Detroit Continuum of Care | Board of Directors
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck
Board Meeting Agenda | **01.08.24** | 2:00-4:30pm | Webinar: [Registration Link]

CoC Board Norms:

- Start and end on time.
- Come prepared.
- Focus on strategy and high-level goals.
- Be aware of different roles you're playing.
- Be solutions oriented.
- Avoid rabbit holes & use the parking lot.

CoC Board Draft Values:

- Homelessness should be rare, brief and non-recurring.
- Flexibility to respond to emerging ideas and challenges or try new and innovative ideas and projects.
- Racial equity as demonstrated through equitable outcomes
- Transparent decision that makes the greatest possible use of data.
- Collaboration and a cross-systems approach

Time	Agenda Item	Presenter	Committee *(see acronym list below)*	Attachment	Priority Assignments
Housekeeping & Agenda Setting					
2:00 PM	Welcome and Introductions	Candace Morgan	EC	--	**Priority Code:** T1- must discuss; T2- can discuss in email; T3- can move to future meeting
2:05 PM **10 min**	Announcements - Preparing for 2024 - Committee Recruitment update	Chelsea Johnson	EC	--	
2:15 PM **5 min**	Consent Agenda - December Board Meeting Minutes **(Action Item- VOTE)**	Candace Morgan	EC	**# 1**	
Additional Information (No Immediate Action)[1]				**# 2 – 3**	
Tier 1 Priorities					
2:20 PM **30 min**	CAM Transition Updates	Scott Jackson	CAM		
2:50 PM **10 mins**	Strategic Plan Updates	Safiya Merchant	CoD	--	
3:00 PM **10 mins**	Buersmeyer Manor Amendment	Candace Morgan	COTS	--	
3:10 PM **20 mins**	CHS Shelter housing Placement RRH	Matt Tommelein, Julia Janco	CHS, CoD	--	
3:30 PM **10 min**	Introduction of 2024 Board Members	Candace Morgan	EC		

---

[1] *Additional Information from Housekeeping & Agenda* – **Attachment 2:** CoC Board Attendance Tracking, **Attachment 3:** EC minutes

3:40 PM 15min	Public Comments			--	
3:55PM	**END**				

Next Meeting: **February 5, 2024** | 2:00-4:30pm | Webinar (Until In-Person Meeting)

Key Committee Acronyms:

EC – *Executive Committee* – **Chair:** vacant | **Vice-Chair:** Candace Morgan| **Secretary:** Erica George | **Staff:** Chelsea Johnson

DAG - *Detroit Advisor's Group* – **Chair:** vacant| **Staff:** Kaitie Giza

GRC - *Grievance Review Committee* – **Chair:** vacant | **Staff:** Jeremy Cugliari & Elise Gronstad

LIHTC – *Low Income Housing Tax Credit Committee* – **Chair:** Vacant| **Staff:** Elise Gronstad

VFPC – *Values and Funding Priorities Committee* – **Chair:** Vacant| **Staff:** Julia Janco, Elise Grongstad

GCRC – *Governance Charter Review Committee* – Ad hoc | **Staff:** vacant

System Partner Acronyms:

CAM – *Coordinated Access Model* – Detroit's Coordinated Entry System (Managed by Southwest Solutions)

CoD – *City of Detroit*

HAND – *Homeless Action Network of Detroit* – Detroit's Collaborative Applicant, CoC Lead Agency, and HMIS Lead Agency

HMIS – *Homeless Management Information System*

VA – *Veteran's Association*

Additional Acronyms for Reference:

BNL = By-name List

CoC = Continuum of Care

CE = Coordinated Entry

CARES = Coronavirus Aid, Relief, and Economic Security Act

CDBG = Community Development Block Grant

CH = Chronically Homeless

CSH = Corporation for Supportive Housing

CY = Calendar Year

DV = Domestic Violence

ESG = Emergency Solutions Grant

ESP = Emergency Shelter Partnership

FY = Fiscal Year

HCV = Housing Choice Voucher

HMIS = Homelessness Management Information System

HUD = US Department of Housing & Urban Development

MI = Michigan

MSHDA = Michigan State Housing Development Authority

PIT = Point in Time Count

P&P = Policies and Procedures

PSH = Permanent Supportive Housing

RFP = Request for Proposals

RRH = Rapid Re-Housing

SH = Supportive Housing

SPDAT = Service Prioritization Decision Assistance Tool

SPM = System Performance Measure

TA = Technical Assistance

TH = Transitional Housing

QR = Quarterly Report

YHDP= Youth Homelessness Demonstration Project

ATTACHMENT ONE

Detroit Continuum of Care | Board of Directors
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

| Present Board Members	Absent Board Members	Excused Board Members	General Public
Katie Zeiter	Ari Ruttenberg		Chelsea Johnson
Desiree' Arscott			Emma Bierkle
Michelle Parker			Jessica Blackman
Chioke Mose-Telesford			audrey jones
Taura Brown			Robert Cooper LBSW
ReGina Hentz			Amanda Sternberg
Chris Harthen			Ki-Jana Malone
Candace Morgan			Robert Cooper LBSW
Dr. Gerald Curley			Meghan Rutigliano
Sarah Rennie			Lauren Licata
Tania James			Eleanor Bradford
Donna L. Price			Scott Jackson
Terra Linzner			Deloris Cortez
Amy Brown			Kimberly Benton
Erica George			Ed Cieslak
Kiana L. Harrison			Sharifa DOudi
Julisa abad			Daniel Carravallah
Ed Cieslak			Meredith Baughman
Courtney Smith			Donna Lyons
Celia Thomas			Jeremy Cugliari
Tasha Gray			Robert Dewar
			Lindsey Bishop Gilmore
			Sabrina L. Rudy
			Safiya Merchant
			Rhonda Sanders-Adams
			Denise Goshton
			Elise Grongstad
			Paige Beasley
			Torrey henderson

Detroit Continuum of Care | Board of Directors
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck
December 4, 2023 Continuum of Care Board Meeting

Welcome and Introductions:
Celia T. opened the meeting at 2:00 pm with introductions – utilizing the chat box.
Executive Committee Report & Announcements
• CoC Board Chair   ○ Dr. Celia Thomas, the CoC Board's current chair, term is expiring at the end of 2023; thus, the Board will need to be prepared to vote on a new chair for the upcoming year. In the meantime, Candace Morgan, the co-chair of the Board, will stand as interim chair until we have an election in the early months of 2024. More details will come soon.
Consent Agenda
November Board Meeting Minutes
Board Vote
• The floor was open for questions. None were asked.
• Approval of the Nov. 2023 CoC Board Meeting minutes was motioned by Sarah R. and seconded by Dr. Gerald Curley. The vote passed.
CAM Transition Updates
Summary – • In November, the warming centers opened; HAND has been coordinating with City for the shelters. • HAND and Wayne Metro (WM) have been working on launching the in- person access points. Since the last Board meeting, there have been changes to the timeline so now they will be launching the access points in the New Year at NOAH and CASS. • WM did a soft launch at NOAH which will be publicly shared in the coming year on all platforms. They have also been working with shelter prioritization with funding partners and will conduct a vote later in the meeting.
Strategic Plan

Summary –
• Held 10 community feedback sessions in November.
    ○ They asked community members and PWLEH for solutions that they want to see to improve the shelter system. They also had 6 sessions on how to improve rehousing activities and housing supply (i.e., PSH, Vouchers, affordable housing, RRH).
    ○ Throughout these sessions, they discussed numerous topics which included community members emphasizing building more effective partnerships with other systems to connect residents experiencing homelessness to a holistic set of resources. Please click here to see a list of all of the topics they have covered as well as meeting minutes and presentations.
• After the community sessions, HAND and HRD staff came up with key themes and then BPA put it into a community survey that was sent out to PWLEH, the attendees, partners, funders, etc. for them to pick which themes they want to see implemented in 2024. The BPA is now analyzing the results which will go to the planning teams and then will be sent to the SPOC to adopt a final plan in February and March.
• Amy Brown, Celia Thomas, Julie Schneider, and Tasha Gray are conducting a group to involve executive directors and providers to get them engaged in this process as well.

