

Detroit Continuum of Care | Board of Directors

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

Board Meeting Agenda | April 5, 2021 | 2:00-4:30pm | Webinar: [Registration Link](#)

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| <p>CoC Board Norms:</p> <ul style="list-style-type: none"> • 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. | <p>CoC Board Draft Values:</p> <ul style="list-style-type: none"> • 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. |
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| Time | Agenda Item | Presenter | Committee <i>(see acronym list below)</i> | Attachment |
|---|---|----------------------|---|----------------|
| Housekeeping & Agenda Setting | | | | |
| 2:00 pm | Welcome and Introductions | Amy Brown | EC | -- |
| 2:05 pm | Executive Committee Report & Announcements <ul style="list-style-type: none"> - CERA Update - Update on Board Values Revisions | Amy Brown | EC | -- |
| 2:15 pm | Consent Agenda <ul style="list-style-type: none"> - March 2021 Board Minutes (ACTION ITEM – VOTE) | Amy Brown | EC | # 1 |
| Additional Information (No Immediate Action)¹ | | | | # 2 – 3 |
| Applications and Funding | | | | |
| 2:20 pm | FY2021 CoC Competition Update & Projected Timeline | Amanda Sternberg | HAND | # 4 |
| 2:30 pm | Tracking the Impact of ESG-CV Funding <ul style="list-style-type: none"> - Technical Assistance (TA) Work - Integration of Prevention into Coordinated Entry (CE) | Various | ESG Planning | # 5 |
| 2:50 pm | 2021 Housing Choice Voucher (HCV) Surge <ul style="list-style-type: none"> - Overview of situation - Plan to adapt as a system | Catherine Distelrath | HAND, CAM, CoD | # 6 |
| Data and Reporting | | | | |
| 3:00 pm | 2021 PIT & HIC Data Submission (ACTION ITEM – VOTE) | HMIS Team | HAND | -- |
| Additional Information (No Immediate Action)² | | | | # 7 - 8 |
| 3:20pm | 5 minute break 😊 | | | |
| Advancing Equity | | | | |
| 3:25 pm | Continuing the Conversation on Adopting a Vision as a Detroit CoC | | | |
| 4:30pm – Adjourn | | | | |

¹ Additional Information from Housekeeping and Agenda – **Attachment 2:** CoC Board Attendance Tracking and **Attachment 3:** Mar. Exec. Com. Minutes

² Additional Information from Committees – **Attachment 7:** CoC Quarterly Report and **Attachment 8:** HMIS Quarterly Report

Key Committee and System Partner Acronyms:

CGC – *CAM Governance Committee* – **Co-Chairs:** Celia Thomas & Charles Pearson | **Staff:** Catherine Distelrath & Scott Jackson

EC – *Executive Committee* – **Chair:** Amy Brown | **Vice-Chair:** Alicia Ramon | **Secretary:** DaJuan Smith

CAM – *Coordinated Assessment 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

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

DV = Domestic Violence

ESG = Emergency Solutions Grant

ESP = Emergency Shelter Partnership

FY = Fiscal Year

HIC = Housing Inventory Count

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

ATTACHMENT ONE

Detroit Continuum of Care | Board of Directors
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck
March 1, 2021 Board Meeting Minutes

(Agenda can be accessed by [clicking here](#); Supporting Materials by [clicking here](#))

Board Members Present

Amy Brown
Anne Blake
Ari Ruttenberg
Ashlee Cunningham
Catherine Distelrath
Chioke Mose-Telesford
Deloris Cortez
Donna Price
Eleanor Costa
Elizabeth Vasquez
Erica George
Gerald Curley
Joy Flood
June White
Katie Zeiter
Ray Shipman
Sharyn Johnson
Shawntae Harris-Mintline
Tasha Gray
Ted Phillips
Terra Linzner
Vanessa Samuelson

