



STEERING COUNCIL WORK SESSION MINUTES

June 17, 2022

8:00-9:00

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<p><u>Steering members present:</u> Tom Cottrell, Victoria Sluga, Tammy Vincent, Casey Gordon, Cheryl Schuch, Elizabeth Stoddard, Wanda Couch, Lauren VanKeulen, Rebecca Rynbrandt, Ryan VerWys, Jose Salinas, Adrienne Goodstal, Casey Gordon, Rebecca Rynbrandt, Mark Contreras, Victoria Arnold, Jose Salinas, Fran Dalton, Karen Tjapkes, Alonda Trammell</p> <p><u>Steering members absent with notification:</u> Holly Wilson</p> <p><u>Steering members absent without notification:</u></p> <p><u>Community Members:</u> Michelle VanDyke (Heart of West Michigan United Way), Maranda VanZegeren (Community Rebuilders), Wende Randall (Essential Needs Task Force), Johanna Schulte (City of Grand Rapids), Erin Banchoff (City of Grand Rapids), Carolyn Allen (Covenant House)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach</p>		
Time Convened:	8:02 am	Time Adjourned:	8:50 am

Draft CoC Infrastructure & Staffing Plan	
Discussion	
<p>Courtney presented a draft infrastructure and staffing plan. The plan includes an internal Coalition structure designed to fulfill CoC responsibilities. Proposed staff positions:</p> <ul style="list-style-type: none"> - Administration and management are separated into two roles - Program Manager and Administrative Assistant; currently the Associate role helps fulfill both responsibilities. A Director provides oversight. - Data roles: HMIS Administration and HMIS Help Desk support are currently contracted. Given the size of the CoC, the proposal has full time staff in both roles. A Data Analyst, supported by private funding, is included to analyze community data and focus on storytelling. - A Coordinated Entry (CE) Program Manager ensures process fidelity to CE process and oversees all CE components. <p>Courtney noted that historically, The Salvation Army (TSA) has held the CE Lead Agency role; when CE was initially implemented using a centralized intake model, all processes flowed through TSA as the lead. The proposal was developed with TSA based on what is best for the system as the community moves to a no wrong door approach for CE. With the proposed change, TSA would no longer be considered the lead agency for CE.</p> <p>Courtney indicated that there are 4 components of the CE process - access, assessment, prioritization, and referral. Currently, access and assessment are available for families through Community Housing Connect (CHC). With the implementation of CHC 2.0, this would be expanded to all populations and prioritization and referral would be added to CHC.</p> <p>Courtney overviewed the proposed budget. To achieve the suggested infrastructure, it is proposed that Heart of West Michigan United Way (HWMUW) becomes the grantee for HUD HMIS and Supportive Services Only (SSO) grants. The HMIS grant currently goes to TSA but HWMUW serves as</p>	



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the HMIS lead agency via MOU and shifting the grant has been discussed in the past. Surplus funds from SSO grants are anticipated and could be sub granted to agencies to support components of CE via a Request for Proposals (RFP) process. The proposal does not impact funds from other sources (e.g.: MSHDA and City of Grand Rapids) held at TSA.

There are several assumptions built into the proposal:

- The Coalition does not provide direct services but is responsible for coordination and implementation of community's CE process.
- The outreach specialist role supported with MSHDA ESG funding would not be automatically allocated to TSA moving forward.
- TSA still holds prevention funds and can apply for additional funds
- Coalition staff will manage HARA (Housing Assessment and Resource Agency) functions as defined by MSHDA.

Victoria Sluga asked about the proposed timeline and ongoing role of TSA. Courtney indicated that the expected timeline has full implementation beginning by December 1, 2022. She noted that an overlap in staff at HAP and the Coalition may be needed; private funding to fill this gap could be discussed. Having staff available for all populations to talk in-person or over the phone has been mentioned as an ongoing need. Courtney indicated next steps are to discuss any potential service gaps and pull together small group to determine how to remaining CE funds could be used.

Michelle VanDyke asked if TSA staff would move to proposed positions. Courtney indicated that staff could apply for newly created positions. Victoria Arnold feels it would be beneficial if current TSA staff had the opportunity to apply for positions. Intake specialists are not part of the proposed infrastructure, but there may be an opportunity an agency(ies) to provide services via RFP.

Tom asked if CHC will eventually sit in this infrastructure. Courtney noted that in discussions with Community Rebuilders, they indicated where CHC sits is a community decision. She feels there is opportunity for CHC to fit within the proposed infrastructure, but further conversations are needed.

Tammy asked if the proposed timeline aligns with performance periods SSO and HMIS grants. Courtney noted that there are multiple grants with different grant periods, so the plan is to contract remaining funds to HMWUW from 12/1 through the end of the performance period.

Carolyn Allen asked if youth should still go to TSA for intake. Courtney indicated that this infrastructure is being discussed but not implemented yet so no changes are taking place at this point.

Tammy asked if the proposed functions are an allowable use of SSO funds. Courtney indicated that functions are already performed under TSA's current contracts with HUD.

Victoria Sluga likes that the structure holds a place for outreach staff who act as a front door to the system and asked about 211's role as they often serve as a first point of contact. Courtney indicated that this role needs to be flushed out with community conversations.



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Cheryl shared that with the current CHC iteration, families enter the system from different locations. She sees less time and energy spent on manual matches and more spent on getting families into the system based on current relationships. She thinks expanding this process will help bring equity to system and that community-level coordination will be essential for success.

Tammy asked in CHC 2.0 would need to be implemented by the 12/1 timeline. Courtney indicated that this is not necessary.

Tom asked about next steps in the decision-making process. Courtney feels the next step is a conversation with the full membership followed by a decision on whether HWMUW becomes the grantee. This could be followed by a decision to have a community conversation and timeline to develop recommendations for areas to support with remaining SSO funds.

Tom asked if a decision needs to be made before the CoC Program Competition so it can be included in the CoC Application. Courtney indicated that this would be ideal, but she does not want to rush a decision because of a funding timeline as changes can be made with HUD later if needed.

Lauren suggested that during the Steering Council meeting, someone make a motion to recommend the proposal goes to the full membership. From there, a final decision can be made and the planning process can begin.

Fran asked about the amount of remaining funding. Courtney noted there is an anticipated range.

Action Items	Person Responsible	Deadline

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Public Comment on Work Session Items		
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Discussion		
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Erin Banchoff thanked the group for the opportunity to provide comment. She feels there was a lack of transparency given the short notice and lack of work session information in the Steering packet; it is difficult to provide comment on a proposal viewed for the first time today. She suggested including a staffing plan visual and budget that includes CHC 2.0. She supports need for community conversations and encouraged thoughtfulness in ensuring communications include those not on Steering Council. She also wondered about timing of the vote.

Tom motioned to close public comment. And Fran provided a second. All in favor, motion passes.

Adjourn		
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