Proposal for Shelter Prioritization
Summary –

- Staff members from Coordinated Assessment Model (CAM), HAND, and City of Detroit formed shelter access planning group to discuss implementing prioritization system for shelter access services.
- Shelter prioritization pilot proposed to address the need for system changes in relation to shelter access; insufficient beds to serve everyone and a lack of equity in the current process of referrals.
- On November 29th, the CAM Transition team approved a recommendation to pilot a shelter prioritization system.
- The current shelter access system is operating on a first come first serve model. The households will go through CAM by phone or by presenting to an access point, and then the household is referred to a bed if there is space to accommodate the household size. Please see below for the visual model.
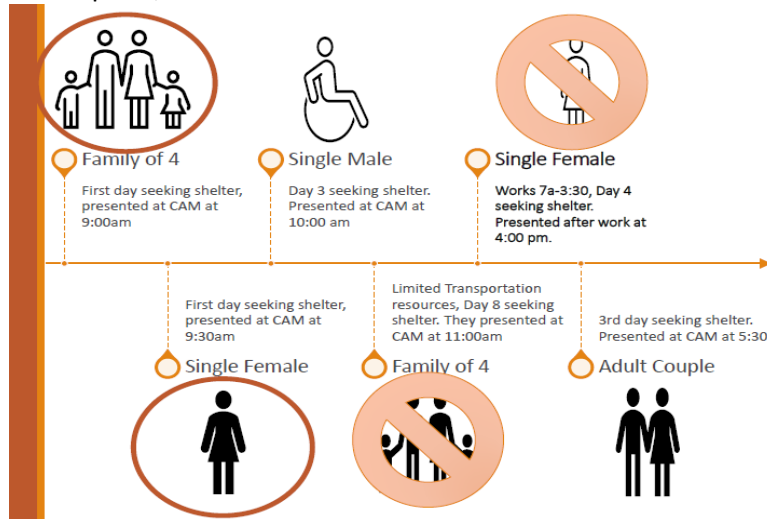
- During the soft launch of CAM, they had 6,000 calls which averaged out to 92 calls a day.
  - During this period (8/14/2023-11/13/2023), there were about 698 bed vacancies and a total of 2429 referrals to overflow spaces.
  - Overflow space is defined as accommodations made for shelter space, outside of the number of beds that agencies are contracted to provide.
- Over the past year, shelter providers have provided additional bed capacity for Detroit CoC's shelter system, in the form of overflow space. When providing bed availability to CAM, shelters report the number of overflow clients they can accommodate for the day.
  - Ultimately, providing overflow resources using this current model has strained access and given a false narrative that there are enough shelter resources for all in need.
- The system has recently experienced an increase in bed utilization for all population types, shelter closures for year-round programs, and limitations overflow.
  - As a direct result of this information, it has become clear that there is an opportunity to ensure that our shelter access process is the most equitable for the community we serve.
  - In an effort to continue streamlining services and creating uniform expectations across the CoC, a prioritization list can help cut back on vulnerable populations missing opportunities to be connected to services. Ultimately, a shelter prioritization system would be in line with how our CoC allocates other resources (i.e. RRH, PSH, HCV, TH).
  - Moving to this model would offer visibility and clear expectations on how their community can access services.