Absent Board Members

Dajuan Smith

Excused Board Members

Celia Thomas

General Public

Amanda Sternberg
Andrea Dye-Farginson
Brandon Mays
Candace Morgan
Denise Goshton
Donna Lyons
Faith Smith
Jamie Wojahn
Jane Scarlett
Jennifer Tuzinsky
John Stoyka
Kaitie Giza
Kathleen Noel
Kiana Harrison
Kimberly Benton
Leo Hanifin
Lindsey Bishop-Gilmore
Marguerite Lawrence
Olivia Carter
ReGina Hentz
Shani Campbell
Viki DeMars

Amy B. opened the meeting at 2:04pm with introductions – utilizing the chat box.

Executive Committee Report & Announcements:

Summary –

- Amy B. took some time to go over the webinar logistics: including the agenda, breakout rooms, and the presentations.
- Amy informed attendees that the next General Membership Meeting will be on March 16 from 1:30 – 3pm. The content will be focused on adopting a vision rooted in equity as a CoC that will help to shape and drive our work moving forward. Amy encouraged everyone to attend. The Board Meeting today will end early in anticipation of the meeting on the 16th.

Consent Agenda

February Board Meeting Minutes

- The floor was opened for questions. None were asked.
- Gerald motioned to approve the January 2021 Board Minutes. Eleanor seconded the motion. Of the 16 voting members present, 15 voted in favor. 0 were opposed. 1 abstained. The motion passed.

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FY2020 CoC Planning Grant:

Summary –

- Tasha reminded Board Members that this was part of an ongoing series of planning discussions. Shortly after last month's board meeting, HAND was notified that the Detroit CoC had been awarded the full \$843 thousand that we are eligible for in the FY2020 term. This money will be available beginning in January 2022. As a reminder, the CoC planning grant allows for CoCs to pay for staffing, training, and other infrastructure costs. Tasha shared the [linked document](#) with the CoC Board to help guide a planning conversation to determine how the CoC would spend the funding. The document provides details on how the funding is currently being expended.
- Tasha briefly reviewed the different allowable expense categories: coordination, determining a service area (not applicable to us), developing a system, evaluation and monitoring, participating in the community's consolidated plan, CoC funding application. In regards to staffing, the CoC planning grant currently funds the CoC Coordinator, the Systems Coordinator, and the Performance Management Analyst positions. In 2021, the following 3 positions are planned to be hired and brought online: CoC Manager, Engagement Coordinator, and Program Support. Tasha then briefly reviewed a few gaps/needs that she has heard mentioned that may be good to consider for utilizing funds in 2022 to address. Those include: landlord engagement, having dedicated resources around racial equity (whether staffing, training, stipends for persons with lived experience), and incorporating additional trainings for the Detroit CoC (e.g. improving shelter quality). Tasha requested that the CoC Board Members complete a survey to provide feedback on how they'd like to see the CoC spend the money in calendar year 2022.

Next Steps –

- Board members are requested to complete the survey that Tasha shared by March 19th.

Analysis of Renewal Project Performance in FY2020 – Rapid Re-Housing (RRH) and Transitional Housing (TH):

Summary –

- Amanda reviewed the performance of CoC-funded Rapid Re-Housing (RRH) and Transitional Housing (TH) Projects in the FY2020 local CoC Competition process. For context, in January 2020, Amanda reviewed the average project performance for the Permanent Supportive Housing (PSH) projects. This is a continuation of that review, focused today on TH and RRH. Every fiscal year (FY), the CoC reviews project performance for CoC-funded programs. Each program is scored on several metrics. Over the course of the spring and the summer, the renewal projects receive scores based upon their performance on these various metrics. The majority of measures that are assessed annually relate to client access to mainstream resources, housing outcomes, and spending rates since those are tied directly to client outcomes. For the purpose of the presentation, Amanda reviewed CoC performance for two different years: FY2019 as compared to FY2018 (the local application process always looks back on performance for the prior year, therefore the CoC reviewed performance in FY2019 for 2020).
- Amanda went on to highlight some findings from the analysis:
 - Mainstream Resources and Employment: RRH performance improved in general from 2018 to 2019, whereas TH performance saw a slight decline. TH performance did improve in increasing total cash income for participants (as did RRH performance). An important caveat to the TH performance is that the number of transitional housing programs decreased from 4 in 2018 to 2 in 2019. One of the remaining programs funded for TH serves a client base that is fleeing violence and seeking asylum in the US. This has an impact on performance in this measure as well as a number of measures below.
 - Housing Performance and Quality: performance has remained consistently high from 2018 to 2019 for RRH with 98% of persons served being either moved into or able to maintain their housing. We also saw a significant increase in performance for TH – jumping from 89% to 98%.

