



STEERING COUNCIL MEETING MINUTES

August 18, 2023

8:30-10:30

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|--------------------|--|-----------------|----------|
| Facilitator: | Casey Gordon | | |
| Meeting Attendees: | <p><u>Steering members present:</u> Lindsey Reames, Erin Banchoff, Lauren VanKeulen, Holly Wilson, Skyler Boeve, Ryan VerWys, Adrienne Goodstal, Victoria Arnold, Christie White, Lisa Cruden, Monique Carter, Elizabeth Stoddard, Charisse Mitchell, Gustavo Perez, Fran Dalton</p> <p><u>Steering members absent with notification:</u> Mark Contreras, Alonda Trammell, Jose Salinas, Kate Berens</p> <p><u>Steering members absent without notification:</u> Ryan Kilpatrick</p> <p><u>Community Members:</u> Wende Randall, Kelsey McFarland, Neelisha Edwards</p> <p><u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Evan Hile, Ronan Parmenter</p> | | |
| Time Convened: | 8:36 am | Time Adjourned: | 10:40 am |

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| Approval of Agenda | | | |
| Motion by: | Adrienne Goodstal | Support from: | Skyler Boeve |
| Discussion | | | |
| Amendments | Courtney recommended adding item 15 – CHC 1.0 and 2.0 Update | | |
| Conclusion | All in favor, motion passes. | | |
| Approval of Minutes | | July 21, 2023 | |
| Motion by: | Adrienne Goodstal | Support from: | Lindsey Reames |
| Discussion | | | |
| Amendments | Tammy Vincent had been noted as absent without notification, however Erin Banchoff attended in her place. Elizabeth Stoddard facilitated the meeting, not Casey Gordon. | | |
| Conclusion | All in favor, motion passes. | | |
| Public Comment on Any Agenda Item | | | |
| Discussion | None | | |
| Approval of Consent Agenda | | | |
| Motion by: | Ryan VerWys | Support from: | Skyler Boeve |
| Discussion | None | | |
| Conclusion | All in favor, motion passes. | | |
| Petitions and Communications | | | |
| Discussion | Neelisha Edwards spoke to concerns submitted via petition and shared concerns based on her experience with engaging with the homeless response system. A grievance has been filed, which will go through Coordinated Entry for further review and investigation. Follow-up will be brought back to Steering, and the CoC will stay in contact with Ms. Edwards. | | |
| Staffing Updates | | | |
| Discussion | | | |



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| <p>The CE Program Entry Manager position has been posted and the CoC has been receiving applications. Justin Brownlee has been hired as the Youth Homelessness Coordinator and will be implementing the YHDP; he starts Monday morning.</p> | | |
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| Action Items | Person Responsible | Deadline |
| | | |
| Funding Review Committee Appointment | | |
| Discussion | | |
| <p>Steering Council must appoint someone to the Funding Review Committee, and Christie White from Pine Rest is willing to participate.</p> <p>Adrienne Goodstal made a motion to appoint Christie White to the Funding Review Committee in Victoria Sluga's place, with the expectation that she recuse herself from funding reviews that may be a conflict of interest. Skyler Boeve seconded the motion. The motion was tabled to determine whether a conflict of interest would exist if an agency receiving funds under one HEARTH Act program makes funding decisions related to another HEARTH Act program. Courtney will provide an update via email and if no conflicts of interest are present, an e-vote will be held.</p> | | |
| Action Items | Person Responsible | Deadline |
| Determine conflicts of interest, vote on appointment | CoC | |
| CoC Program Competition Interim Ranking Policy | | |
| Discussion | | |
| <p>Brianne overviewed the policy, which was developed to guide how projects are ranked. Discussion happened around removing "interim" from the title.</p> <p>Lauren VanKeulen made a motion to approve the policy as amended; Skyler Boeve seconded the motion. All in favor, motion passes.</p> | | |
| Action Items | Person Responsible | Deadline |
| Update the policy title to remove "interim" | CoC Staff | |
| Prevention Service Standards | | |
| Discussion | | |
| <p>Brianne overviewed the changes recommended from the CE Committee, which they approved contingent on feedback from action boards and local government agencies. Changes were recommended to be neutral to funding sources. Some language changes were made to the document to clarify policy and process. There was discussion around the low barrier services points and calling out the minimums versus calling out specifics.</p> <p>Skyler Boeve made a motion to approve the policy with the amended suggestions; Erin Banchoff seconded the motion. 8-2 in favor of approval, motion passes.</p> | | |
| Action Items | Person Responsible | Deadline |
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| QSOBAA Process | | |



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| Discussion | | |
| <p>Courtney briefly defined the purpose for the QSOBAA and the process of how agencies are added to the QSOBAA. Edits to the QSOBAA document were made after discussion with the City of Grand Rapids. There was an overview of the document, and this group discussed Housing First as a strategy and how it relates to the QSOBAA.</p> <p>Skyler Boeve made a motion to table approving this process to allow for additional discussion; Lauren VanKeulen seconded the motion. All in favor, motion passes.</p> | | |
| Action Items | Person Responsible | Deadline |
| | | |
| CE Policy – Committee Recommended Edits | | |
| Discussion | | |
| <p>The CE Policy, which this committee had approved at an earlier meeting, was revisited after the Coordinated Entry Committee had suggested changes. Brianne overviewed those changes, which included edits for consistency with MSHDA wording. There was discussion around Appendix C: Common Assessment Tool and Risk Assignments, and Courtney provided insight into factors around the assessment scoring.</p> <p>Ryan VerWys made a motion to approve the CE Policy with the CE Committee’s recommended edits; Skyler Boeve seconded the motion. All in favor, motion passes.</p> | | |
| Action Items | Person Responsible | Deadline |
| | | |
| MSHDA ESG Update and Allocation | | |
| Discussion | | |
| <p>Courtney shared the allocation amount and noted that it was lower than anticipated. There was discussion around the metric that did not meet criteria and the steps being taken to address that, including data quality monitoring, community conversations, monthly APR monitoring, and TA for those who do not meet benchmarks. Courtney clarified that this approach is not punitive, and recommends this council allow for Funding Committee to determine how to expend funds.</p> <p>Skyler Boeve made a motion to allow this to move to the Funding Review Committee for the final decision; Erin Banchoff seconded the motion. 1 abstention, all others in favor, motion passes.</p> | | |
| Action Items | Person Responsible | Deadline |
| | | |
| Winter Shelter Capacity | | |
| Discussion | | |
| <p>Courtney noted that data from forecast models based on 5 year trends for singles are indicating a shortfall of potentially 100+ shelter beds for this winter. Evan gave an overview of the data chart. Courtney emphasized the need to determine how to get people into housing or shelter very quickly as winter approaches. Adrienne noted that Mel Trotter Ministries has been having ongoing conversations with GR City and business leaders; Courtney noted that Housing Kent has prioritized this as an issue and we are in discussions on how to approach this as a community.</p> | | |



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| CHC Update | | | |
| Discussion | | | |
| Tabled for now; update will be sent via email. | | | |
| Steering Council Meeting Format and Locations | | | |
| Discussion | | | |
| Tabled for now; update will be sent via email. | | | |
| Any Other Matters by Steering Council Members | | | |
| Discussion | | | |
| Tabled; updates will be sent via email. | | | |
| Public Comment on Any Item | | | |
| Discussion | | | |
| Neelisha Edwards spoke to the concerns submitted via petition and shared concerns based on her experience with engaging with the homeless response system. | | | |
| Adjourn | | | |
| Motion by: | Skyler Boeve | Support from: | Ryan VerWys |