



Grand Rapids/Wyoming/Kent County – MI 506  
Continuum of Care Membership Meeting Agenda  
October 26, 2023 ▪ 9:30-11:00 am  
118 Commerce Ave SW, Grand Rapids, MI 49503

1. Call to order and introductions
2. Approval of August 24, 2023 Minutes\*
3. Approval of the Consent Agenda\*
  - a. MSHDA HCV Homeless Preference List Information
4. Coordinated Entry Assessment & Infrastructure Update
5. December Steering Council Election Information
6. Community Partner Announcements and Updates
7. Youth Homelessness Demonstration Project Kickoff
8. Adjournment



## CoC MEMBER MEETING MEETING MINUTES - **DRAFT**

August 24, 2023

9:30-11:00am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<p>Eileen McKeever (YWCA West Central Michigan), Maggie Carrey (Cherry Health), Kendra Avila (AYA), Shelby Lake (Senior Neighbors), Bill Weld-Wallis (community member), Amari Fuller (Michigan League for Public Policy), Julie Kendrick (Degage), Tammy Vincent (City of GR), Nicole Hofert (City of Wyoming), Caity Young (Family Promise), Erin Banchoff (City of GR), Zenaida Jimenez (Safe Haven), Lindsey Reames (Grand Rapids Housing Commission), Victoria Arnold (Salvation Army), Elyse Greene (HealthNet of West Michigan), Tenisa Frye (Family Promise), Isabella Garcia (Cherry Health), Jennie Compagner (Hope Network), Maranda VanZegeren (Community Rebuilders), Wanda Couch (Grand Rapids Housing Commission), Karen Tjapkes (Legal Aid of Western Michigan), Kelsey McFarland (ICCF), Sabrina Slenk (Grand Rapids Public Library), Jinnifer Ortquist (MSU Extension), Austin Fry (Kent County OS Reentry Services), Fran Dalton (Garfield Park Neighborhoods Association), Nicole Beagle (MSHDA ESG), John Wynbeek (Genesis NPHC), Monique Carter (Arbor Circle), Jenni Lewis (ICCF), Amari Fuller (MLPP), Carolyn Allen (Covenant Houe), Molly Perez, LoRae Robinson (Covenant House), Catherine Landers, Gustavo Perez, Jasmin Gaytan, Kimberley Brown, Maggie Carey, Felicia Clay</p> <p>CoC Staff: Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Evan Hile, Ronan Parmenter</p>		
Time Convened:	9:32am	Time Adjourned:	10:54am

<b>Approval of Minutes</b>		<b>June 22, 2023</b>	
Motion by:	Julie Kendrick	Support from:	Eileen McKeever
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Approval of the Consent Agenda</b>			
Motion by:	Karen Tjapkes	Support from:	Nicole Hofert
Discussion			
Conclusion	All in favor, motion passes.		
<b>Nominating Committee Election</b>			
Discussion	<p>Nominees were received for Lisa Cruden (Family Promise), Erin Banchoff (City of Grand Rapids), and Domenica Montalvo (Mel Trotter) to join the Nominating Committee. Skyler Boeve and Nicole Hofert were selected by Steering Council at a previous meeting.</p>		