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- Spending Rates: These help us understand the extent programs are fully utilizing CoC resources to help clients. Combined RRH programs spending rates improved from 2019 to 2020. CoC project performance typically ranges from 90-95% expended. TH programs maintained 100% expenditure rates from 2018 to 2019.

Next Steps –

- Board Members can expect to hear about evaluation criteria for the FY2021 Competition in the coming months.

Executive Committee Elections

Summary –

- Amy explained that 3 individuals expressed interest in joining the CoC Executive Committee: Donna Price, Ray Shipman, and Erica George. Each person was given a few minutes to speak about their desire to participate on the committee and highlight what strengths they believe they could bring to the work. The Board Members were then instructed to complete a ballot in which they selected which candidate they would like to elect.
- Kaitie explained that HUD indicates on their annual application a few key entities that they would like to see the CoC coordinate with. One of those entities is the educational system. Kaitie went on to explain that we have an opportunity to appoint an educational liaison to the Detroit CoC Board. In the past, the CoC had appointed George Eason to help link the work of the Detroit CoC and the Detroit Public School System. After he retired, that seat sat vacant. In recent collaboration on the CoC Board Orientation, Julie Ratekin – who operates as the McKinney Vento Liaison with Wayne Metro – indicated that she would be happy to serve on the Detroit CoC Board and help create stronger linkages to the education system. In working to facilitate the connection, it was realized that there is not a seat that is explicitly devoted to this role. It was proposed that the Detroit CoC appoint Julie to fill one of the open cultivated seats for the remainder of 2021. Over the year, the CoC would work to update the Governance Charter to add an appointed seat devoted explicitly to this role, at which point, Julie could be reappointed to fill.

Decision –

- Of the 3 candidates, Donna Price received the most votes and was elected to the Executive Committee.
- Elizabeth motioned to approve Julie Ratekin's assumption of a cultivated appointed seat for the remainder of 2021 as an Educational Liaison. Sharyn seconded the motion. Of the 20 voting members present, 18 voted in favor. 0 were opposed. 2 abstained. The motion passed.

Next Steps –

- Donna will begin attending the Executive Committee meetings and helping to drive forward the work.
- Kaitie will partner with Julie to help her join the CoC Board.

Veteran Leadership Committee Update:

Summary –

- Jennifer T. briefly reviewed some accomplishments of the committee in 2020. She explained that 216 homeless veterans were housed over the course of 2020. The Veteran Leadership Committee (VLC) had set a goal to reduce Veteran homelessness by 30% during 2020 and that goal was met (33% reduction – from 252 persons on the by-name-list in Jan 2020 to 170 in Dec 2020). Other accomplishments include: increased resources by 103% due to CARES funding, obtained a technical advisor to help manage SSVF (Supportive Services for Veteran Families) funding, and permanently housing a number of Veterans through the various resources.
- Jennifer T. went on to explain that much of 2020 was spent facilitating a merge of the Veteran Coordinated Entry system with CAM (the Detroit CoC Coordinated Entry System). This merge went live on February 1, 2021. Prior to this merger, the CoC and the VA operated separately in linking homeless persons

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to resources – veterans accessed the system separately from the remainder of persons experiencing homelessness. Jennifer briefly explained that with the merge, homeless Veterans will first connect with CAM (as would any other homeless persons in Detroit) to be assessed and referred to resources. CAM staff have been given access to SQUARES, a database which denotes what VA funded resources a veteran is eligible for. Veterans who are new to the system will also be added to Veteran by-name-list. Based upon their vulnerability assessment (SPDAT), the person will be referred to resources for support in mitigating their homelessness. Veterans who need an immediate safe place to sleep will also be referred and connected to shelter.

