

# Detroit Continuum of Care | Board of Directors

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

## Board Meeting Agenda | **October 2, 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                       | Committee<br><i>(see acronym list below)</i> | Attachment     | Priority Assignments  |
|--|--|---------------------------------|--|----------------|---|
| <b>Housekeeping &amp; Agenda Setting</b>                                 |  |                                 |  |                |   |
| <b>2:00 PM</b>   | Welcome and Introductions  | Celia Thomas                    | EC   | --             | <b>Priority Code:</b><br>T1- must discuss; T2- can discuss in email; T3- can move to future meeting |
| <b>2:05 PM</b><br>5 min  | Announcements<br>- Reminder of Board Elections                                 | Celia Thomas                    | EC   | --             |   |
| <b>2:10 PM</b><br>5 min  | Consent Agenda<br>- September Board Meeting Minutes <b>(Action Item- VOTE)</b> | Celia Thomas                    | EC   | <b># 1</b>     |   |
| <a href="#">Additional Information (No Immediate Action)<sup>1</sup></a> |  |                                 |  | <b># 2 – 3</b> |   |
| <b>Tier 1 Priorities</b>   |  |                                 |  |                |   |
| <b>2:15 PM</b><br>15 mins  | CAM Transition Updates   | Tasha Gray<br>Scott Jackson     | HAND   | --             | Tier 1  |
| <b>2:30 PM</b><br>10 mins  | Strategic Updates  | Safiya Merchant                 | CoD  | --             | Tier 1  |
| <b>2:40 PM</b><br>15 mins  | Grievance Committee  | Donna Price,<br>Jeremy Cugliari | GRC  | --             | Tier 1  |
| <b>2:55 PM</b>   | Break (stay on Zoom, please 😊)   |                                 |  |                |   |
| <b>3:00 PM</b><br>10 mins  | VA Transitional Housing Update   | Dr. Gerald Curley               | VA   | --             |   |
| <b>3:10 PM</b><br>15 mins  | Public Comments  |                                 |  | --             |   |
| <b>3:25 PM</b>   | <b>END</b>   |                                 |  |                |   |

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

Next Meeting: **November 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:** 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:

**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

| <b><u>Present Board Members</u></b>   | <b><u>Absent Board Members</u></b> | <b><u>Excused Board Members</u></b> | <b><u>General Public</u></b>  |
|---|------------------------------------|-------------------------------------|---|
| ReGina Hentz<br>Amy Brown<br>Donna Price<br>Candace Morgan<br>Erica George<br>Chris Harthen<br>Katie Zeiter<br>Julisa Abad<br>Ed Cieslak<br>Tasha Gray<br>Michael Centi<br>Tania James<br>Terra Linzner<br>Taura Brown<br>Courtney Smith<br>Kiana Harrison<br>Celia Thomas<br>Desiree' Arscott<br>Michelle Parker<br>Dr. Gerald Curley<br>Chioke Mose-Telesford<br>Sarah Rennie | Ari Ruttenberg                     | Desiree Ascott<br>Katie Zieter      | Chelsea Johnson<br>Amanda Sternberg<br>Nona Ingram<br>Emma Bierkle<br>Alan Jackson<br>Lydia Goddard<br>Jamie Wojahn<br>Safiya Merchant<br>Sharifa Doudi<br>Torrey Henderson<br>Tamaría White<br>Shautoya Redding<br>Matthew Tommelein<br>Denise Goshton<br>David Sampson<br>Audrey Jones<br>Scott Jackson<br>Katherine Izzo<br>Steve Van Every<br>Daniel Joseph Carravallah<br>Kimberly Benton<br>Jeremy Cugliari<br>Elizabeth Orozco-Vasquez<br>Armani Arnold<br>Robert Cooper<br>Meredith Baughman<br>Dr. LaTonya Shelton<br>Lauren Licata<br>Matthew Niemi |