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<p><b>Nicole Hofert made the motion to approve the slate of nominees as presented: Nicole Hofert, Skyler Boeve, Lisa Cruden, Erin Banchoff, and Domenica Montalvo. Karen Tjapkes seconded the motion. All in favor, motion carries.</b></p>	
<p><b>Emergency Transfer Plan</b></p>	
<p>Discussion</p>	
<p>The Violence Against Women Act (VAWA) requires CoCs have an Emergency Transfer Plan in place for survivors of domestic violence who need to transfer to a new residence. Brianne overviewed the applicability and eligibility criteria of the Emergency Transfer Plan, as well as confidentiality requirements and process and documentation. A flowchart was presented on how to complete the Emergency Transfer Request Process.</p>	
<p><b>Engaging with Persons with Lived Experience</b></p>	
<p>Discussion</p>	
<p>This training addressed how to cultivate meaningful and authentic partnerships with people with lived experience with homelessness. Strategies for engagement, trust building, and collaborating on services were detailed.</p>	
<p><b>CoC Program Competition</b></p>	
<p>Discussion</p>	
<p>Courtney noted that local applications are due to the CoC on 8/25. These will go through the Funding Review Process, which was overviewed. Reallocation was discussed, and community feedback will be requested via a survey to determine where those funds will be reallocated. Staff recommends the community increase HMIS allocation, as the current amount does not fully support staff, training, overhead costs for staff, and HMIS licenses.</p>	
<p><b>Youth Homelessness Demonstration Program Update</b></p>	
<p>Discussion</p>	
<p>Justin Brownlee has been hired as the Youth Homelessness Coordinator at the CoC and will be heavily involved in the YHDP CCP implementation. The YHDP grant agreement is being finalized, and it is anticipated that projects will be starting in the next few months. The community and CoC partners will be updated on start dates and a kickoff meeting as details become available.</p>	
<p><b>Coordinated Entry Infrastructure Update</b></p>	
<p>Discussion</p>	
<p>CHC 1.0 will be utilized for all subpopulations soon, with a tentative date of September 15. CHC 2.0 is still being developed, and members of the CoC are encouraged to sign up for consensus building workshops.</p>	
<p><b>Community Partner Announcements and Updates</b></p>	
<p>Discussion</p>	
<ul style="list-style-type: none"> <li>Lindsey Reames: GRHC will be opening wait list for Housing Choice Voucher program the last week of October. Will be extensively advertised, sending letters to community partners with additional information about assisting clients. Completely online process. For those needing assistance, there is a phone number with a help desk during that week. Anticipate receiving more applications than able to serve, so likely will do a</li> </ul>	



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random sample to construct a waiting list of probably around 5,000 individuals. Additionally have a lot of job postings.

- Eileen McKeever: There will be a Candlelight Vigil for Victims of Domestic Violence on Monday, October 16 on the Blue Bridge - GVSU side, at 6:00 pm
- Nicole Beagle: MSHDA Updates
  - 1. Homeless Summit will be October 23rd and 24th at Shanty Creek in Bellaire, MI. The Campaign is looking to provide 20 scholarships for individuals with lived experience that will cover hotel and conference registration.
  - 2. Currently reviewing the 2023-2024 ESG Applications that were submitted in the new IGX Grant Management System and will communicate with CoC and Fiduciary leadership if there are any budget or application concerns.
  - 3. 2022-2023 ESG funds are available and currently being spent down. The technical end date for that grant is 9/30/23.
  - 4. ESG Annual CAPER Submission: Initial deadline for CAPER submission is August 29<sup>th</sup>.
- Carolyn Allen: Covenant House celebrating 5th anniversary in GR. Reception September 19 from 11am - 1pm. Meet community partners, executive staff, food, fellowship, see Covenant House in person.
- Elizabeth Stoddard: Fair Housing Center of West Michigan – hiring.
- Domenica Montalvo: Mel Trotter hiring a Prevention and Diversion Specialist

<b>Adjourn</b>			
Motion by:		Support from:	

**Region 4  
Number of Homeless on MSHDA HCV WL 9/5/2023**

Please see below the number of individuals on the Homeless Preference Waiting List for your county compared to the number of homeless reported or added to the Homeless Preference Waiting List during December, and the number of individuals the Housing Agent has pulled from the Homeless Preference Waiting List as of September 5, 2023.\*

**\*NOTE: These are ‘moving’ numbers. It may appear a housing voucher is vacant (not leased), however it may be ‘under contract’ – i.e. the household is looking for a rental unit. A household has 60 days to locate housing. The HARA would have to check with the MSHDA Housing Agent for precise information. ALL service providers in the community - this is a great opportunity to focus efforts on helping households in locating housing! You may have access to leads that others are not aware of.**