- In addition to merging coordinated entry systems, the VLC has been working over the past year to help merge the data tracking systems for the CoC and the VA. HUDs new data standards that went into effect in Oct. 2020 were a major driving factor for this merge. Through this work, all veterans that are currently on the veteran by-name-list are now active in HMIS. Work is still underway to fully iron the details out – particularly in ensuring that veteran providers are clear on their roles in data entry moving forward.
- Candace M. spent some time reviewing the work that the VLC has done to identify and remove barriers for veterans experiencing homelessness. The committee has an improvement team of persons from various agencies that meet biweekly to assess and address these barriers. In 2020, the VLC made significant progress in accomplishing 9 out of the 14 goals they set related to this work. For 2021, the VLC has decided they will strive to reduce Veteran homelessness by 40%. The 3 major areas of work that will be undertaken to achieve this include: improving data tracking and utilization (relying on data to drive decisions), improving outcomes for veterans as they progress through the system, and better aligning the local VA with the federal criteria and benchmarks associated with ending veteran homelessness.
- Candace also explained that in 2019 Community Solutions partnered with Rocket Mortgage to develop a Veteran Housing Fund. This fund is intended to provide flexible funding to Veterans to help mitigate the various barriers that presented which prevented them from being able to successfully move into permanent housing. The funding is also testing an initiative to provide veterans a \$1,000 incentive for moving into permanent housing. This money can be utilized however they see fit.
- Dr. Gerald C. explained that the VA has obtained a grant to provide time-limited case management to veterans who may not have qualified for more targeted assistance through other resources. This grant allows for veterans to receive the additional support they need to maintain permanent housing. Work is underway to expand this criteria to support veterans who also self-resolved their homelessness.

Next Steps –

- The committee will continue their efforts to move this work forward and will report back at a future meeting.

Amy B. closed the meeting at 3:44pm. *The Board is reminded to attend the General Membership Meeting on Tuesday, March 16th from 1:30 – 3pm. The next CoC Board meeting will be on Monday, April 5th, from 2 – 4:30pm. Location for both will continue to be virtual due to COVID-19.*

ATTACHMENT TWO

2021 Detroit CoC Board Meeting Attendance

| Board Member | January | February | March | April | May | June | July | August | September | October | November | December | Total Present | Total Excused Absence | Total Unexcused Absence |
|---------------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------------|-----------------------|-------------------------|
| Anne Blake | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Amy Brown - Chair | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Deloris Cortez | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Eleanor Costa | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Ashlee Cunningham | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Gerald Curley | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Catherine Distelrath | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Joy Flood | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Erica George | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Tasha Gray | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Shawntae Harris-Mintline | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Sharyn Johnson | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Terra Linzner | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Chioke Mose-Telesford | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Ted Phillips | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Donna Price | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Vanessa Samuelson | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Mary Sheffield (Ari Rettenburg) | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Ray Shipman | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| DaJuan Smith | P | P | U | | | | | | | | | | 2 | 0 | 1 |
| Celia Thomas | P | P | E | | | | | | | | | | 2 | 1 | 0 |
| Elizabeth Vasquez | U | P | P | | | | | | | | | | 2 | 0 | 1 |
| June White | P | P | P | | | | | | | | | | 3 | 0 | 0 |
| Katie Zieter | P | P | P | | | | | | | | | | 3 | 0 | 0 |

Codes:
P = Present
E = Excused Absence
U = Unexcused Absence

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 (abrown@noahprojectdetroit.org), Secretary (jebaugh@swsol.org), and the CoC Coordinator (kaitie@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.

