases, this may lead to more admin work. On the other hand, there has been a large workload over the past 3 years with increased federal funding flowing through the CoC. As passthrough funding decreases, admin time may decrease. Wende thinks HWMUW leadership will not make a final decision for a while but wanted to start conversations early so the Coalition can start exploring next steps.</p>		
Action Items	Person Responsible	Deadline
Annual Data Reports		
Discussion		
<p>Courtney shared that 3 years ago there were conversations with the Michigan Coalition Against Homelessness (MCAH) around the community's annual count numbers. The count data reflected that a significant number of individuals has contacted HAP/Coordinated Entry (CE) and reported literal homelessness but had not engaged with a resource. These individuals were included with MCAH's annual count report, but not with data reported to HUD. At the time, it was determined with CE/HAP that the annual count report included all those experiencing literal homelessness in our community. This report was used as trend data for past 5+ years.</p>		



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Now, MCAH has retired the annual count report and is using a Core Demographics report. Upon review, this report is more in line with the data reported to HUD and includes only those entered into emergency shelter, transitional housing, safe haven, street outreach or rapid re-housing projects. This data is not comparable to previously reported annual count data which included anyone contacting CE and reporting literal homelessness. Gerry from MCAH indicated that a functionality may be coming to include those who have 2+ interactions with CE and report being literally homeless. Courtney plans to have a follow-up conversation with MCAH around the reports. If the Coalition does use the core demo report for 2021 data, it will be important to provide context detailing why the data is not comparable.

Data Analysis Committee recently discussed the scorecard vitals and whether they need to be shifted as annual count data is used for some baseline measures. The core demo report can be used retroactively if needed.

Casey expressed concern with the difficulties of reporting data on all individuals who connect with the system. Courtney noted that ensuring all households experiencing literal homelessness are enrolled in a project is being discussed with the development of by-name lists. Cheryl thinks the development of the Community Housing Connect (CHC) toll will be an opportunity to ensure measurement is well informed.

Emergency Shelter Counts Report

Courtney asked to pull this out of the consent agenda to discuss whether this is the best way to measure community need. The report was developed at the onset of the pandemic to help determine whether shelters were reaching capacity given social distancing guidelines. The report shows when shelter resources are utilized, but not unmet need or the number of literally homeless individuals.

Cheryl thinks the report provides an understanding of the shifts in capacity and thinks an additional report, broken down by population, would be helpful as an addendum. She does not think the community has a way to capture all who touch the front door and are not entered into HMIS at this point. Family Promise has started tracking unmet need data and Cheryl thinks that the tools and vision that are being developed will track this systemwide. However, data will not be retroactive.

Cheryl also advocated for a proactive approach in planning for family shelter needs as she feels an emergency approach is currently used whenever need increases. She thinks data on permanent and temporary shelter capacity would lend an understanding of how capacity varies. Currently, 36 permanent rooms are available for family shelter and the rest are temporary as funding is available whereas 90 rooms would be sufficient based on historic data. Conversation around funding streams that support emergency shelter and their parameters. Cheryl noted that data on system's capacity and needs could support fundraising for innovative projects.

Tom expressed concern if this report is shared broadly without context. It has been used for internal purposes though all Steering Council packet documents are publicly available. Elizabeth asked if the report could include shelter capacity to help reflect capacity utilization. Casey agreed and asked to



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show unmet need as well. Cheryl noted that the family numbers are reflective of capacity as the number of family shelter rooms are depending on funding. Staff can shift this report to once a month and ask providers, including DV providers, to submit data on capacity and utilization.

Courtney asked if the families with unmet needs that Cheryl referenced are being reflected in CHC data. Cheryl noted that as of mid-December, families in need of shelter were being tracked through CHC but may not be included in the dashboard. She also advocated against solely relying on system data for reporting, as provider data may help inform conversation when data is not available in HMIS.

Lauren feels that accurate, consistent data coming from this space is a priority. She imagines much of this work would fall under the data analyst which has been discussed in strategic planning. By-name lists (BNLs) could be a starting point for data that includes those with unmet needs. Veterans and family BNLs are established and a youth BNL is in process. Courtney noted that a data analyst would need to be hired for the Coalition to have capacity to pull this data together in a regular report. Each subpopulation group could discuss strategies for ensuring data is provided on a regular basis.

As discussed earlier in the meeting, there will be a follow-up meeting to understand youth and family data. Discussion can include understanding ways to capture unmet need.

Action Items	Person Responsible	Deadline
Convene small group re: youth & family BNLs and capturing unmet need	Courtney/Brianne	
Update shelter count report to include capacity and unmet need data	Brianne	

PIT Count Update

Discussion

The annual PIT (Point-In-Time) Count will be the night of February 23. Staff will provide fliers to those who are interested. Have HUD reps joining - newly appointed regional administrator will be doing ride along and will be at PIT Packet pick-up for meet and greet. Since have Thursday morning full CoC meeting to introduce themselves.

Action Items	Person Responsible	Deadline

MSHDA ESG-CV

Discussion

Courtney provided an update from last month's discussion. She recommended that the additional MSHDA ESG-CV allocation was split 60% to emergency shelter and 40% to rapid re-housing to Family Promise and Community Rebuilders respectively. Executive Committee approved this recommendation. She anticipates funds will be expended by 9/30. If providers are unable to spenddown funds, other subrecipients may be able to support if needed.

Action Items	Person Responsible	Deadline

Other Matters from Steering Council members

Discussion



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Casey reflected on the LIHTC presentation and the need for larger units (3+ bedrooms) for families. She asked if there is a way to advocate with developers to consider larger units of affordable housing. Courtney noted there has been conversation around discussions with developers before and as they draft projects. Ryan noted that market demand partially drives this as many families prefer a single home outside of a multi-family setting. He shared this is one topic that is discussed by the Kent County Permanent Housing Coordinating Council. The group is currently defining its purpose but meets quarterly and talks about developments in the pipeline and needs.

Rebecca shared that the Kent County/Wyoming HOME Consortium is seeking consultants to assist with planning for HOME ARP funds. Participation from group members in helping identify continuing needs would be helpful.

Public Comment on Any Item			
Discussion			
None.			
Adjourn			
Motion by:	Tom Cottrell	Support from:	Cheryl Schuch