

# Detroit Continuum of Care | Board of Directors

Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

Board Meeting Agenda | **02.05.24** | 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 <i>(see acronym list below)</i>	Attachment	Priority Assignments
<b>Housekeeping &amp; Agenda Setting</b>					
2:00 PM	Welcome and Introductions	Candace Morgan	EC	--	<b>Priority Code:</b> T1- must discuss; T2- can discuss in email; T3- can move to future meeting
2:05 PM 5 min	Announcements	Candace Morgan	EC	--	
2:10 PM 5 min	Consent Agenda - January Board Meeting Minutes <b>(Action Item- VOTE)</b>	Candace Morgan	EC	<b># 1</b>	
<a href="#">Additional Information (No Immediate Action)<sup>1</sup></a>				<b># 2 – 3</b>	
<b>Tier 1 Priorities</b>					
2:15 PM 10 min	CAM Updates	Scott Jackson	CAM	--	Tier 1
2:25 PM 10 mins	Strategic Plan Updates	Safiya Merchant	CoD	--	Tier 1
2:35 PM 10 mins	Goverance Charter	Chelsea Johnson	HAND	--	Tier 1
2:45 PM 5 mins	<b>Break (please remain on zoom)</b>				

<sup>1</sup> Additional Information from Housekeeping & Agenda – **Attachment 2:** CoC Board Attendance Tracking, **Attachment 3:** July Exec. Com. Minutes

<b>2:50 PM</b> <b>1.25 mins</b>	2024 Board Elections -Issue Brief -Principles and Background/Context -Review Member Agreement/Code of Conduct	Dr. Gerald Curley Tasha Gray Candace Morgan	VA HAND, COTS	--	Tier 1
<b>4:15 PM</b> <b>15min</b>	Public Comments			--	
<b>4:30 PM</b>	<b>END</b>				

Next Meeting: **March 4, 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:** Donna Price | **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 Gronstad  
**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:

<b>BNL</b> = By-name List	<b>DV</b> = Domestic Violence	<b>HUD</b> = US Department of Housing & Urban Development	<b>SH</b> = Supportive Housing
<b>CoC</b> = Continuum of Care	<b>ESG</b> = Emergency Solutions Grant	<b>MI</b> = Michigan	<b>SPDAT</b> = Service Prioritization Decision Assistance Tool
<b>CE</b> = Coordinated Entry	<b>ESP</b> = Emergency Shelter Partnership	<b>MSHDA</b> = Michigan State Housing Development Authority	<b>SPM</b> = System Performance Measure
<b>CARES</b> = Coronavirus Aid, Relief, and Economic Security Act	<b>FY</b> = Fiscal Year	<b>PIT</b> = Point in Time Count	<b>TA</b> = Technical Assistance
<b>CDBG</b> = Community Development Block Grant	<b>HCV</b> = Housing Choice Voucher	<b>P&amp;P</b> = Policies and Procedures	<b>TH</b> = Transitional Housing
<b>CH</b> = Chronically Homeless	<b>HMIS</b> = Homelessness Management Information System	<b>PSH</b> = Permanent Supportive Housing	<b>QR</b> = Quarterly Report
<b>CSH</b> = Corporation for Supportive Housing		<b>RFP</b> = Request for Proposals	<b>YHDP</b> = Youth Homelessness Demonstration Project
<b>CY</b> = Calendar Year		<b>RRH</b> = Rapid Re-Housing	

## **ATTACHMENT ONE**

# Detroit Continuum of Care | Board of Directors

Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck

<u>Present Board Members</u>	<u>Absent Board Members</u>	<u>Excused Board Members</u>	<u>General Public</u>
ReGina Hentz Candace Morgan Erica George Chris Harthen Katie Zeiter Julisa Abad Tasha Gray Tania James Terra Linzner Taura Brown Courtney Smith Kiana Harrison Desiree' Arcscott Ari Ruttenberg Scott Jackson Lori Kitchen-Buschel Sarah Rennie Lydia Goddard Dr. Gerald Curley Erica George Tammy Black Benne Baker Alan Rosetto Armani Arnold Michelle Parker	Angel Reed		Matthew Tommelein Alan Haras Amanda Sternberg Nona Ingram Jessica Blackma Paige Beasley Mehrunnesa Luthfa Tarra Hicks Alexandria Hicks Shautoya Redding Amy Brown Kimberly Benton Meredith Baughman Ed Cieslak Donna L. Price Donna Lyons Eleanor Bradford Daniel Carravallah Kaitie Giza Rachel Szymarek Zoey Fudge Briauna Travis Lauren Licata Safiya Merchant