ATTACHMENT THREE

Executive Committee

MARCH 3, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, Vanessa Samuelson, Donna Price, DaJuan Smith

System Partners: Tasha Gray, Kaitie Giza, Catherine Distelrath, Lindsey Bishop-Gilmore, Gerald Curley

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|---|--------------------------------------|----------------------------|
| 4:00 pm | <p>1. Executive Committee Norms</p> <p>Summary: The Executive Committee reviewed the norms that were drafted at the last right-relationship meeting. Two additional norms were added. Gerald suggested that the norms be reviewed and recommitted at the beginning of each meeting and suggested a way this could function in practice. EC members voted on the specific norms that most resonated with them and would be willing to verbally commit to every meeting.</p> <p>Decision: Vanessa moved to adopt the norms as written for the Executive Committee. Gerald seconded the motion. Of the 10 members present, 10 voted in favor. 0 were opposed. 0 abstained. The motion passed.</p> <p>Next Steps: Amy will assign folks norms to verbally commit to at the next meeting.</p> | Amy Brown | CoC EC Draft Norms |
| 4:27 pm | <p>2. Engaging People with Lived Expertise</p> <p>Summary: The purpose of the conversation is to learn from current efforts that have been underway to better integrate the voices of those with lived expertise to further our aim to shift to more meaningful engagement and co-creation as a CoC. Lindsey B-G briefly a few endeavors that have been underway including: CYH collaboration with the Detroit Phoenix Center's Youth Advisory Board, Incorporation of Lived Expertise in the Family Housing Accelerator Project, and NIS Advisory Board Work. Some of the take-aways that have been coming out of this work are as follows: 1. We need to consider power dynamics including how power is shared and relinquished, 2. The design process needs to be co-created and must meaningfully include people with LE, 3. A posture of mutual learning is vital, 4. Compensation needs to be consistent and ethical. Technical and other needs also need to be considered, 5. It takes up to 6-20 hours a week to support the work authentically 6. Recruitment must include folks with a wide range of experiences, not just those who had a positive one.</p> <p>Next Steps: The take-aways from this will be incorporated into efforts to further partnership and potential expansion with the NIS Advisory Board.</p> | Lindsey Bishop-Gilmore & Kaitie Giza | Linked Doc |

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| 4:50 pm | <p>3. NIS Follow-Up</p> <p>Summary: There are a few key pieces of work that need to be discussed to continue to move the work forward. The group spent some time discussing the deeper integration of the Detroit Advisors Group into the work of the CoC and the transition of the leadership to the CoC. There is a proposal to contract with NIS for March – May to continue this work. At the same time, HAND will work to hire an Engagement Coordinator who will partner with NIS in this work, with the intention of their eventually taking over the management of the advisory group.</p> <p>Next Steps: Tasha will finalize the Engagement Coordinator Job Description and share it with the Executive Committee.</p> | Vanessa S. & Amy B. | Detroit Advisors Collaboration Plan Advisor Group March-May Budget |
|---------|--|---------------------|---|

Executive Committee

MARCH 10, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, Vanessa Samuelson, DaJuan Smith, Donna Price

System Partners: Kaitie Giza, Tasha Gray, Gerald Curley, Catherine Distelrath, Terra Linzner