**Detroit Continuum of Care | Board of Directors**  
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck  
*September 11, 2023 Continuum of Care Board Meeting*

|   |
|---|
| <p><b>Welcome and Introductions:</b><br/>Celia T. opened the meeting at 2:00 pm with introductions – utilizing the chat box.</p>  |
| <p><b>Executive Committee Report &amp; Announcements</b></p> <ul style="list-style-type: none"><li>• Tania James from DWIHN was introduced as an appointee for the CoC Board.</li><li>• Michelle Parker is a system partner joining from DPSCD as an appointee for the CoC Board.</li></ul>   |
| <p><b>Consent Agenda</b></p> <p>August Board Meeting Minutes</p>  |
| <p><b>Board Vote</b></p> <ul style="list-style-type: none"><li>• The floor was open for questions. None were asked.</li><li>• Approval of the August CoC Board Meeting minutes was motioned by Donna P and seconded by Chioke T . The vote passed.</li></ul>  |
| <p><b>CAM Transition Updates</b></p> <p><u>Summary –</u></p> <ul style="list-style-type: none"><li>• August 14<sup>th</sup> was the soft launch of CAM phone services under the management of HAND and Wayne Metro</li><li>• August 30<sup>th</sup>, full CAM services has resumed under the operation of Wayne Metro</li><li>• The hotline ours was expanded to Mon-Fri 8am-6pm</li><li>• CAM website was relaunched <a href="https://camdetroit.org/">https://camdetroit.org/</a></li><li>• In Person Access Planning has begun and in person sites are expected to launch in November</li><li>• CAM TT Meetings will relaunch on September 20</li><br/><li>• CoC Planning Grant<ul style="list-style-type: none"><li>○ There was an overview of some of the resource gaps for the Detroit CoC. Some of the positions that were mentioned and ranked by priority was:<ul style="list-style-type: none"><li>▪ Support/TA/follow up with service providers.</li><li>▪ LL engagement</li><li>▪ Bringing more resources to the table and/or tapping into resources that currently exist, etc.</li></ul></li></ul></li><li>• For FY2023, they have increased it to 5% for the planning grant.</li><li>• Examples of eligible activities that we can apply include coordination, service area, and the CoC system.</li><li>• Positions that have been brought on are a program coordinator and youth coordinator.</li><li>• The 5% increase totals out to \$1.5 million which will allow us to increase our staff, particularly in system outcomes and performance.</li></ul> |
| <p><b>Strategic Planning Updates</b></p> <p><u>Summary –</u></p> <ul style="list-style-type: none"><li>• The team has come up with different ways around creating workgroup and developing community planning sessions</li><li>• Each of those teams are being led by people who are on the SPOC and ensuring PWELH are involved</li><li>• Implementation framework and building momentum are topics that will be discussed in workgroups</li></ul>   |

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- Reducing unsheltered homelessness and improving rehousing in the housing supply will be discussed in the community planning sessions.

### **FY2023 New Project Application Recommendations**

#### Summary –

- Applications for new projects have been accepted and reviewed
- There were recommendations from the New Project Review Committee on which projects to submit to HUD for funding
- Freedom House and MCEDSV will be recommended for the DV Bonus Project
- For full details on all of the recommendations, please refer to the slides.
- There is a list of funding applications that were voted on by the CoC Board to help guide the decisions of recommendations of new projects. (Please review slides for more details.)
- This year we are reallocating \$750k from the renewal projects reductions to combine with the CoC Bonus dollars to apply to New Projects.
- The next steps:
  - September 12: Values and Funding Priorities committee meeting to develop final project priority ranking list
  - September 13: CoC Executive Committee meeting to vote to approve final project priority ranking list
  - By September 13: All project applicants (new and renewal) informed if project accepted or rejected and placement on ranking list

### **Vote Topic**

The approval of the Domestic Violence Bonus project recommendations was motioned by Amy B. and seconded by Michelle P. The vote passed.  
The approval for the CoC Bonus Project Recommendations was motioned by Donna P. and seconded by ReGina H. The vote passed.

### **FY2023 CoC Application Opportunity for Input**

#### Summary –

- HAND staff, in our role as the Collaborative Applicant, are currently developing responses to questions in the CoC Application
- The CoC Application questions are a mixture of:
  - Describing **how things are** within our community and our system
  - Describing what our community **has done**
  - Describing what our community **is doing**
  - Describing what our community **will do**
- The input will help craft responses to questions in the application and help identify areas that need to be address in the coming year.
- There were 2 rounds of 4 breakout rooms. Each room had a facilitator and a note taker.

### **FY2023 CoC NOFO Analysis**

#### Summary –

- The NOFO was released July 15<sup>th</sup> and is due on September 28th.
- Some of HUD's priorities included:
  - Reducing Unsheltered Homelessness
  - Improving System Performance
  - Partnering with Housing, health, & Service Agencies
  - Racial Equity, etc. (please review slides for more details)
- There were not a lot of changes from 2022 application compared to this 2023 application. Racial equity continues to be a priority for HUD.