**Detroit Continuum of Care | Board of Directors**  
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck  
*January 8, 2024 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**

Summary –

- Since it is the new year, all Board members are required to renew their Board agreement and COI. The Board will be receiving an email, requesting those items and the date to submit them after this Board meeting.
- For the newly elected Board Members, the Orientation is currently being updated and those will be on HAND's Learning Management System. Chelsea will also send an email with more information regarding that. All Board members are welcome to take these training courses as a refresher for the CoC.
- As far as committee recruitment, Chelsea contacted all the staff/ chairs asking if they have any vacancies and if they could provide an overview of the purpose and types of seats of the committee at the Feb Board meeting.

**Consent Agenda**

December Board Meeting Minutes

**Board Vote**

- The floor was open for questions. None were asked.
- Approval of the December 2023 CoC Board Meeting minutes was motioned by Dr. Gerald Curley and seconded by Desiree Arcscott. The vote passed.

**CAM Transition Updates**

Summary –

- There was an overview of the purpose and history of CAM which stands for Coordinated Assessment Model; however, this is the Coordinated Entry system for Detroit, Hamtramck, and Highland Park.
  - This model connects people experiencing homelessness to available resources in the homelessness response system.
- It was established in 2013 and managed by Southwest Counseling Solutions.
- In September 2022, SWCS relinquished its role as CAM Lead Agency and from there, the CAM Transition began which included various stakeholders, agencies, members from the CoC, etc. to carry out this transition. (please review the slides to see the full timeline).
- This past month, the CAM in-person access sites have officially launched, and a new shelter access prioritization process will be piloted.
  - The access sites provide phone and in person services which assist clients with diversion, emergency shelter referral, and street outreach referral.
  - They also have resource navigation teams who will meet the client to assess their needs to determine which potential resources will best fit their situation.
- Housing Resource Prioritization & Referral
  - Housing resources are given to those with the highest needs first, based on the assessment.
  - A person can contact CAM when they need a safe place to stay for a night and if they are a resident in Detroit, Hamtramck, or Highland Park
- CAM contact info:
  - Phone: 313-305-0311
  - For general questions or to partner with CAM email: [info@camdetroit.org](mailto:info@camdetroit.org)

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## ***Strategic Plan Updates***

### Summary –

- Last month, the Planning Teams responsible for executing the Community Planning Sessions and surveys convened to debrief and analyze the survey results related to the identified planning objectives. Subsequently, they collaborated to formulate recommended Improvement Objectives and Activities. These proposals were thoroughly discussed with the Strategic Plan Oversight Commission (SPOC) during their meeting on December 13, 2023.
- The ideas that emerged as priorities through these extensive processes will undergo continuous review and refinement. The pivotal responsibility of determining the final content for the Strategic System Improvement Plan now rests with the SPOC. The current timeline projects the plan's finalization and adoption in March 2024, with implementation slated to occur between 2024 and 2028.

## ***Buermeyer Manor Amendment***

### Summary –

- COTS has been the recipient of the Buermeyer CoC (operating) grant since 2004. Recognizing the need for upgrades to their building but lacking additional funding, they proactively engaged with the community to secure additional support.
- Exploring various avenues, COTS turned to tax credit dollars through MSHDA, initiating the process last year by applying for gap funding. Negotiating this terrain involved navigating committee reviews to ensure alignment with community priorities. Their application to HUD was successful, opening new avenues for funding.
- Originally conceived as a 10-unit project, COTS is now contemplating a transformation from an operating project to a leasing project, thereby contributing an additional Permanent Supportive Housing (PSH) project to the community. While the 10-unit project at Buermeyer is in transition, the LIHTC process will bring in additional units for the supportive housing stock.

The approval to let COTS amend the Buermeyer Grant was motioned by Sarah R. and seconded by Dr. Gerald C. The vote passed.

