



Steering Council Meeting Agenda  
October 28, 2022 ▫ 8:30 – 10:30 am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda\*
3. Approval of September 16, 2022 Meeting Minutes\*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda\*
  - a. Steering Calendar
  - b. ESG Financial Assistance Report
  - c. Committee & Initiatives Updates
  - d. Budget Report: Statement of Activity
  - e. Strategic Plan: Coalition Scorecard - Quarterly Rocks
  - f. Data Reports: none
6. Petitions and Communications
7. Youth Homelessness Demonstration Project Funding
8. Executive Committee Election\* - *election to fill the vacant treasurer position. Nominations can be submitted to Brianne via email by noon on Thursday or during the meeting.*
9. Family Shelter Access – *written update will be shared ahead of the meeting*
10. Committee Membership – *reminder that all Steering members must participate on a committee/workgroup. Current opportunities with Nominations and Finance committees*
11. Future Meeting Format
12. Any other matters by Steering Council Member(s)
13. Public Comment on Any Matter (Limit 3 minutes ea.)
14. Adjournment

Next meeting: Friday, November 18th, 8:30 – 10:30am

\* denotes potential action item



## STEERING COUNCIL MEETING MINUTES - **DRAFT**

September 16, 2022  
8:30-10:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<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 <u>Steering members absent with notification:</u> Adrienne Goodstal, Cheryl Schuch <u>Steering members absent without notification:</u> Mark Contreras, Rebecca Rynbrandt <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) <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach		
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



GRAND RAPIDS/WYOMING/KENT COUNTY  
STEERING COUNCIL ANNUAL CALENDAR  
Updated November 2021

**January**

Steering Council Orientation  
Executive Officer Elections  
Point in Time Count  
Draft Budget Presentation  
Steering Council Annual Conflict of Interest  
Forms Completed  
Strategic Plan: Review of Q4 Rocks and  
Introduction of Q1 Rocks

**February**

City of Grand Rapids Emergency Solutions Grant  
Application  
Reallocation Discussion  
Budget Approval

**March**

Data Quality Committee Report  
CoC and ESG Mid-Term Monitoring

**April**

LIHTC Developer Presentations to Steering  
(October Round)  
Point in Time Count Submitted to HUD  
Budget Review  
Strategic Plan: Review of Q1 Rocks and  
Introduction of Q2 Rocks

**May**

Nominating Committee forms

**June**

Steering Council Funding Process Review  
Governance Charter Recommended Changes to  
CoC membership  
Open Call for New CoC Members  
PIT Data Released

**July**

NAEH Annual Conference  
Strategic Plan: Review of Q2 Rocks and  
Introduction of Q3 Rocks

**August**

HUD CoC Program Funding Vote (Anticipated)  
System Performance Measures Reported to CoC  
CoC, Fiduciary, HARA MOU for ESG Execution

**September**

MSHDA Emergency Solutions Grant Application  
HUD CoC Program Application Due (Anticipated)  
PIT Planning Begins

**October**

LIHTC Developer Presentations to Steering  
(April Round)  
Governance Charter Review, including Fiduciary  
MOU  
Strategic Plan: Review of Q3 Rocks and  
Introduction of Q4 Rocks

**November**

Staff Evaluations Initiated by Fiduciary

**December**

Steering Council elections (at CoC meeting)  
Staff Evaluations Concluded by Fiduciary  
Budget Preparation Begins  
Strategic Plan: Review & Update Annual  
Priorities

