

# Detroit Continuum of Care | Board of Directors

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

## Board Meeting Agenda | February 6, 2023 | 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	Committ ee (see acronym list below)	Attachment	Priority Assignments
<b>Housekeeping &amp; Agenda Setting</b>					
2:00 PM	Welcome and Introductions	Celia Thomas	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 - Governance Charter Update - Gant Calendar	Celia Thomas, Chelsea Johnson	EC, HAND	--	
2:10 PM 5 min	Consent Agenda - January Board Meeting Minutes ( <b>Action Item- VOTE</b> )	Celia Thomas	EC	<b># 1</b>	
<a href="#">Additional Information (No Immediate Action)</a> <sup>1</sup>				<b># 2 – 3</b>	
<b>Tier 1 Priorities</b>					
2:15 PM 20 mins	Grievance Committee Report	Jeremy Cugliari	GRC	--	Tier 1
2:35 PM 20 mins	CAM Transition Update	Tasha Gray	HAND		Tier 1
2:55 PM 20 mins	CAM Funding	Amanda Sternberg	HAND		Tier 1
3:15 PM 5 mins	Break (stay on zoom, please ☺)				
3:20 PM 25 mins	IFF's role in Chicago's Housing First, Trauma-Informed Design Models for Permanent Shelter Spaces	Robin Toewe and Rachel Sikora	IFF		Tier 1

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

<b>3:45 PM</b> <b>15 mins</b>	Strategic Plan	Safiya Merchant	CoD		Tier 1
<b>4:00 PM</b> <b>20 mins</b>	Stakeholder Feedback	Amanda Sternberg	HAND		Tier 1
<b>4:20 PM</b> <b>10 mins</b>	Public Comments	Amy Brown	CoC	--	
<b>4:30 PM</b>	<b>END</b>				

Next Meeting: **March 6, 2023** | 2:00-4:30pm | Webinar (Until In-Person Meeting)

### Key Committee Acronyms:

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

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

**GRC** - Grievance Review Committee – **Chair:** Donna Price | **Staff:** Elise Grongstad

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

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

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

**IFF-**

### 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

<u>Present Board Members</u>	<u>Absent Board Members</u>	<u>Excused Board Members</u>	<u>General Public</u>	
Donna Price		Desiree Arscott	Arieona Branch	
Candace Morgan		Chioke Mose-Telesford	Amanda Sternberg	
Tania James			Alan Haras	
Katie Zeiter			Kimberly Benton	
Michael Centi			Elise Grongstad	
Tasha Gray			Katrina Edmon	
Julisa Abad			Lauren Licata	
Terra Linzner			Daniel Carravallah	
Edward Cieslak			Scott Jackson	
Erica George			Paige Beasley	
Sarah Rennie			Kaitie Giza	
Chris Harthen			Julia Janco	
Ari Ruttenberg			Torrey Henderson	
Kiana Harrison			Viki DeMars	
Courtney Smith			Dr. Gerald Curley	
ReGina Hentz			Laura Dyszlewski	
Taura Brown			Lindsey Gilmore	
Amy Brown			Deloris Cortez	
Ari Rettenberg			Chelsea Johnson	

# Detroit Continuum of Care | Board of Directors

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

*January 9, 2023 Continuum of Care Board Meeting*

*(Meeting packet can be accessed by [clicking here](#); Meeting Slides by [clicking here](#))*

## Welcome and Introductions:

Candace M. opened the meeting at 2:00 pm with introductions – utilizing the chat box.

## Executive Committee Report & Announcements

Preparing for 2023

### Summary –

- Chelsea made an announcement for the Board members to look out for an email requesting to fill out the Conflict-of-Interest and Member Agreement that will be due before the next BM meeting in February. Additionally, a survey was sent out to the 2023 Board Members to determine their availability to start the orientation series. All of the Board Members are welcome to attend the upcoming orientation if they're interested and would like a refresher.
- Chelsea also announced that she is developing a calendar for 2023 at-a-glance that will be shared with the Board once finalized. The goal of the calendar is to provide the Board with a high-level summary of the buckets of work the CoC plans to advance over 2023 and when they can expect that work to occur.
- In addition to the Board Elections, there is a vacancy for the secretary seat in the Executive committee. Chelsea is coordinating with the existing EC on the details but will follow up shortly via email with details on how to apply.