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- The next steps:
  - March to June 2023: Developing local funding priorities, developing project evaluation criteria, and releasing application materials
  - June – August 2023: Project applications submitted and reviewed; appeals process
  - September: Final application funding decisions made
  - Sept 11 Board meeting: Board voting on new project recommendations
  - Sept 13 EC meeting: Vote on final project priority ranking list
  - By Sept 28: All projects submitted to HUD
  - Early 2024: HUD funding announcements will be made

### ***Public Comments***

#### **Summary –**

**Celia T. closed the meeting at 4:30pm.** *The next CoC Board meeting will be on Monday, October 3rd, 2023, 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 be considered in this calculation but may be included as appropriate. Absences are considered 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 absence, the board member will be sent a warning notification. If during that calendar year, the board member has an additional unexcused absence, they will be removed.

| CODES:               |  | KEY:               |
|----------------------|--|--------------------|
| P- Present           | N/A- No longer a Board Member or Member has transitioned | Newly Elected      |
| U- Unexcused Absence |  | 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 Arcsott       | Continued Service        | E | P | P | P | P | P | P | P | P | P   | E   | P |               | 9                     | 2                       | 1 |
| Edward Cieslak        | Replaced Paige Beasley   | P | P | P | P | P | P | P | P | P | P   | P   | P |               | 11                    |                         | 0 |
| Amy Brown             | Chairperson Term Ended   | P | P | P | P | E | P | P | P | E | P   | P   | P |               | 10                    | 2                       |   |
| Tasha Gray            | Replaced Tamara Gaines   | P | 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   | P |               | 11                    |                         |   |
| Chris Harthen         | Continued Service        | P | E | P | E | P | P | P | P | E | P   | A   |   | 8             | 3                     | 1                       |   |
| ReGina Hentz          | Continued Service        | P | P | P | P | P | P | P | P | P | P   | P   | P |               | 11                    |                         |   |
| Terra Linzner         | Continued Service        | P | P | P | P | P | P | P | P | P | P   | P   | P |               | 10                    |                         | 1 |
| Candace Morgan        | Continued Service        | P | P | P | A | P | P | P | P | P | P   | A   |   | 9             | 2                     | 1                       |   |
| Chioke Mose-Telesford | Continued Service        | E | A | A | P | P | P | P | A | P | P   |     |   | 6             | 2                     | 3                       |   |
| Donna Price           | Continued Service        | P | P | P | P | P | P | P | P | P | P   | P   |   | 11            |                       |                         |   |
| Sarah Rennie          | Continued Service        | P | P | A | A | P | P | P | P | P | P   | P   |   | 9             |                       | 2                       |   |
| Ari Rettenburg        | Continued Service        | P | A | A | P | E | P | A | P | A | P   | A   |   | 6             | 1                     | 5                       |   |
| Courtney Smith        | Continued Service        | P | P | P | P | E | P | E | E | P | P   |     |   | 8             | 3                     |                         |   |
| Erica George          | Newly Elected            | P | P | P | P | P | P | P | P | P | P   | P   |   | 11            |                       |                         |   |
| Celia Thomas- Chair   | Replaced Amy Brown       | E | P | P | P | P | P | P | E | P | P   | P   |   | 9             | 2                     |                         |   |
| Jennifer Tuzinsky     | Newly appointed          | E | A | E | E | E | E | E | E | P | N/A | N/A |   | 2             | 6                     | 2                       |   |
| Katie Zelter          | Continued Service        | P | P | P | P | E | P | P | P | P | E   | P   |   | 9             | 1                     |                         |   |
| Michael Centi         | Newly Elected            | P | P | P | P | P | E | P | P | P | N/A | N/A |   | 7             | 2                     |                         |   |
| Taura Brown           | Newly Elected            | P | P | P | P | P | A | P | P | P | P   | P   |   | 10            |                       | 1                       |   |
| Julisa Abad           | Newly Elected            | P | P | P | P | P | P | P | P | P | P   | P   |   | 11            |                       |                         |   |
| Tania James           | replaced June White      |   |   | P | P | P | A | P | P | P | P   | P   |   | 8             |                       | 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