- Earlier in the fall, they convened a shelter access planning group who had discussions with other communities such as Chicago to get insights on how they manage their overflow, unfortunately a lot of them are experiencing the same issue. Additionally, they had conversations with shelter outreach and providers and then they went to CTT to vote on the recommendation which will be brought to the Board for a vote.
- Shelter Prioritization Process
  - CAM staff will maintain a shelter prioritization list, by collecting specific details from residents to understand their current episode of homelessness.
  - Households could be added to the shelter prioritization by way of calling the CAM line, presenting to the Access Point, or residing in Overflow spaces at shelter.
  - From the shelter prioritization list, CAM staff will make referrals based off availability of open shelter bed.
- All referrals made to shelter will use the following factors for prioritization:
  - Primary Factors:
    - Unsheltered status
    - Fleeing DV/HT
  - Tie Breakers:
    - Medical Needs
    - Time of Request
    - Special circumstance of immediate prioritization for households with CPS Involvement
- While they have formulated the prioritization process, they are still working to draw out internal processes and workflows to implement by January 2024.
  - The shelter access planning group will continue to meet internally and host discussions with system stakeholders throughout the month of December to ensure the process being established for shelter prioritization is coordinated in effort with providers and users of the system.
  - Shelter Access Planning Group will provide progress updates to CAM Transition Committee.
- Proposed Timeline
  - Dec 13th – CTT updates
  - Dec 14th – DAG updates
  - Jan 2nd- implementation
  - Jan-March- Refining Prioritization process
  - April - represent for a final vote
- Authority will be delegated to the CAM Transition Team to vote on any change to the criteria above during the pilot period. The CAM Lead Agency in consultation with CAM Partners will be able to adjust operations in the implementation of the criteria. After the three-month period, there will be a request to vote on a final version of shelter prioritization policy.
- The approval of the piloting the shelter prioritization system was motioned by Dr. Gerald Curley and seconded by Donna P. The vote passed.

Rapid Rehousing Report Out

Summary –

- This group is co staffed By HAND and CoD.
  - Attendance is mandatory for all CoC ESG funded RRH providers.
- There have been 3 main policies updates:

- o Security Deposit – Effective Feb 2023
    - ▪ Requires RRH providers to assist in both standard RRH referrals (financial assistance & case management) AND Security Deposit Only referrals (regardless of whether the household has an HCV voucher)
  - o RRH Ramp Down – Effective June 2023
    - ▪ Outlines requirements of all RRH providers who are ramping down programs due to a reduction or elimination of funding for the program.
- RRH Transfer Policy – Anticipated Early 2024
  - o Will outline the requirements of both transferring providers and receiving providers when transferring households between programs
  - o This policy is under development with an anticipated finalization early 2024

Values & Funding Priorities Report Out

Summary –
- The VFP purpose is operationalize the CoC vision by strategizing on how to utilize existing funding resources that align with CoC values and priorities and identify funding gaps and potential resources to meet those needs.
- In Feb, the VFP recruitment took place in early 2023, and went to the Board to get a Board representative. In March they went to the GM for a vote and their committee ramped up in April 2023.
- Their primary focus has been around the CoC Competition
  - o 2 subcommittees were created
    - ▪ Appeals Committee
    - ▪ New Project Review Committee
- Recommendations to the Board included (but not limited to):
  - o CoC renewal project eval & scoring criteria
  - o CoC new project priorities & eval criteria
  - o Project reallocation policies
- Currently the steps are to reconvene in early 2024, implement their goals, and keep in mind the upcoming recommendations from Strategic planning.

Celia T. closed the meeting at 4:30pm. *The next CoC Board meeting will be on Monday, January 8, 2024 from 2 – 4:30pm. Location will continue to be virtual.*

ATTACHMENT TWO

Detroit Continuum of Care | Board of Directors
Working to Equitably End Homelessness in Detroit, Highland Park, Hamtramck

Board member attendance and timely notification of absences is vital in ensuring that we are able to reach quorum at our meetings. Per the governance charter, our attendance policy is as follows: "Members of the Detroit CoC Board may remove a Board member (elected or appointed) who is absent for two (2) Board regularly scheduled meetings in any twelvemonth period. Unexcused absences from special meetings will generally not beconsidered in this calculation but may be included as appropriate. Absences areconsidered excused if the CoC Board Chair is notified within 8 hours of the meeting via phone, e- mail, or letter." **In order to be considered excused, please send written notice to the Board Chair (cthomas@alternativesforgirls.org), Secretary (cnmorgan@cotsdetroit.org), and the Program Coordinator (nicole@handetroit.org) at least 8 hours before the meeting commences.** After one unexcused absense, the board member will be sent a warning notification. If during that calendar year, the board member has an additional unexcused absense, they will be removed.

