



## STEERING COUNCIL MEETING MINUTES

September 16, 2022  
8:30-10:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<p><u>Steering members present:</u> Casey Gordon, Holly Wilson, Tammy Vincent, Lauren VanKeulen, Victoria Sluga, Karen Tjapkes, Tom Cottrell, Jose Salinas, Elizabeth Stoddard, Ryan VerWys, Alonda Trammell, Fran Dalton, Alyssa Anten, Wanda Couch</p> <p><u>Steering members absent with notification:</u> Adrienne Goodstal, Cheryl Schuch</p> <p><u>Steering members absent without notification:</u> Mark Contreras, Rebecca Rynbrandt</p> <p><u>Community Members:</u> Wende Randall (ENTF), Vera Beech (Community Rebuilders), Ryan Kilpatrick (Housing Next and DeVos Family Foundations), Erin Banchoff (City of Grand Rapids)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach</p>		
Time Convened:	8:32 am	Time Adjourned:	10:00 am

<b>Approval of Agenda</b>			
Motion by:	Holly Wilson	Support from:	Tom Cottrell
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>August 19, 2022</b>	
Motion by:	Karen Tjapkes	Support from:	Tom Cottrell
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>			
Motion by:	Ryan VerWys	Support from:	Tom Cottrell
Discussion	None		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
None			
<b>Community Housing Connect 2.0 Presentation</b>		<b>Vera Beech</b>	
Discussion			
<p>Vera Beech, Community Rebuilders, presented an update on the development of Community Housing Connect (CHC) 2.0 software including overarching goals, visions for consumer, provider, and CE functions, and status of the software build. The target for completion is mid-2023. Vera invited participation in future discussions around an interface (API) for HMIS data sharing and in each of the 4</p>			



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phases of development. She is available to answer questions and plans to keep the CoC apprised of progress.

Victoria Sluga asked about opportunities to provide feedback, visibility, and permanent location for CHC 2.0. Vera stated that feedback opportunities are available and that Community Rebuilders intends to hold the CHC 2.0 technology in the long-term while decisions about the software are made by the community.

Casey asked about the required investment and expressed concern about moving forward without information on the expectation of costs and time/burden placed on providers. Vera stated that initial funds cover the build of the system; the community will have to determine a long-term plan to fund the system in a cost-effective manner. Some costs are unknown until the system is running though Community Rebuilders is looking for cost saving opportunities and will continue to share updates regarding costs.

Ryan VerWys asked how learnings from CHC 1.0 inform the design of CHC 2.0. He also noted that lack of affordable housing will likely impact the tool. Vera stated that feedback from providers and users has been incorporated. E.g., CHC 1.0 is used for assessment and scheduling and 2.0 is designed to include data, reporting, and referral matching. Ryan asked for data on households who lose contact between assessment and appointment. Vera stated that this data is available; they have found the consumer ability to choose an appointment has been beneficial in reducing lost contacts.

Questions, comments, feedback can be sent to Vera and Courtney. Staff will provide an online form for comments after the meeting.

Action Items	Person Responsible	Deadline
<b>Family Shelter Access</b>		
Discussion		
A written update was shared ahead of the meeting regarding changes recently made to the family shelter access process. The Coordinated Entry (CE) Committee will develop a recommendation long-term process and conversation is ongoing. Contact Courtney with questions.		
Action Items	Person Responsible	Deadline
<b>Transition Plan for HUD Coordinated Entry Grants</b>		
Discussion		
Courtney overviewed the desired infrastructure to be supported by these grants and next steps to transition the grants to Heart of West Michigan United Way. Staffing is allocated based on the intent to ensure that majority of funds provide front door services. Ongoing support for the infrastructure will be needed annually and will be the responsibility of the CoC Director and Steering Council. A community decision on how the balance of funds will support the CE process is needed. Courtney		



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recommends waiting until CHC 2.0 is built out as an online assessment for all populations will be needed for intake staff to transition into System Navigator roles.			
Action Items		Person Responsible	Deadline
<b>FY2022 CoC Program Competition Project Priority Listing</b>			
Discussion			
The Project Priority Listing was included in the agenda packet as a recommendation from the Funding Review Committee. Projects are ranked based on score and previous precedent. <b>Casey Gordon motioned to approve the Project Priority Listing as recommended by Funding Review Committee. Victoria Sluga seconded. In favor: 7 - Victoria Sluga, Fran Dalton, Elizabeth Stoddard, Casey Gordon, Jose Salinas, Karen Tjapkes, Tammy Vincent. Abstentions: 7 - Ryan VerWys, Holly Wilson, Wanda Couch, Alyssa Anten, Tom Cottrell, Lauren VanKeulen, Alonda Trammell. Motion passes.</b>			
Action Items		Person Responsible	Deadline
<b>Community Engagement Compensation Guidelines</b>			
Discussion			
A proposed update to the stipend use guidelines was included in the packet. The update broadens eligibility to ensure all with lived experience participating in CoC functions are compensated and increases compensation to market rate.			
<b>Tom Cottrell moved to support the recommended updates to Community Engagement Compensation Guidelines. Tammy Vincent supported.</b> Guidelines have been in place since the creation of action boards and inclusion of those with lived experience on Steering. Broadening the scope brings the guidelines into alignment with the strategic plan objectives around an advisory council. Additional supports like transportation and childcare are not included in the guidelines as they are based on compensation that can be provided within HUD guidelines but supports would be considered dependent on type of meeting. The creation of a charter for participation of those with lived experience could be tasked to the Advisory Council. <b>All in favor, motion passes.</b>			
Action Items		Person Responsible	Deadline
<b>Other Matters from Steering Council members</b>			
Discussion			
Lauren VanKeulen invited folks to attend AYA Youth Collective concert at Millennium Park tonight.			
<b>Public Comment on Any Item</b>			
Discussion			
Wende Randall shared that there is MI Poverty Taskforce virtual presentation with their recommendations next week.			
<b>Adjourn</b>			
Motion by:	Tom Cottrell	Support from:	Victoria Sluga