## ***CHS Shelter housing Placement RRH***

### Summary –

- A concept emerged for a new Rapid Re-Housing (RRH) Project, leveraging Housing Choice Vouchers (HCV). The program took flight in 2022 with initial funding from the City, a combination of ESG and CDBG-CV. Partnering with CHS as their dedicated provider, the initiative has thrived over the past year.
- The primary objective is to expand shelter capacity and extend support to households utilizing HCV vouchers. Drawing a distinction between Supportive Housing Program (SHP) and RRH, SHP focuses on case management and security deposits, as the voucher covers rental assistance. In contrast, the conventional RRH offers rental assistance for up to 24 months.
- CHS has actively cultivated relationships to facilitate data sharing, enhance communication, and institute new processes to better support clients. Since November 2022, SHP has enrolled 194 households with an additional 8% remain active in the program. Only 2% have exited.
- On average, SHP households achieve housing placement within 57 days of initial enrollment. (please refer to slides for more data)
- The next steps would be to keep tracking SHP households after exiting and to ensure that folks are able to remain stably housed with vouchers.

## ***Introduction of 2024 Board Members***

- There was an introduction for the 2024 Board members. Congratulations to all who were elected!

## ***Public Comments***

### Summary-

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- The floor was open to public comments. Each participant had 3 minutes to share their public comment.

**Candace M. closed the meeting at 4:30pm.** *The next CoC Board meeting will be on Monday, Feb 5, 2024 from 2 – 4:30pm. Location will continue to be virtual.*

## **ATTACHMENT TWO**





## **ATTACHMENT THREE**

# Executive Committee

JANUARY 10, 2024 | 4-5 PM |

## MINUTES

### Attendance

**Attendees:** Candace M., Chelsea J., Elise G., Kiana H., ReGina H., Dr.Gerald C., Terra L., Tasha G., Erica G., Scott J.

**Excused:**

Time	Item& Notes	Presenter/ Facilitator	Supporting Materials
4:00-4:05	<b>Welcome</b>	Candace	
4:05pm-4:30	<b>CoC Board Chair</b> <ul style="list-style-type: none"><li>- Context: Our former Board chair term has expired. Chelsea have reached out to the entire board asking if anyone was interested.</li><li>- Need to figure out a strategy on who will be best fit to become the next Board chair.</li><li>- It was asked, "have we ever looked at the role and suggested it to people?"<ul style="list-style-type: none"><li>o A: There were a few people that were suggested and reached out to inquire if they wanted to run for the seat. No responses yet.</li></ul></li><li>- In the past, the CoC gave a general ask of who was interested, gave information about the role of the chair seat, put them on a ballot and let the Board vote at a designated Board meeting, but it was never an official application process. There were concerns about only having one person who was interested in running and being elected by default because of no other candidates.<ul style="list-style-type: none"><li>o It was suggested to add that a certain number of percentages must be "yes" for someone to be elected in the GC.</li><li>o It was also recommended to have the candidates prepare a 3- minute speech on why they want to become chair prior to the Board vote. (there are no parameters on the Board</li></ul></li></ul>	Chelsea	

	<p>officers' elections in the GC on how the CoC wants to conduct the votes).</p> <ul style="list-style-type: none"> <li>○ In the past, it was mentioned to let a PWLEH hold the chair or co-chair seat. This is something that would need to be further discussed and proposed in the GC revisions.</li> </ul> <p>- It was asked “is there something in the GC to prevent from saying to the body to vote for 2 chairs?”</p> <ul style="list-style-type: none"> <li>○ The answer is not known, but this can be proposed to add in the GC once the process starts.</li> </ul> <p>-</p>		
<p>4:30pm- 4:50</p>	<p><b>Planning for the Governance Charter</b></p> <ul style="list-style-type: none"> <li>- In the past, the process started in January, where proposed changes that have been collected throughout the prior year were presented to the GM. The recruitment for the GC Review ad hoc committee then took place and started to commence. The draft of the GC was then sent out for public comments, and the vote for the final GC would happen at the May GM meeting.</li> <li>- HAND recommended that the GC timeline should be pushed back to align with the strategic planning outcomes. <ul style="list-style-type: none"> <li>○ Proposed timeline: <ul style="list-style-type: none"> <li>▪ Feb/March: recruitment begins for GC ad-hoc</li> <li>▪ March-May: GC ad hoc meetings commence</li> <li>▪ May: release for public comments</li> <li>▪ June: GC ad- hoc reviews PC</li> <li>▪ July: GM votes</li> </ul> </li> </ul> </li> <li>- It was also recommended that the GC ad hoc committee members should include some SPOC members, CoC lead agencies staff, City staff etc. in addition to volunteers so that people on the committee have knowledge of the strategic plan and the CoC's vision.</li> <li>- Chelsea will give a presentation on the process on how the GC is updated and the proposed timeline to the GM and BM. <ul style="list-style-type: none"> <li>○ It was suggested to ask the CoC to allow our co-chair to be the interim chair until the GC is finalized, which would ideally be July 2024.</li> <li>○ The group agreed to present to the Board a revised GC timeline. Also, to ask the Board to vote</li> </ul> </li> </ul>	<p>Tasha/Chelsea</p>	

