



STEERING COUNCIL MEETING MINUTES

April 22, 2022

8:30-10:30

Facilitator:	Casey Gordon		
Meeting Attendees:	<p><u>Steering members present:</u> Casey Gordon, Cheryl Schuch, Karen Tjapkes, Jose Salinas, Holly Wilson, Tom Cottrell, Karen Tjapkes, Susan Cervantes, Ryan VerWys, Adrienne Goodstal, Alonda Trammell, Elizabeth Stoddard, Wanda Couch, Tammy Britton, Fran Dalton, Victoria Arnold, Nelson Soto, Stephanie Brock-Knoper (for Rebecca Rynbrandt)</p> <p><u>Steering members absent with notification:</u> Lauren VanKeulen, Victoria Sluga, Mark Contreras</p> <p><u>Steering members absent without notification:</u></p> <p><u>Community Members:</u> Wende Randall (Essential Needs Task Force), Vera Beech (Community Rebuilders), Samuel Kallen (Housing Next)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach</p>		
Time Convened:	8:32am	Time Adjourned:	9:38am

Approval of Agenda			
Motion by:	Karen Tjapkes	Support from:	Adrienne Goodstal
Discussion	Courtney indicated that the budget is not ready for approval; she offered to provide an update under this agenda item instead.		
Amendments	None		
Conclusion	All in favor, motion passes.		
Approval of Minutes		March 18, 2022	
Motion by:	Tom Cottrell	Support from:	Alonda Trammell
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Adrienne Goodstal	Support from:	Tom Cottrell
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion			
None			
FY23 Coalition Budget			
Discussion	Courtney shared that she met with United Way's (HWMUW) Finance team earlier this week to review the FY23 Coalition/CoC budget. HWMUW is finalizing a budget based on current fund amounts with the ability for the Coalition to make changes, if desired. There are no major changes, but funds would		



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cover separate Program Manager and Administrative Assistant positions which has been established as a need. This change would eliminate the current CoC Associate position.

This budget will be presented to the HWMUW board for approval. Courtney will send the final version to Finance Committee, once available. They will meet, if needed, and a final budget will be brought to Steering Council for approval.

Action Items	Person Responsible	Deadline
Provide finalized budget to Finance Committee	Courtney	

Strategic Plan: Q2 2022 Rocks

Discussion

Courtney indicated that an implementation team (ITM) has been meeting regularly to track progress on Q1 rocks. She shared an update on each of the rocks. Highlights:

- One Q1 rock was to secure funding for one position. Conversations with a prospective funder for the Data Analyst position are ongoing.
- Identifying systems for data sharing is a rock and ITM recently discussed the need to tie this rock to annual priorities. Potential systems include health, criminal justice, and education. Fran noted that much of the data the Coalition reviews is reported to HUD. She wondered if this rock could lead to tracking additional community data points. Courtney noted there may be different ways of getting community data; this ties into the Coalition's desire to hire a Data Analyst to use community data for storytelling and in developing strategies to reach functional zero.
- Tom asked if data-sharing for the FUSE initiative connects with the data sharing rock. Courtney noted that this may have been the intent when the goal was developed, though she hopes to identify systems that will engage with two-way data sharing to benefit multiple systems. Cheryl wondered if Data Analysis Committee could determine additional data points for focus. Courtney noted that staff capacity is limited as has been discussed. She feels this is important and requires investment. Cheryl agreed and hopes efforts to build staff capacity will help bring the goal forward.
- Progress was made towards several Q1 rocks which were shifted or updated as Q2 rocks:
 - o Development of a recruitment strategy was moved into Q2 as it is contingent on survey results which are forthcoming
 - o There were staff changes with partners leading the Advisory Council work so progress was paused; scheduling the first meeting is carried over as a goal for Q2
 - o Courtney is working with a consultant to develop an annual brief and plans for it to be finalized and published in Q2
 - o An implementation plan for Coordinated Entry (CE) redesign is in progress; the hope is to have a final plan next month or two.
 - o There was a Q1 rock around resource capacity. ITM discussed the need for capacity to fulfill this rock. It was reframed to identify a framework for a coordinated community response for prevention which aligns with ongoing discussions around the end of CERA.



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Courtney presented additional draft rocks that were developed for Q2. These include:

- Establishing a process timeline and milestones to reach functional zero for families, chronic, and youth. This is mostly in place for families through the family functional zero work and an upcoming Built for Zero convening should help finalize a timeline for those experiencing chronic homelessness. Both processes will then serve as a basis for a youth process/timeline.
- The Michigan Racial Equity Strategic Plan work will help meet some of the Coalition's goals around race and equity. The guiding team (CERT) will be meeting soon. If someone who is part of CERT wants to be involved with ITM, let staff know

Staff will bring final rocks back next month and update Steering if any rocks are added. Annual priorities and progress can be discussed in May as well.

Ryan asked for background on the CE redesign process. Courtney suggested relying on minutes from past minutes when the Council asked CE Committee to develop a proposal. Staff can share the presentation document from that meeting which provides historical context.

Fran asked about the role of Steering Council in assessing CoC programming efficacy related to community need. Courtney indicated that this is part of the funding review process which is being updated. A draft will be brought to Steering Council. Courtney reviewed how community need is identified for different funding sources. Casey noted that this topic also may connect to prevention services and developing a baseline which may help reveal needs and other sources.

Action Items	Person Responsible	Deadline

Fiduciary MOU

Discussion

The Coalition enters into an MOU with Heart of West Michigan United Way (HWMUW) for fiduciary services. An updated draft of the MOU was included in the agenda packet. The section around Coalition role and responsibilities was added upon request from HWMUW. Additional minor changes were recommended by Executive Committee.

Tom asked how changes impact responsibilities of Steering Council members. Courtney indicated that the need for match funds has increased over years. Previously, before match funds were covered by HWMUW. This update puts the responsibility on the Coalition and Steering could help identify sources that could be used as match (in-kind and cash). In addition, HWMUW administrative responsibilities increased due to COVID funding. HWMUW has indicated they will provide services but need to support staff time spent on required responsibilities.

Staff will change the date range to the appropriate to 1 year time frame. **Tom motioned to adopt the MOU as written with the date change as discussed. Elizabeth seconded. All in favor, motion passes.**

Action Items	Person Responsible	Deadline

Funding Appeal Policy

Discussion



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Brianne indicated that staff hoped to have a final draft ready for Steering to approve during this meeting, but this is not ready yet. She overviewed the purpose of the policy. An Appeals Panel may form in response to Funding Review Committee recommendations, if requested by an applicant, to determine if appeal is valid and if the committee's recommendation should be changed. The policy, which is currently interim, details the composition of an appeals panel and timeline for appeals. Courtney indicated that the update is not seeking major changes to policy, is codifying policy that has been interim for several years. The updated policy will also incorporate other funding source as well as the CoC Program Competition. The timeline will differ between the two as will the composition of the panel.

Fran asked if the policy has been used historically. Courtney indicated that a policy is required by funding sources and the interim policy has been used in the past, so a robust policy is important. Brianne will send the older policy to the Council for reference. A final draft will be brought for approval next meeting.

Action Items	Person Responsible	Deadline
Send Funding Appeal Policy for reference	Brianne	
Other Matters from Steering Council members		
Discussion		
None.		
Public Comment on Any Item		
Discussion		
None.		
Adjourn		
Motion by:	Cheryl Schuch	Support from: Tom Cottrell