



## STEERING COUNCIL MEETING MINUTES

July 21, 2023

8:30-10:30

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<u>Steering members present:</u> Elizabeth Stoddard, Skyler Boeve, Karen Tjapkes, Tenisa Frye, Holly Wilson, Lindsey Reames, Ryan VerWys, Fran Dalton, Charisse Mitchell, Gustavo Perez, Adrienne Goodstal, Mark Contreras, Alonda Trammell, Kate Berens, Paul Smith, Lisa Cruden, Victoria Arnold <u>Steering members absent with notification:</u> Jose Salinas, Lauren VanKeulen, Tammy Vincent <u>Steering members absent without notification:</u> Ryan Kilpatrick <u>Community Members:</u> Wende Randall (ENTF), Alex Kontras (Housing Kent) <u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Evan Hile, Ronan Parmenter		
Time Convened:	8:34 am	Time Adjourned:	10:19 am

<b>Approval of Agenda</b>			
Motion by:	Ryan VerWys	Support from:	Adrienne Goodstal
Discussion			
Amendments	Courtney recommended adding QSOBAA Discussion under Staffing Updates as 7a.		
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>June 16, 2023</b>	
Motion by:	Skyler Boeve	Support from:	Lindsey Reames
Discussion			
Amendments	Ryan VerWys noted that he was absent with notification from the June 2023 Steering Council meeting.		
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Kate Berens
Discussion	None		
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
<b>Staffing Updates</b>			
Discussion	Courtney introduced Evan Hile as the new Data and Analytics Manager. The CoC is currently hiring a Youth Homelessness Coordinator, and will post the Coordinated Entry Program Manager position soon. Anticipating being fully staffed by the end of the summer. It was also noted that the YHDP CCP was approved and a review of the project applications is underway in ESNAPS.		



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<b>HMIS QSOBAA</b>		
Courtney overviewed the purpose of the Qualified Service Organization Business Associate Agreement as a community wide sharing agreement in HMIS. A draft policy is drawn up and will be discussed at Executive Committee and then at the August Steering meeting. A staff analysis will be provided when this is presented in August.		
Action Items	Person Responsible	Deadline
Present to Steering	CoC	
<b>Nominating Committee Membership</b>		
Discussion		
Steering Council needs to select a chair and additional member for the Nominating Committee, and they cannot be current officers. Staff gave an overview of the positions and the time commitment. At the June meeting Skyler Boeve and Nicole Hofert voiced interest in these positions; Skyler confirmed her interest during this meeting, and Paul Smith confirmed Nicole's interest.		
<b>Adrienne Goodstal made a motion to nominate Nicole Hofert as chair and Skyler Boeve as the additional member of the Nominating Committee, with support from Ryan VerWys. All in favor, motion passes.</b>		
Action Items	Person Responsible	Deadline
<b>Steering Council Appointment</b>		
Discussion		
Courtney overviewed the guidelines presented by the charter for the Steering Council vacancy and noted that Victoria Sluga recommended her supervisor fill her position for the remainder of the term until December. Staff will update the council after confirming acceptance of the position.		
Action Items	Person Responsible	Deadline
Update the council of Steering Council appointment	CoC Staff	
<b>MSHDA ESG 2023-2024</b>		
Discussion		
The CoC has not received the funding allocation yet, which will note specific parameters around how much to spend in each category. Executive Committee recommends sending ICCFs most recent grant performance to the Funding Review Committee to make the final decision on re-funding.		
Action Items	Person Responsible	Deadline
<b>Summer PIT Count</b>		
Discussion		
The Outreach Workgroup has decided to do a summer PIT count this September to understand what to expect in the cold winter months and to help determine if additional shelter capacity will be needed. The goal is not to do a summer count annually. Courtney noted that at the winter PIT count supplies are handed out, and Outreach would like to offer gift cards or cash to participants in this summer count. Adrienne offered supplies from Mel Trotter, and will look into the option to provide gift cards.		
Action Items	Person Responsible	Deadline



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<b>CE Policy</b>		
Discussion		
<p>Brianne gave a walkthrough of the changes to the CE policy that have been recommend from an evaluation based on the HUD CE Self Assessment by a CoC workgroup, and that the policy has gone to the CE Committee for recommendations. Courtney noted that this should be considered temporary as CHC 2.0 will change this policy. Kate Berens recommended changing the term “assessment” to “screening process”, and Brianne will follow up to ensure that it follows HUD requirements. Executive Committee will discuss the policy and process surrounding changes made to this policy.</p> <p><b>Adrienne Goodstal made a motion to approve the revised CE policies taking into account the additional revisions discussed today, with support from Ryan VerWys. All in favor, motion passes.</b></p>		
Action Items	Person Responsible	Deadline
Review recommended change to ensure HUD compliance	Brianne Robach	
Discuss policy and process around changes at Executive	CoC Staff	
<b>Emergency Shelter Service Standards</b>		
Discussion		
<p>Courtney reviewed the Emergency Shelter Service Standards and noted they were reviewed by action boards as well, who recommended ensuring that not only staff but also contractors of organizations use de-escalation practices.</p> <p><b>Skyler Boeve made a motion to approve the service standards as presented, with support from Alonda Trammell. All in favor, motion passes.</b></p>		
Action Items	Person Responsible	Deadline
<b>Other Matters from Steering Council Members</b>		
Discussion		
<p>Skyler Boeve spoke to concerns the Youth Action Board had around recent GR city ordinances surrounding public nuisance. There was discussion around the specific language used, and other council members recommended meeting with GR City staff or police to get context to the language. Kate Berens noted she was willing to help coordinate with the CoC to make this happen.</p> <p>Lindsey Reames requested that Steering Council members recommend candidates for AmeriCorps positions that are available through the Housing Commission.</p> <p>Gustavo Perez shared information about rental subsidy to help administer funding for refugees entering Michigan.</p>		
<b>Public Comment on Any Item</b>		
Discussion		
<p>Wende Randall spoke to commend the Steering Council and CoC for the lengthy and intensive work of revising the CE process and ES standards.</p>		
<b>Adjourn</b>		



GRAND RAPIDS AREA  
COALITION TO END  
HOMELESSNESS

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Motion by:		Support from:	
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