## ESG Financial Assistance Report

Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance Amount	Activities Funded	% of Grant Term Complete	Total Amount Spent	% Spent	Planned # of Households Served	# of Households Served Grant Term to Date	Special Population(s) Served	Data Reported as of
<b>MSHDA*</b>											
ESG - Community Rebuilders	10/1/2021 - 2/28/2023	\$53,290	\$53,290	RRH	50%	\$8,831.00	17%	not currently available	not currently collected		6/30/2022
ESG - ICCF	10/1/2021 - 2/28/2023	\$128,834	\$78,000	RRH	50%	\$20,210.01	16%	not currently available	not currently collected		3/31/2022
ESG - Pine Rest	10/1/2021 - 2/28/2023	\$48,600	\$0	Outreach	50%	\$27,594.04	57%	not currently available	not currently collected		6/30/2022
ESG - The Salvation Army	10/1/2021 - 2/28/2023	\$209,365	\$37,990	Outreach, RRH, Prevention	50%	\$76,590.36	37%	not currently available	not currently collected		3/31/2022
ESG-CV - Community Rebuilders	1/1/2021 - 9/30/2022	\$233,182	\$164,088	RRH	76%	\$176,971.16	76%	not currently available	not currently collected		6/30/2022
ESG-CV - Family Promise	1/1/2021 - 9/30/2022	\$1,136,148	\$0	Shelter	76%	\$1,133,899.05	100%	not currently available	not currently collected	Families	6/30/2022
ESG-CV Mel Trotter	1/1/2021 - 9/30/2022	\$54,200	\$0	Shelter	76%	\$54,200.47	100%	not currently available	not currently collected		6/30/2022
ESG-CV - Pine Rest	1/1/2021 - 9/30/2022	\$56,700	\$0	Outreach	76%	\$54,093.97	95%	not currently available	not currently collected		6/30/2022
ESG-CV - The Salvation Army	1/1/2021 - 9/30/2022	\$153,057	\$89,927	Prevention, RRH	76%	\$152,303.06	100%	not currently available	not currently collected		6/30/2022
<b>City of Grand Rapids**</b>											
ESG - The Salvation Army	7/1/2022 - 6/30/2023	\$295,901	\$255,069	Rapid Re-housing	25%	0	0%	40	1		9/30/2022
<b>Kent County***</b>											
ESG 20	7/01/20 - 6/30/22	\$154,368	\$142,790	Prevention/Hotel/Motel	100%	\$154,368.00	100%	45	not currently collected		7/31/2022
Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance Amount	Activities Funded	% of Grant Term Complete	Total Amount Spent	% Spent	Planned # of Households Served	# of Households Served Grant Term to Date	Special Population(s) Served	Data Reported as of
<b>Kent County***</b>											
ESG-CV	4/01/20 - 9/30/22	\$1,643,522	\$1,479,169	Prevention/Hotel/Motel	93%	\$898,640.64	55%	231	88		7/31/2022
ESG 21	7/01/21 - 6/30/23	\$148,422	\$137,290	Prevention/Hotel/Motel Vouchers		\$0.00	0%		not currently collected		3/31/2022

## Notes

\*MSHDA reports are submitted quarterly

\*Some MSHDA ESG-CV amounts are anticipated to change in the coming months

\*Grant amendments are in progress so Q2 numbers are not yet available.

\*\*City of Grand Rapids payment requests are due monthly. ESG-CV performance reports are due monthly, and ESG reports are due quarterly (*\*\*monthly for FY23 ESG agreement*).

\*\*\*The County entered into an agreement with Family Promise recently to expended the full amount of the 2020 ESG.

\*\*\*Kent County also expanded its funding amount to Family Promise for the ESG-CV program to \$910,000 and is anticipating a full payout of that amount prior to 09/30/2022.

\*\*\*Kent County's remaining amounts for 2021 ESG, 2022 ESG and ESG CV will be put forward for area non-profits to apply for in early September 2022.

They anticipate fully awarding those dollar amounts, less any funds reserved for a County operated program.



## Grand Rapids/Wyoming/Kent County CoC – MI 506 Steering Council Initiative Reporting – October 2022

### **Coordinated Entry Committee –**

The Coordinated Entry team has been meeting monthly, with sub-committees meeting on an ongoing basis and ad hoc meetings also occurring to address specific issues. A few topics areas are currently being addressed:

The process to access family shelter is still being revised. As a reminder, an update was provided on September 16<sup>th</sup> with the following: “A change was implemented towards the end of August in which families who need shelter are directed to call 2-1-1 and 2-1-1 screens the household to determine if they may have a place to stay for 24-48 hours while waiting for an appointment with a Supported Solutions Specialist through the CHC. If yes, they are directed to the CHC directly. If not, 2-1-1 schedules the family for an appointment with a shelter intake worker who will call them back within 2 hours. The shelter intake worker then has a 30-minute problem solving conversation with the household to try and avoid shelter if possible. The CHC assessment is also completed. If shelter can be avoided, an appointment is made with a Supported Solutions Specialist. Previously, they would make an appointment through Community Housing Connect with a shelter intake worker upon finishing the CHC assessment. Families would often call 2-1-1 and then be referred to HAP, who would then go through the assessment with the household over the phone and schedule their appointment for them. The shelter intake worker’s goal is to problem solve with the household and avoid shelter. If shelter could be avoided, an appointment would be made with a Supported Solutions Specialist.”