CODES:		KEY:
P- Present	N/A- No longer a Board Member or	Newly Elected
U- Unexcused Absence	Member has transitioned	Appointed
E- Excused Absence		Elected Leadership

2023 New Board Member Class Attendance

Board Member	Transition		P											Total Present	Total Excused Absence	Total Unexcused Absence
Desiree Arscott	Continued Service	E	P	P	P	P	P	P	P	E	P	P	P	10	2	1
Edward Cieslak	Replaced Paige Beasley	P	P	P	P	P	P	P	P	P	P	P		12		0
Amy Brown	Chairperson Term Ended	P	P	P	P	E	P	P	E	P	P	P		11	2	
Tasha Gray	Replaced Tamara Gaines	P	P	P	P	P	P	P	P	P	P	P		11		
Kiana Harris	HMIS Lead Representative	P	P	P	P	P	P	P	P	P	P	P		12		
Chris Harthen	Continued Service	P	E	P	E	P	P	P	E	P	A	P	P	9	3	1
ReGina Hentz	Continued Service	P	P	P	P	P	P	P	P	P	P	P		12		
Terra Linzner	Continued Service	P	P	P	P	P	P	P	P	P	P	P		11		
Candace Morgan	Continued Service	P	P	P	A	P	P	P	P	P	A	P	P	10	2	1
Chioke Mose-Telesford	Continued Service	E	A	A	P	P	P	P	A	P	A	E	P	7	2	3
Donna Price	Continued Service	P	P	P	P	P	P	P	P	P	P	P		12		
Sarah Rennie	Continued Service	P	P	A	A	P	P	P	P	P	P	P		10		2
Ari Rettenburg	Continued Service	P	A	A	P	E	P	A	P	A	P	P	A	6	1	6
Courtney Smith	Continued Service	P	P	P	P	E	P	E	E	P	P	P		9	3	
Erica George	Newly Elected	P	P	P	P	P	P	P	P	P	P	P		12		
Celia Thomas- **Chair**	Replaced Amy Brown	E	P	P	P	P	P	P	E	P	P	P		10	2	
Jennifer Tuzinsky	Newley appointed	E	A	E	E	E	E	E	E	P	N/A	N/A	N/A	3	6	2
Katie Zeiter	Continued Service	P	P	P	P	P	E	P	P	P	E	P		10	1	
Michael Centi	Newly Elected	P	P	P	P	P	E	P	P	P	N/A	N/A	N/A	8	2	
Taura Brown	Newly Elected	P	P	P	P	P	A	P	P	P	P	P		11		1
Julisa Abad	Newly Elected	P	P	P	P	P	P	P	P	P	P	P		12		
Tania James	replaced June White		P	P	P	P	P	P	P	P	P	P		9		1

Board Member Transition Period Attendance

Board Member				Total Present	Total Excused Absence	Total Unexcused Absence	Board Member				Total Present	Total Excused Absence	Total Unexcused Absence
Jennifer Tuzinsky	N/A			2	6	2	Gerald Curley	P	P- Present	P	3		

ATTACHMENT THREE

Executive Committee

Dec. 13, 2023 | 4-5 PM |

MINUTES

Attendance

Attendees: Celia T., Kiana H., Dr. Gerald C., Donna P, Candace M., Elise G., ReGina H., Tasha G., Erica G., Terra L., Chelsea J.