## Consent Agenda

December Board Meeting Minutes

### **Board Vote**

- The floor was opened for questions. None were asked.
- Approval of the December 2022 CoC Board Meeting minutes was motioned by Sarah R. and seconded by Donna P. The vote passed.

## Board Election Results cont'd

### Summary –

- All of the 2023 Elected Board Members were given time to introduce themselves and get acquainted with the existing Board members. Additionally, the exiting Board members were asked to give the new Board Members advice about being on the Board in the chat.

## CAM Transition Update

### Summary –

- There were several updates about some of the subcommittees that are a part of the CAM transition.
  - Evaluation/Assessment/Documentation Gathering
    - are reviewing responses from SWCS and CHS; following up as needed; gathered feedback & input about CAM & the transition from PSH, RRH, Veteran, Chronic Leadership, & Outreach Committees & Workgroups
  - RFQ/RFP:
    - are fleshing out CAM staffing language for RFP; Received five letters of intent.
  - Funding:
    - are reviewing responses from SWCS about funding Developing questions for funders; scheduling meeting with committee
  - Project Management & Strategy:

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- received six proposals from consultants; scheduling a meeting w/committee to review and select
- PWLEH:
  - are scheduling feedback sessions with PWLEH in January
- There was a timeline that included all the tasks and deadlines that were completed and are ongoing. You can access that timeline if you click on “slides” at the top of this document.
- There are additional items that the committee identified that needs to be flushed out. For example, there has been conversation about whether the CAM structure should in person- only, call- only, or hybrid services. This committee will also have more discussion around standardized trainings, the current CAM’s staff roles with the new Lead Agency, and technology CAM will use to support the calling services.
- Based on the feedback from members on the CAM Transition Committee, they want to introduce a hybrid model that will include a call center and walk in services; however, they are aware that this will require adequate staffing and additional resources.
- The CAM Transition committee also discussed the options that should be considered for input in the RFP/RFQ regarding the retention of the current CAM staff with the new lead agency.
  - For example, if the current CAM staff is interested in reapplying then the new Lead Agency will be responsible for conducting interviews.
- There was conversation around whether the new Lead Agency should continue to use the current assessment tool (SPDAT) because there has been critiques about this tool regarding racial and gender bias and if it is more of triage tool than an assessment tool.
  - The committee recommended that the New Lead Agency should be involved in the evaluation and identification of the assessment new tool and prepared to be trained on the new assessment tool. Ideally, would want the new tool to be identified in the next 2-3 years. There will be further discussion on this topic.
- Lastly, the committee have been making recommendations on whether they should expect the new CAM Lead Agency to provide all services currently provided by CAM or should some services be provided by other agencies. There will be more conversation surrounding this.

### *CAM YHDP Proposed Policy Changes*

#### Summary –

- CAM staff presented an Implementation Proposal on the Youth Homeless Demonstration Program (YHDP) to get approval from the Board to change the assessment and prioritization policy changes. Their recommendations to change were:
  - Navigate all youth who self-report a disability with the Full SPDAT for potential consideration for PSH
  - Operate a separate, additional prioritization list for youth specific resources
  - Modify prioritization factors for youth-specific prioritization
  - Add youth assessment questions for youth-specific prioritization factors
- Prior to the CAM Transition, the YHDP Core Team planned for larger changes which included:
  - Complete overhaul of the current assessment process
  - Full staffing of a youth specific team of assessors and coordinators who will provide in person assistance to youth
  - Creation of a youth specific referral process in collaboration with youth service agencies
- Some of the items did carry over to the Post Transition YHDP Plan, but they had to adjust due to time restrictions and staffing. Here are some of the items in the current YHDP Plan:
  - Adding additional assessment questions to capture youth experience
  - Recategorizing the factors for prioritization within the current acuity group structure

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- Agencies will use drop in spaces to connect youth with CAM and Youth presenting at CAM will be referred to youth partners (i.e., SER Metro, Phoenix Center, Ruth Ellis Center)
- Increase youth access to CAM and Navigation Staff
- Introducing new training and support for outreach staff.
- CAM will partner with agencies making an impact in youth spaces and utilize this new connection to identify unserved households in the community.
- CAM staff will also attend drop-in hours, set phone appointments, or establish a cross-referral system, based on the needs and capacity of each organization.
  - This process will also allow CAM to cultivate youth by a name list, that will be used to better manage system
- CAM is introducing an assessment of questions that will be asked for YHDP that were developed with the YHDP Core team, Youth Action Team, and various workgroups.
  - These questions will be specific to youth experiences as a minor and after they turned 18. This assessment will also be added to HMIS to record the data
  - Outreach Navigation Teams will be responsible for asking the new youth specific assessment questions to unsheltered youth and for navigating unsheltered youth according to the scoring and criteria.