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|---|-------------------------------|-------------------------|
| 4:00 pm | <p>1. NIS Follow-Up</p> <p>Summary: Next Tuesday's General Membership Meeting will be the start of an effort to adopt the proposed vision by the CoC – ultimately culminating in a joint vote between the Board and the General Membership (hopefully in May). Vanessa shared the slides for Tuesday's meeting to address a couple key areas of the content. The team approved the content and gave minor feedback to help finalize the slides. Amy requested EC members help to facilitate the small group segment. The group spent some time discussing presenters for the meeting.</p> <p>Next Steps: Kaitie will create a facilitator's guide for the small group segment. Vanessa will create a note-taking template. The group will discuss staffing at next week's meeting.</p> | Amy, Vanessa, and Kevin | None |
| 4:45 pm | <p>2. April Board Meeting and Future Meeting Planning</p> <p>Summary: Kaitie shared a draft of the Board Meeting for April for feedback from the Executive Committee. The group provided feedback to the draft. The group also discussed lingering next steps for the upcoming General Membership Meeting.</p> <p>Next Steps: Kaitie will incorporate the feedback into an updated agenda. Vanessa will pull together</p> | Kaitie Giza | April Draft Agenda |

Executive Committee

MARCH 17, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, Donna Price, Vanessa Samuelson, DaJuan Smith

System Partners: Kaitie Giza, Lindsey Bishop-Gilmore, Catherine Distelrath, Terra Linzner, Tasha Gray

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|---|---------------------------|---|
| 4:00 pm | <p>1. Staffing of Work Proposed by NIS</p> <p>Summary: Amy, Vanessa, Tasha, and Kevin have been meeting regularly to discuss how to maintain and continue to support/advance the work to the advisors group. Vanessa briefly reviewed the timeline that the group has developed to transition this work from NIS to the CoC. NIS has developed a budget for the next three months which comes to about \$25,000. McGregor Fund is willing to provide the funding for this next scope if the plan is approved by the Executive Committee. The group spent some time discussing the role of the Engagement Coordinator. Questions were also raised about the longevity of the advisors group and how they fit into the long-term work of the CoC. There have also been ongoing conversations about staff capacity that would be needed to move forward phase 2 of the system transformation work. This will be discussed at a future meeting. It was also brought up that there needs to be discussions around how phase two would move forward before staff capacity can be addressed.</p> <p>Next Steps: A smaller groups of folks met to review the advisor's proposal and draft a recommended response for the Executive Committee to approve.</p> | Amy & Vanessa | Advisory Group's Collaboration Proposal |
| 4:59 pm | <p>1. Check-in from CoC General Membership Meeting & Next Steps</p> <p>Summary: The group briefly debriefed from the General Membership Meeting. The overall themes of the feedback were as follows:</p> <ul style="list-style-type: none"> • Need more understanding of the vision <ul style="list-style-type: none"> • Why this level of detail? • More specificity on what equity and housing security means • What about related issues, like neighborhoods? • What is connection between vision and action? • Desire for more understanding about what the role of the City is/could be • What does this vision mean for providers? • Requests for more sharing of this information within the provider community, from CEO's to front-line staff | Vanessa Samuelson | |

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| | <p>Tasha reminded the EC that while we have been immersed in the work for the past several months, this feels very new to some people. And new can be scary. This likely played into some of the reactions received during the meeting yesterday. There will be a need to help orient folks to the work to-date and how the vision has been developed within that work so that it feels more familiar and has stronger context.</p> <p>Next Steps: It would be helpful to define for folks what a vision is and how it functions at the next meeting – to go on and then explain how the proposed vision embodies that.</p> | | |
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Executive Committee

MARCH 24, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, Vanessa Samuelson, DaJuan Smith, Celia Thomas, Donna Price

System Partners: Kaitie Giza, Tasha Gray, Gerald Curley, Catherine Distelrath, Terra Linzner, Lindsey Bishop-Gilmore