Excused:

Time	Item& Notes	Presenter/ Facilitator	Supporting Materials
4:00pm-4:05	**Welcome**	Celia	
4:05pm-4:10	**CAM Updates** • To facilitate staff familiarization at NOAH and CASS, a soft launch was conducted by WM, paving the way for in-person access sites. • While officially launching in January, both sites provided services to on-site individuals, with HAND staff assisting in maintaining order. • Despite the ongoing high call volume, a consequence of WM turnover, the transition of phone line staff to in-person access sites were orchestrated. WM's system allows staff to shift back to the phone queue for call assistance as needed. • In the final meeting of 2023, the CTT outlined plans to transition back to the CAM Governance space in January, focusing on drafting committee documentation and implementing necessary changes. • HAND faced challenges with an implementing partner, grappling with turnovers that impacted coordination. Despite new hires, some staff members are new to CAM, necessitating additional training. Moreover, data report challenges emerged, potentially impacting system-level data for CAM. • To address these issues, HAND is set to meet with leadership, aiming to reestablish their partnership and strategize solutions.	Scott/Tasha	
4:10pm-4:50	**Newly elected member with a criminal background.** • **Are we announcing results in Jan?** • **Discuss an appropriate process for board members to share their concern.** • In an effort to seek guidance on our absence of bylaws, Celia contacted an attorney and Ted Philips, who offered to share the governance charter with his peer as well. Despite their assistance, both indicated that since our charter lacks	Celia/ all	

	language prohibiting individuals with offenses from being on the Board, we are obligated to seat them. • Uncomfortable with this situation, Celia reached out to the concerned board members to address their concerns. • During a brief discussion, an article was mentioned regarding a closed section at the December Board meeting without public comments. The GC clarifies that the CoC can have closed sessions, but the unique status of the CoC as a non-agency can create confusion. • The possibility of seating the member was debated, leading to an agreement that no action would be taken until official legal advice is obtained. • It was also discussed that we need to formulate a guideline for which board members can use to share their concerns appropriately.		

ATTACHMENT FOUR (A)

Detroit Continuum of Care | 2024 Board Calendar at-a-Glance

Purpose: to provide the CoC Board with an overview of the major areas of Continuum-level work they will engage in throughout the year. **Much of this is tentative.**

		Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Board Meetings		8th	5th	4th	1st	6th	3th	8th	5th	9th	7th	4th	2nd
General Membership Meetings		16th		19th		21st		16th		17th		19th	
Funding and Resources.	City ESG & CDBG	TIMELINE TBD											
	MSHDA ESG								APPLICATION IS DUE				
	FY2022 CoC Competition		EVAL CRITERIA	RANKING POLICIES		TENTATIVE LOCAL COMPETITION		TENTATIVE APPLICATION TO HUD (NUMEROUS VOTES FROM BOARD)					
	Veteran's SSVF	SSVF APP OPEN	SSVF APP DUE										
	PSH Review										FUNDING ROUND		
Data and Reporting.	Longitudinal System Analysis (LSA)	DUE											
	System Performance Measures (SPM)		DUE										
	Housing Inventory Count (HIC)	PREP	AGENCY COLLABORATION & DATA ENTRY (DUE DATE TBD)										
	Point-in-Time (PIT) Count	AGENCY COLLABORATION & DATA ENTRY									TENTATIVE 2025 PIT PLANNING & PREP		
	ESG-CV Data Upload	Ended Dec 31,2023			DUE			DUE					
	CAPER						Jul 2023 – Jun 2024 REPORTING PROCESS		DUE				
	MSHDA Exhibit 1						DUE						
	Pay for Performance	TIMELINE TBD											
	Annual State of the Homeless Report--		TENTATIVE PREPARATION			TENTATIVE RELEASE							
System Work.	Governance Charter	TBD											
	Strategic Plan				Final Plan approval		WILL LAST THROUGH THE REST OF 2024						
	CAM Implementation	CAM In-person Access Points Launched	Re-establish ongoing CAM Governance structure, review and approve CAM P&Ps	Ongoing CAM Implementation									
	Board Elections	ONBOARDING								2024 APPLICATION PROCESS		ELECTIONS	
	Winter Preparedness--	WARMING CENTERS ACTIVE			TENTATIVE RAMP DOWN					PLANNING AND RAMP UP			
	Program Monitoring					Monitoring the CoC Competition							
	Youth Homelessness Demonstration Program	PROJECT & CCP IMPLEMENTATION											