County	# Added to HP List in August of 2023	# of Homeless on Homeless Preference List	# Pulled by Housing Agent in August	MSHDA Voucher Allocation	MSHDA Voucher Leased-Up
Allegan	10	21	0	195	203
Arenac	1	0	1	20	24
Barry	0	0	3	70	81
Bay	33	97	20	238	265
Clare	9	63	0	65	69
Gladwin	5	34	0	53	52
Gratiot	11	4	12	62	55
Isabella	14	81	0	241	255
Kent	100	436	0	1396	1519
Lake	8	28	0	20	19
Mason	3	10	0	55	49
Mecosta	23	48	0	118	145
Muskegon	51	240	10	488	526
Newaygo	15	46	0	98	108
Oceana	8	34	0	23	23
Osceola	8	1	14	44	47
Ottawa	58	198	0	449	514

**Tips for keeping your waiting list full:**

- Work with/at local shelters so that chronically homeless people are entered onto the waiting list;
- If there are zero shelters in your county, speak to your MSHDA Homeless Assistance Specialist regarding counting doubled-up as homeless (for purpose of placement on the HCV waiting list);
- Work closely with your Housing Agent to know when/where turnover is occurring;

- **Ask your Housing Agent about their pull ratio.** Do they pull two names for every vacant voucher available—or three names, or four? Compare that to your ‘waiting list’ numbers.
- Direct persons who are experiencing homelessness or may qualify for the homeless preference to the HARA agency in your community.
- Work with your Housing Agent to help locate persons or identifying housing options.

## **Housing Agent Contact Information**

### **Allegan, Kent and Ottawa:**

#### **Sandra Burky, Community Housing Advocates**

1362 84 <sup>th</sup> Street, SW Byron Center MI 49315	Ph: (616) 277-1272 Fax: (616) 277-1520	May also contact: Robin Acton <a href="mailto:robin@hcv.comcastbiz.net">robin@hcv.comcastbiz.net</a>	Monday – Thursday 9:00 am – 5:00 pm Friday 9:00 am – 2:00 pm
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### **Lake, Mason, Mecosta, Newaygo, Osceola and Oceana, Clare, Gladwin, Gratiot, Isabella:**

#### **Molly Bopp, Community Management Associates**

18051 Northland Drive Big Rapids MI 49307	Ph: (231) 796-8883 (877) 796-8883 Fax: (231) 796-1242	<a href="mailto:Staff@cma-inc.org">Staff@cma-inc.org</a>	Monday – Thursday 9:00 am – 4:00 pm Friday 9:00 am – 12:00 pm
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### **Barry and Muskegon:**

#### **Christina Shepard, Pine Grove Housing Services**

5040 Meredith St Portage, MI 49002	Ph: (269) 343-7230 Fax: (888) 779-8933	<a href="mailto:info@pinegrovehs.com">info@pinegrovehs.com</a>	Tuesday & Thursday 9:00 am – 3:00 pm Wednesday 9:00 am – 5:00 pm
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### **Arenac, Bay:**

#### **Erik Soderberg, BECKA Management**

2621 Bay St # C Saginaw MI 48602	Ph: (517) 669-9706 Fax: (517) 669-2336	<a href="mailto:erik@becka.us">erik@becka.us</a>	Monday – Friday 8:30 am – 12:30pm
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## Coordinated Entry Assessment & Infrastructure Update

As of September 11, Community Housing Connect is the Coordinated Entry assessment tool for all populations experiencing or at risk of homelessness. The tool can be completed online at any time at [communityhousingconnect.org](https://communityhousingconnect.org). If households need support completing the tool, agencies can assist by walking the household through the questions or households can contact HAP and staff can complete the tool over the phone. Agencies who complete the CHC assessment with clients should also complete a Coordinated Entry Entry/Exits in HMIS. A training on this process was provided last month and the recording is available upon request. If you have questions about the HMIS workflow, please contact Alyssa ([aanten@hwmuw.org](mailto:aanten@hwmuw.org)). Households who are prioritized for a referral to a housing resource will be contacted at the time a resource becomes available.

This change aligns with the Coalition's decision to shift the Coordinated Entry infrastructure to the system-level at the Coalition, with staff providing management and oversight. Questions related to Coordinated Entry processes should be directed to Brianne ([brobach@hwmuw.org](mailto:brobach@hwmuw.org)), Coordinated Entry Program Manager.