### **Vote Topic**

Approval of CAM YHDP Proposed Policy Changes was motioned by Donna P. and seconded by Candace M. The vote passed.

### ***Detroit Advisors Group Meeting Debrief: CoC Board Actionable Partnership***

#### Summary –

- The CoC wants to create pathways with the DAG to drive the work and the decisions that we are making as a system. Mid 2021, DAG and the CoC has been trying to develop a partnership which is why DAG opened their June 2022 meeting for Board members to join. The Board and DAG members decided to meet twice a year to continue to build their relationship.
- Their last meeting was in December 2022, which they brainstormed ways to continue to improve the collaboration between DAG and the CoC Board to create a better opportunity for success and make tangible changes. One of the next steps was that each group wants to meet more frequently throughout the year to create more involvement mechanisms within the CoC Board meetings.
- The Board members took this time to provide feedback to help the vision of securing a better relationship with the DAG.

### ***Public Comments***

#### Summary –

- The floor was opened for public comments for 15 minutes. No questions or comments were made

**Celia T. closed the meeting at 4:30pm.** *The next CoC Board meeting will be on Monday, March 6, 2023, from 2 – 4:30pm. Location will continue to be virtual.*

## **ATTACHMENT TWO**





**ATTACHMENT THREE**

**Executive Committee AGENDA**  
**01.18.23 | 4-5:00 PM**

<p>4:00-4:10 pm  (10 mins)</p>	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>• Celia opened the floor up for discussion.</li> </ul>	<p>Celia</p>	
<p>4:10-4:45 pm  (35 mins)</p>	<p><b>CAM/Lead CE changes</b></p> <ul style="list-style-type: none"> <li>• As usual, the CAM Transition Team have been meeting have been meeting weekly which consists of making decisions and recommendations on what the expectations should be (i.e., CAM retention staff). In the previous meeting, the CAM team was discussing how the model will be built for Cam whether it will be in person or call center/hybrid only?             <ul style="list-style-type: none"> <li>○ People said that they would prefer a hybrid model which would include an in person and call center services. As a result, HAND is researching ways and looking at budgets to figure out how to incorporate those services.</li> <li>○ Amanda (HAND) joined this discussion to explain the (optimal) budgeting plan that would fund these services; the budget was discussed internally through HAND and then presented at this meeting. A lot of the amounts are estimations, and it is not final yet.</li> <li>○ Within the budget, SWCS provided an organizational chart that included additional information about positions that will be pertinent to CAM staff. The Optimal budget also included salaries and client transportation. Moreover, HAND staff identified the costs of the resources and services in the Optimal Budget and compared it to the amount of money that is currently available to be</li> </ul> </li> </ul>	<p>All</p>	

	<p>transferred to the new CAM Lead Agency.</p> <ul style="list-style-type: none"><li>○ The EC members thought the hybrid model is a good idea as well, but the challenges are finding additional money to provide these services.</li></ul>		
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# Executive Committee AGENDA

01.25.2023 | 4-5:00 PM

Time	Agenda Item	Presenter/ Facilitator	Supporting Materials
4:00-4:10pm	<b>Welcome</b>	Celia	
4:10-4:40pm  (30 mins)	<b>CoC Board meeting (2/6) agenda items</b> <ul style="list-style-type: none"><li>• Chelsea went over the Feb CoC Board meeting agenda and received feedback from the committee.</li><li>• There was also conversation about the structure of the grievance committee and how to keep up with the volume of grievances that are received.</li><li>• Terra suggested that the grievance committee should have a subcommittee to help with the grievances that are received.</li><li>• Candace mentioned that there was a group who met alongside the grievance committee that was active a year ago, but it was dismantled because it was more so of an ad hoc group. Candace suggested that we could recruit people who are willing to work as a subcommittee for the Grievance Committee.</li><li>• It was suggested that maybe the performance and evaluation can help handle the data from the grievances.</li><li>• Elise will follow up with the grievance committee to get a recommendation on who should handle this work.</li><li>• This is a larger conversation that needs to be continued.</li></ul>	Chelsea	
4:40-5:00pm	<b>Updates from other partners</b> <ul style="list-style-type: none"><li>• Celia mentioned that she received an email from Jeremy Cugliari sharing that one of the Covid shelters is closing in June 2023. Celia said that she can bring this conversation to the Shelter Workgroup.</li></ul>	All	