Concerns have been presented that the new workflow may not afford equal access to shelter resources. This methodology, and its relation to the CHC and the CoC’s Coordinated Entry Policy, is currently under discussion by a Family Shelter Access ad hoc committee.

Coordinated Entry is developing a formal procedural change process. We want to remain adaptive to community need and available resources by allowing our process and workflow to be dynamic, yet there is a need to review plans for unanticipated consequences and alignment with policy, and to do so quickly. This will be even more critical as we anticipate the trial and error process of developing the nuanced use of CHC 2.0 as a tool to support coordinated entry. A change form/process is being piloted.

After the completion of the CE self-assessment, using HUD standards, recommended changes were made, but a rewrite of the policy remained pending, based on further anticipated changes in procedure. An ad hoc policy group will address codifying recommended policy language with broad enough description that allows for ongoing dynamic changes in process to occur without further modification of policy itself.

The by-name-list for single adults, used for prioritization and resource allocation, is being reviewed for accuracy and inclusiveness, with one challenge being that adults with chronic conditions may not remain in ongoing contact with workers, so appear inactive, yet can still benefit from resources when they become available.

**Family Functional Zero** -- No new updates

**Youth Action Board** -- Update not submitted



## Continuum of Care Grant Financial Status

As of June 30, 2022

Grant	Grant Award Amount	Total Projected Expenses	Over Spent or (Need to Spend)	Grant Year End Date	Notes
HWMUW (Match)	\$ 17,000	\$ 22,082	\$ 5,082	6/30/2022	\$4,000 Mission Matters Strategic Planning out of fund balance
MSHDA ESG 21.22	\$ 456,049	\$ -	\$ (456,049)	9/30/2022	
MSHDA ESG 20.21	\$ 369,419	\$ 369,419	\$ -	12/31/2021	Submitted last expenses in April
MSHDA EHV	\$ 174,000	\$ -	\$ (174,000)	9/30/2023	Submitted Q1 2022 FSR
MSHDA CV	\$ 1,683,866	\$ 1,517,014	\$ (166,852)	9/30/2022	Submitted Q1 FSR in April, waiting on budget amendment.
CITY OF GR CDBG (MATCH)	\$ 20,050	\$ 28,556	\$ 8,506	6/30/2022	Projected overspend offset by underspend in ENTF
CITY OF WYOMING CDBG (MATCH)	\$ 5,000	\$ 5,000	\$ 0	6/30/2022	
HUD PLANNING 11.30.22	\$ 206,850	\$ 183,635	\$ (23,215)	11/30/2022	Potential staffing changes, Trainings, Virtual Assistant
KENT COUNTY CUNP 12.31.22 (MATCH)	\$ 20,000	\$ 14,790	\$ (5,210)	12/31/2022	Waiting on contract for annual report (est \$6.7k)
HMIS SALVATION ARMY 11.30.22	\$ 77,458	\$ 77,458	\$ (0)	11/30/2022	
NPTA	\$ 5,000	\$ 5,000	\$ -	12/31/2022	
KENT COUNTY CDBG	\$ 10,000	\$ 10,000	\$ -	6/30/2022	
<b>Total</b>	<b>\$ 3,044,692</b>	<b>\$ 2,232,953</b>	<b>\$ (811,739)</b>		

Quarter	Rocks by 15th following each quarter	Lead	Review			
			Measure	Result	6/22	6/1
Q2 - FY22	Complete and share Implementation Plan for CE Redesign				In process	In process
Q2 - FY22	<b>Develop CoC recruitment strategy to increase stakeholder representation</b>				In process	In process
Q2 - FY22	<b>Engage with consultant around Advisory Council recruitment (updated)</b>				In process	Updated goal
Q2 - FY22	Identify framework for coordinated community response for prevention (action item: total 2020 prevention funding in Kent County)				In process; meetings underway	In process
Q2 - FY22	Hold 2-3 CoC info sessions re:strategic plan and CoC initiatives with community leaders					In process
Q2 - FY22	<b>Publish annual brief and report</b>				In process	in process
Q2 - FY22	Communicate plan for reaching functional zero for families and chronic (updated)		Communicate		Updated goal	in process
Q2 - FY22	<b>Through MI Racial Equity Strategic Planning, assess the current status of equity objectives and available data</b>	<b>Reliant on MCAH process</b>			In process	In process
Q2 - FY22	Communicate a quarterly data sharing protocol - include process for reporting out to other stakeholders, ie quarterly report highlighting strengths and oppurtuntites; Steering Calendar				In process	In process

# Shelter Access Process Proposal - DRAFT