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|--|-------------------------------|-------------------------|
| 4:00 pm | <p>1. NIS Follow-Up</p> <p>Summary: The Executive Committee discussed next steps for moving the work forward. It was clarified that the General Membership and Board are being asked to vote to approve launching phase 2 of the work in addition to adopting the vision. The group spent some time discussing outstanding questions and logistics that need to be talked through. Some outstanding questions include:</p> <ul style="list-style-type: none"> • What is the role of the Cities of Highland Park & Hamtramck in addition to the City of Detroit? • Who oversees the work of ensuring the vision is integrated into the CoC and that the work of the committees is assessed and shifted to align with the vision? • How can we create opportunities for the community to own this work? • What is the interplay between the road map, the design process in phase 2, and the strategic plan? • What would be needed to round out a community engagement process? <p>Yesterday, a smaller group met to plan a response to the proposal drafted by the Advisors Group. It was proposed to develop an interim scope with NIS to continue to fund and support the work of the Advisors Group, including what they have outlined in their proposal. The smaller group also discussed offering for the Advisors Group to help shape the role of the Engagement Coordinator that HAND is hiring. The interim scope is intended to last between April through June.</p> <p>Next Steps: Vanessa is drafting a written response to the Advisor Group that affirms their recommendations, links to the interim proposal for funding and staffing, and asks a few clarifying questions about the proposal. She will share with the Executive Committee for approval.</p> | Vanessa Samuelson & Amy Brown | None |
| 4:17 pm | <p>1. HCV Surge</p> <p>Summary: MSHDA has significantly increased the number of persons they have pulled from the HCV waitlist – hundreds of persons being pulled in the past few months. There is a group of folks who have been meeting regularly to help plan how to respond as a system to ensure all clients</p> | Amy Brown | |

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| | <p>pulled are successfully leased up. There are few advocacy items – to HRD, MSHDA, and MDHHS that Catherine is hoping to bring to the Executive Committee in the coming weeks.</p> <p>Next Steps: Catherine & Vanessa are meeting tomorrow to discuss the advocacy opportunities. There is a meeting on Friday to continue planning for how to respond as a system to ensure all clients pulled are successfully leased up.</p> | | |
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Executive Committee

MARCH 31, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

Executive Committee Members: Amy Brown, DaJuan Smith, Celia Thomas, Donna Price

System Partners: Kaitie Giza, Gerald Curley, Catherine Distelrath, Terra Linzner, Lindsey Bishop-Gilmore

| Time | Agenda Item & Notes | Presenter/ Facilitator | Supporting Materials |
|---------|--|-------------------------------|---|
| 4:00 pm | <p>1. NIS Follow-Up</p> <p>Summary: Amy and Lindsey took the questions that were brought up in the last meeting and grouped them by category (see below for the full list). They also spent some time denoting which questions were more time sensitive. The Executive Committee reviewed the list and affirmed the questions/urgency recommendations.</p> <p>Several Executive Committee Members emphasized the importance of ironing out staffing capacity for the current work as well as for the co-design process moving forward. The discussions to-date have focused on staffing for the co-design process. However, it is becoming clear that additional staffing capacity is needed to be able to advance the current work as well.</p> <p>The Executive Committee then took some time to discuss which questions/pieces of work felt feasible to address within the committee in the coming weeks. The following were highlighted:</p> <ul style="list-style-type: none"> • Work around engagement with providers and work groups between now and May General Membership Meeting. <ul style="list-style-type: none"> ○ Terra offered to discuss the vision at upcoming Shelter, RRH, Prevention, and Outreach Workgroup meetings. Kaitie offered ask fellow HAND staff to also discuss with the PSH Workgroup. We need to clarify whether we're just providing information or seeking input on the vision. If we receive input, what do we do with that feedback? Are we willing to modify the vision? ○ Terra also recommended holding an additional community meeting to address concerns that have been raised about the vision to-date. • What are the capacities/skillset that are needed to get to the co-design process?* <p>Next Steps: Amy will draft language to workgroup staff to help them engage workgroups in the coming weeks about the vision. Everyone will reflect on next steps around engaging the CoC around the vision and come prepared to make a decision at next week's meeting.</p> | Vanessa Samuelson & Amy Brown | <p>NIS Questions Below</p> <p>Equitable Decision Making Framework</p> |