- Terra confirmed that there will be a conversation surrounding this at the Shelter Workgroup.
- Scott shared some minor updates. For the past few months, Scott and his team have been working very closely with CAM and the committee. He also mentioned that there have been some staffing changes and that they are working towards providing updates in certain areas to share with the CoC Board. Additionally, they are working to change operations and bring that to the CAM subcommittees.

### **CAM Transition Updates**

- Tasha gave a debrief on what happened at the previous CAM Transition meeting.
- The committee was discussing the technology that SW utilizes and laid out their expectations.
  - They were looking at Salesforce and Vonage, which are two different calling services.
- The general consensus was that the new CAM Lead agency will not be required to use one of those companies that are mentioned; however, they will have to provide a service that is a CRM and phone system that will achieve the same results as Vonage and Salesforce. The committee will then reach out to CAM staff to ask for their suggestions on how reiterate that in the RFQ.
- Another update is that the CAM workshop concluded day 2 of its series. This workshop covered different topics from the CAM transition work to help agencies get started on their planning process if they were interested in applying to become the new CAM Lead Agency. There will be a recording from the CAM Workshop that will be available for anyone to review and resources on HAND's website that will provide information on the planning process.
- The Strategy and Project Management subcommittee reviewed the CAM consultant proposals which ended up in a tie between the top two proposals. This subcommittee discussed strategies and suggested that they could award both but will assign each agencies distinct tasks.
  - The HUD TA was approved; more details will come.

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|--|---|--|--|
|  | <ul style="list-style-type: none"><li>• There was a conversation surrounding the current funding situation for CAM staff.</li><li>• Tasha mentioned that she met with McGregor, and they discussed the gaps in the CAM staffing budget.<ul style="list-style-type: none"><li>○ There will be further conversations surrounding this.</li></ul></li><li>• On another note, Tasha and Elise have been meeting with Scott and Ed from SW to receive understanding from CAM staff in terms of capacity needs. During those meetings, they brainstormed ideas on how to make it more manageable for CAM staff to handle referrals.</li></ul> |  |  |
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**ATTACHMENT FOUR (A)**



## Detroit Continuum of Care | 2023 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		9th	6th	6th	3th	1nd	5th	10th	7th	11th	2rd	6th	4th
General Member Meetings		17th		21th		16th		18th		19th		21th	
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										
	LIHTC				FUNDING ROUND						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 (DUE DATE TBD)									TENTATIVE 2022 PIT PLANNING & PREP		
	ESG-CV Data Upload	DUE			DUE			DUE					
	CAPER							ANNUAL PROCESS					
	MSHDA Exhibit 1						DUE						
	Pay for Performance	TIMELINE TBD											
	Annual State of the Homeless Report--		TENTATIVE PREPARATION			TENTATIVE RELEASE							
System Work.	Governance Charter	Vote on 2022 GC								PROCESS BEGINS			
	Strategic Plan	INFO GATHERING		DRAFT PLAN	EDITS	FINAL PLAN	WILL LAST THROUGH 2023 & Q1 OF 2024						
	CAM Transition	INPUT/FEEDBACK FROM STAKEHOLDER	LAUNCH RFP			VOTE FOR NEW CAM LEAD AGENCY	TRANSITION TO NEW CAM LEAD AGENCY BEGINS						
	Board Elections	ONBOARDING									2023 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 FINALIZATION			PROJECT LAUNCH	PROJECT & CCP IMPLEMENTATION							
	Racial Equity Work	2 <sup>ND</sup> WORKSHOP	JUSTICE ROAD MAP	*Remaining time	line still in de	velopment							