	<p>to push back the CoC Board chair elections and to allow the vice chair to be the interim chair until the GC is finalized.</p> <ul style="list-style-type: none"> <li>- If the Board agrees, then we ask the interested parties to retain their name until the chair elections happen.</li> <li>- If the Board does not agree, then we would have to vote on the candidates who stated their interest.</li> </ul>		
4:50pm-5:00	<p><b>Email</b></p> <ul style="list-style-type: none"> <li>- There have been several emails that have been sent out to the Board from a board member regarding the issue.</li> <li>- There have been discussions around Board member etiquette and how to address concerns that have been raised.</li> <li>- It was recommended to take advantage of the GC revisions to add a code of conduct for board members to adhere to.</li> <li>- It was suggested to talk to the Board to create a Code of Conduct and create a no tolerance policy. <ul style="list-style-type: none"> <li>o It was suggested to have a facilitated meeting with all the Board members to weigh in on the Code of Conduct.</li> <li>o It was also recommended to review the Board agreement/COI, develop protocols, and have training on such.</li> </ul> </li> <li>- The group was also asked if members from the EC time have to meet again to formulate a plan to address it. Also, to brainstorm some anticipated responses if anything was to come up.</li> </ul>	Tasha/all	

# Executive Committee

JANUARY 23, 2024 | 4-5 PM |

## MINUTES

### Attendance

**Attendees:** Dr. Gerald C., ReGina H., Amanda S., Eleanor B., Erica G., Elise G., Kaitie G., Kiana H., Scott J., Chelsea J.,

**Excused:** Candace M. Tasha G., Terra L.

Time	Item& Notes	Presenter/ Facilitator	Supporting Materials
4:00pm	<b>Welcome</b>	Dr. Gerald	
4:00pm-4:10	<b>Issue Brief</b> <ul style="list-style-type: none"><li>• The EC decided to get info out to the Board and the GM regarding the recent CoC Board elections.</li><li>• The group had the opportunity to give their final feedback and suggestions for the brief.</li><li>• The next step is to send the brief out to the GM and Board.<ul style="list-style-type: none"><li>◦ It was decided to let the members who were absent at this meeting get an opportunity to vote to approve the brief before sending it out to the CoC Board and GM.</li></ul></li><li>• Based on the charter, it was decided that the secretary will send the issue brief in lieu of our vice chair.</li></ul>	Kiana	
4:10pm-5:00	<b>Feb Board Agenda</b> <ul style="list-style-type: none"><li>- <b>Who will facilitate the Board discussion?</b></li><li>- It was decided that Candace, Dr. G, and Tasha will facilitate the latter part of the CoC BM agenda.</li><li>- <b>Push back CoC Chair Elections</b><ul style="list-style-type: none"><li>◦ It was recommended to postpone the board chair elections considering the GC revision timeline and to align with SP potential outcomes.</li><li>◦ It was decided to send an electronic poll so that the board can vote if they want to push back the CoC chair elections.</li><li>◦ It was suggested to prepare a response to any of the Board members who were interested.</li></ul></li><li>- <b>Code of Conduct</b><ul style="list-style-type: none"><li>◦ It was decided to introduce the idea of developing a Code of Conduct at the Feb</li></ul></li></ul>	Chelsea	

	Board meeting for Board members to adhere to for future references.		
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