



STEERING COUNCIL MEETING MINUTES

June 17, 2022

9:00-10:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<u>Steering members present:</u> Lauren VanKeulen, Tom Cottrell, Rebecca Rynbrandt, Victoria Sluga, Tammy Vincent, Karen Tjapkes, Ryan VerWys, Jose Salinas, Cheryl Schuch, Elizabeth Stoddard, Wanda Couch, Fran Dalton, Victoria Arnold, Alonda Trammell, Casey Gordon, Adrienne Goodstal, Mark Contreras <u>Steering members absent with notification:</u> Holly Wilson <u>Steering members absent without notification:</u> none <u>Community Members:</u> Wende Randall (Essential Needs Task Force), Maranda VanZegeren (Community Rebuilders), Carolyn Allen (Covenant House) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
Time Convened:	9:04 am	Time Adjourned:	10:31 am

Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion	Courtney indicated that MSHDA ESG Exhibit 1 does not need Steering approval. It was open for public comment and reviewed earlier in the week.		
Amendments	Add Proposed grantee change for HUD SSO-CE and HMIS grants (#7)		
Conclusion	All in favor, motion passes.		
Approval of Minutes		May 20, 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:	Casey Gordon	Support from:	Adrienne Goodstal
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes.		
Petitions and Communications			
Discussion	None		
Proposed Grantee Change			
Discussion	<p>The group discussed the proposed grantee change for Supportive Services Only (SSO) Coordinated Entry (CE) and HMIS grants from The Salvation Army (TSA) to Heart of West Michigan United Way (HWMUW) presented at this morning's work session.</p> <p>Victoria Sluga referenced comments from the work session and asked if the general membership meeting would be space for the public to hear the proposal and provide comments. Courtney</p>		



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indicated that there will be opportunity for questions and comment at the full membership meeting as was discussed last month. Cheryl recommended that Steering vote on recommending the proposal moves to the full membership to increase visibility and transparency. She believes the vote would be to a make recommendation, not the change, because of where the power lies.

Casey motioned that Steering recommend HWMUW become the grantee for the HMIS and SSO-CE grants and recommend that the grantee change, proposed infrastructure, and community process to allocate remaining funds are brought to the June CoC general membership meeting. Adrienne second.

Fran suggested breaking down the motion into separate motions for clarity. Cheryl noted that current processes may apply to some items like allocating funding. She suggested phrasing the motion in a way that ties CE and HMIS function to the funds; functions would remain when funds are shifted.

Victoria Arnold suggested three separate motions around shifting the grantee, procedure to implement the proposed CoC infrastructure, and HMIS funding. She suggested following established procedure when determining how to allocate remaining funds. Adrienne suggested removing reference to a community process to allocate funding.

Casey made an amended motion that Steering recommend HWMUW become grantee for HMIS and SSO-CE HUD grants. Adrienne supported. Fran asked if a certain amount of funding will go to administration; admin funds are typically a set amount (10%). Elizabeth asked that the motion clarify who receives the recommendation and Courtney asked to reference HUD as the grant-maker. Casey amended her motion and moved that **Steering Council recommend to the full Coalition membership that HWMUW become the grantee for HUD HMIS and SSO-CE grants. Adrienne support.**

In favor: 14 (Ryan VerWys, Elizabeth Stoddard, Victoria Sluga, Cheryl Schuch, Victoria Arnold, Mark Contreras, Karen Tjapkes, Casey Gordon, Adrienne Goodstal, Wanda Couch, Alonda Trammell, Rebecca Rynbrandt, Tom Cottrell, Fran Dalton)

Opposed: 1 (Tammy Vincent)

Abstentions: none

Motion passes.

Conversation around whether the proposed staffing infrastructure should be recommended to full membership with the proposed grantee change. Lauren wondered if this could be included in conversations around process to determine how remaining SSO-CE funds are spent. Courtney feels that input from the full membership is necessary as SSO-CE grants previously underwent the community's funding review process. Cheryl feels it is important to follow existing processes and ensure transparency without bringing unnecessary action items to the membership. Courtney noted that the grantee holds the power to make the final decision on staffing and how funding is spent. Rebecca agreed with Courtney and Cheryl and noted that a policy vote was just taken. Certain responsibilities are delegated to Steering; staffing is not within Steering's purview though the body can inform/advocate with a grant holder. Consensus to move forward with the motion taken followed by a community process around allocating remaining funding.