Sep 12, 2023 | 4-5 PM |

## MINUTES

### Attendance

**Attendees:** Elise Grongstad, Candace Morgan, Jennifer Tuzinsky, Donna Price, Chelsea Johnson, Tasha Gray, Scott Jackson, Kiana Harrison, Gerald Curley, Regina Hentz, Celia Thomas, Chris Harthen, Michelle Parker, Edward Cieslak, Taura Brown, Katie Zeiter, Tania James, Amy Brown, Sarah Rennie, Erica George, Amanda Sternberg

### Excused:

| Time        | Agenda Item  | Presenter/<br>Facilitator | Supporting<br>Materials |
|-------------|--|---------------------------|-------------------------|
| 4:00pm-4:10 | <b>Welcome</b>   | Celia                     |                         |
| 4:10pm-4:40 | <ul style="list-style-type: none"><li>• <b>Project Priority Ranking list</b></li><li>• CoC are required to submit all new and renewal projects in a ranked order.</li><li>• The CoC Planning Grant is the only project that is not included in the ranking.</li><li>• Tier 1 projects will most likely be funded while Tier 2 projects have a greater risk of not being funded.</li><li>• The VFP approved this ranking list (only committee members not coc funded were a part of this discussion).</li><li>• The VFP are not recommending any projects in Tier 2 be moved to Tier 1</li><li>• There was an overview of the ranking policy grouping, types of projects, and cumulative total of the projects.</li><li>• The approval for Project Priority Rankin list was motioned by Amy Brown and seconded by Donna Price. The vote passed.</li><li>• The next steps:<ul style="list-style-type: none"><li>○ The CoC GM will be asked to vote on the CoC application.</li><li>○ The CoC app and projects will be due by</li></ul></li></ul> | Amanda                    |                         |

September 28<sup>th</sup>.

- The award announcements will be in early 2024.

# Executive Committee

September 13, 2023 | 4-5 PM |

## MINUTES

### Attendance

**Attendees:** Elise Grongstad, Candace Morgan, Donna Price, Chelsea Johnson, Tasha Gray, Scott Jackson, Celia Thomas, Gerald Curley, Erica George, ReGina Hentz,

**Excused:** Kiana Harrison, Terra Linzner

| Time        | Agenda Item  | Presenter/<br>Facilitator | Supporting<br>Materials |
|-------------|--|---------------------------|-------------------------|
| 4:00-4:10pm | <b>Welcome</b>   | Celia                     |                         |
| 4:10-4:20pm | <ul style="list-style-type: none"><li>• <b>CAM Transition Updates</b></li><li>• As of September 1<sup>st</sup>, fully transitioned to the new partners (HAND as lead, Wayne Metro as the access points)</li><li>• WM is running the phone line.</li><li>• Started planning to phase out from transition mode to ongoing services; will use the rest of the year to launch in person access.</li><li>• The current plan is to roll out the in-person access sites in November at the NOAH project and Cass.</li><li>• Planning for evaluation going forward and reporting component.</li><li>• Resumed the CTT which will meet biweekly.</li><li>• There was discussion surrounding the CAM Governance Committee and what that would look like going forward.<ul style="list-style-type: none"><li>○ Will have to look at the CTT and reevaluate who should serve on that committee.</li></ul></li><li>• The EC will review the MOU and will be prepared to give feedback on October 11<sup>th</sup> to</li></ul> | Tasha/ Scott              |                         |

|                    |   |  |  |
|--------------------|---|--|--|
| <p>4:20-4:30pm</p> | <p>finalize it.</p> <ul style="list-style-type: none"> <li>• <b>Board Agenda</b></li> <li>• There was an overview of the September Board Agenda</li> <li>• It was suggested to start back up quarterly reports for grants in 2024.</li> <li>• Need to reach out to the Board on who they would want to see as the next chair for the next 3 years.</li> <li>• <b>CoC Committees</b></li> <li>• Celia will reach out to Taura B. to meet with her to discuss CoC Committees policies on recruitment.</li> <li>• Going forward we need to figure out how to include people with lived experience particularly for Veterans.</li> <li>• It was recommended to encourage Veterans with lived experience to join CoC structures such as the DAG.</li> <li>• Need to be mindful for how we share language or information for people to join such spaces.</li> <li>• There was a brief discussion on if we can host Board meeting in person.</li> <li>• Concerns were that we would need to be careful because we are in the Flu/Covid season.</li> <li>• <b>Public Comments</b></li> <li>• Celia will give an update on past public comments at the October Board meeting.</li> </ul> | <p>Chelsea</p> <p>All</p> <p>Celia/All</p> |  |
|--------------------|---|--|--|