Action Items	Person Responsible	Deadline
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FY22-23 MSHDA ESG Funding		
Discussion		
<p>Courtney shared that the community has not yet received information on the FY22-23 allocation from the Michigan State Housing Development Authority (MSHDA). She wants to discuss funding priorities to prepare for when the allocation is released and referenced discussions around the need for an outreach lead agency. This role would provide coordination of outreach services with expectations outlined in a Memorandum of Understanding (MOU). An outreach position was previously funded at TSA. Courtney recommends funding is not automatically allocated but instead a community group discusses the expectations of a lead agency and a releasing a Request for Proposals (RFP) for projected costs.</p> <p>Victoria Sluga feels there is a need for a lead to coordinate multiple initiatives and determine gaps in services. From Tammy's perspective, she thinks a lead agency is reasonable and dedicated staff person would be an asset. Adrienne asked about responsibilities of the outreach lead role when it was housed at TSA. Courtney is unsure if TSA was ever identified as a lead agency as she has not seen MOU. Victoria Sluga indicated that there has not been a formal outreach lead, but historically the outreach role at TSA was a catchall for all populations so they were viewed as the lead. She noted that the current funding structure has one staff member covering the entire county. Victoria Arnold indicated that she never received communication that TSA was lead outreach agency; if a lead role is defined, it would increase organization and effectiveness. Cheryl noted that the outreach role has morphed over the years based on funder requirements. She suggested that Coalition leadership have strategic conversations with MSHDA around community need and funding requirements.</p> <p>Courtney noted that Steering will need to determine funding priorities once the MSHDA ESG allocation is announced. She asked if the group is ready to move forward with selecting an outreach lead agency. Lauren suggested utilizing the current lead agency selection process. Courtney feels the process could be used.</p> <p>Adrienne motioned to move forward with current process for identifying a lead agency for outreach. Cheryl seconded. Courtney asked for a friendly amendment indicating the lead agency is related to MSHDA ESG funds. Adrienne motioned to move forward with current process for identifying an outreach lead agency to be supported by the allocation of MSHDA ESG funds. Cheryl seconded. All in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
Kent County American Rescue Plan Funding		
Discussion		
<p>Courtney shared slides she received around Kent County's American Rescue Plan Act (ARPA) funding. The County received \$127.6 million in funds and has established 5 priority areas. A survey and submission portal are open for community engagement. Wende Randall shared that the County added community meetings dates and extended the idea submission deadline, but the proposal</p>		



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submission timeframe has not changed. Courtney indicated that she has not been contacted about process or asked to provide Coalition input but wanted to bring slides to the group to ensure all are aware of the process. She noted that homelessness is not in the priority areas and wondered this should be addressed with the County.

Cheryl thinks this is an opportunity for conversation on community priorities and noted that federal guidance has suggested that funds can be used to solve homelessness. Ryan feels this is an opportunity for advocates to raise issues and encouraged communication with to County Commissioners. He has discussed economic impact of adding housing and the need for workforce housing with the County.

Fran asked for clarity around the different submission portals and wondered whether both are considered equally. Wendie shared that Kent County has not indicated how each will be considered but that funding will go towards submitted proposals. To her, it seems that the more ideas submitted around broad topics, the more proposals around those ideas will be considered. She also thinks that staff will look at whether proposals leverage other funding when making decisions.

Lauren suggested that this topic goes to the membership meeting. Courtney agreed and can ask the County present as a funding requirement was that they connect with CoC to help inform how funding is allocated. Cheryl feels that feedback from the Coalition should be weighted significantly as a body as compared to other comments that come in for community individuals and asked how the conversation can be elevated. Courtney offered to schedule a meeting with County staff and leadership.

Action Items	Person Responsible	Deadline
Bring ARPA funding process to membership meeting and request presentation from Kent County	Courtney	
Request meeting with County staff re: funding priorities	Courtney	

Fair Housing & Anti-Discrimination Policy

Discussion

A draft of a Fair Housing & Anti-Discrimination Policy was included in the packet. It was created to ensure the Coalition is in compliance with HUD Equal Access and Fair Housing rules. The draft was reviewed by Executive Committee; Steering is asked to approve the document.

Tammy asked that the policy define 'recipient', 'subrecipient' and 'participant' and clarify the funding sources when referencing ESG programs. Enforcement and applicability were discussed at Executive who determined that the Coalition can only enforce what is required by HUD for funding sources applicable to the Coalition. Elizabeth noted that most language is copied from HUD regulations; her understanding is that regulations apply to all ESG funds, regardless of funder.

Under Section 1.b.2., Tammy noted that the responsible jurisdiction would be a local municipality and wondered if this should be changed. Rebecca believes that local municipalities have responsibility to investigate potential Fair Housing violations and can determine their own process. She noted that the



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City of Wyoming has an agreement with the Fair Housing Center of West Michigan (FHCWM) in some cases and in others, their attorney office takes the lead in working with Justice Department.

Tammy asked for additional time to review policies presented for approval in the future. Elizabeth noted that this timeline was tight due to MSHDA requiring the policy is submitted with Exhibit 1. She understands that MSHDA intends to provide examples from other CoCs which may provide an opportunity to refine the policy in the future. Courtney recommended the policy is approved as interim if refinement is anticipated. **Elizabeth motioned to approve the draft with clarification on recipient and subrecipient terms as the Coalition’s interim Fair Housing & Anti-Discrimination Policy. Tom seconded.** Tom appreciated the inclusion of appendices with guidance for agencies and suggested flushing them out in future iterations. Elizabeth noted that the FHCWM is committed to helping the Coalition a comprehensive policy. **All in favor, motion passes.**

Action Items	Person Responsible	Deadline
Other Matters from Steering Council members		
Discussion		
Ryan shared that he was recently on a call with Housing Kent. He encouraged folks to engage with the ongoing Kent County Housing Stability Alliance work and offered to provide updates. The group is currently brainstorming around structure has discussed the Coalition’s role CoC.		
Public Comment on Any Item		
Discussion		
Maranda VanZegeren proposed question regarding what was presented during the work session. She indicated that the City of Grand Rapids, Kent County, and local philanthropy expect to have role in determining the future of Community Housing Connect 2.0. She wondered how the proposed infrastructure will fit with CHC 2.0 and role these entities will play in the development of the infrastructure.		
Adrienne motioned to close public comment. Cheryl seconded. All in favor, motion passes.		
Adjourn		
Motion by:	Cheryl Schuch	Support from: Adrienne Goodstal