NIS Questions/Things to Discuss

Engagement

- Continued follow-up from General Membership*
- Work around engagement with providers and work groups between now and May General Membership Meeting*
- How do we continue to engage the advisory group throughout the co-design process?
- What would we need to round out a community engagement process?*

Capacities

- How do we get from where we are now to the co-design process that requires significant staffing? Who is leading this staffing and who has the capacity to take this on?*
- What are the capacities/skillset that are needed to get to the co-design process?*
- Who is responsible for pulling all the committee work together around the vision and where does that go?
- How will the group to develop the second scope be developed? Who will be part of the group?
- What is the process to design what a 2nd phase of work looks like? Who is scoping that out? Who do we want at this table?

Other

- Will this become the strategic plan?
- What role should Hamtramck and HP play?
- How do we create community ownership in this roadmap/visions?*
- How do people envision a process for publicly sharing the road map?*

*need to happen before May 2021 General Membership Mtg (up for discussion)

ATTACHMENT FOUR

Continuum of Care (CoC) Competition Update

April 5, 2021

Update on the FY2020 CoC Competition

- The FY2020 CoC competition was canceled. As a result, there was no new project funding for the FY2020 competition.
- All currently funded projects were automatically renewed. These grant agreements are currently underway.
- HAND was automatically awarded the full amount of CoC Planning dollars available.
- A total of \$28,917,261 was awarded in FY2020 funding. The table below provides details on total funding received by project type.

FY2021 Competition

Anticipating a more typical timeline for the FY2021 competition:

- Spring (May/June): Release of the Notice of Funding Availability (NOFA)
- Late summer/early fall (September/October): CoC Application and all Project Applications due to HUD
- Winter (Dec 2021/Jan 2022): HUD makes FY2021 award announcements
- Mid- to Late-2022 (July – Oct 2022): Any new project funding awarded in the FY2021 competition under contract

What the Board Can Expect in Coming Months

Timelines with the CoC competition are always subject to change, as we are required to plan amid unknown timeline obligations from HUD. Based on our experience with the CoC competition, HAND anticipates the following CoC competition items to be brought to the board in the coming months:

- May board meeting, the board will be asked to approve the following:
 - FY2021 Renewal Project Evaluation and Scoring Criteria
 - FY2021 Project Priority Ranking and Reallocation Policies
 - Recommendations from Values and Funding Priorities regarding new project applications (detailed below)
- June and/or July board meetings:
 - Depending up on when the NOFA is released, the board may anticipate an agenda item related to the CoC competition to be provided at the June and July board meetings
- August board meeting:
 - Approval of additional new project applications to be submitted to HUD (pending decision made at the May board meeting)
- September board meeting:
 - Review of the draft CoC application in preparation for its submission to HUD (*note: the CoC general membership votes to approve the CoC application*)
- November board meeting:
 - CoC competition re-cap and debrief

New Project Applications

- An RFP for new applications was released last fall, prior to the competition being canceled.
- These applications have been reviewed; the Project Review Committee has developed recommendations for next steps based on the result of this review.
- Values & Funding Priorities committee meeting on April 6 will discuss recommendations of the Project Review Committee; these recommendations to come to board on May 3.
- The recommendations coming to the board on May 3 regarding new projects will include:
 - Recommended action regarding a grant transfer
 - Recommendations regarding how to proceed with applications received and reviewed
 - Recommendations regarding releasing an RFP for new funding for FY2021

FY2020 Awards

| Project Type | Renewal | | New | |
|---------------------|---------------------|----------------------------|------------------|--------------|
| | <i>Funding</i> | <i>Units/Beds</i> | <i>Funding</i> | <i>Units</i> |
| PSH | \$20,651,755 | 1,589 | N/A | N/A |
| RRH | \$3,537,476 | 207 | N/A | N/A |
| TH | \$753,233 | 68 | N/A | N/A |
| TH-RRH | \$934,394 | 8 TH beds/ 20 RRH units | N/A | N/A |
| CE-SSO | \$1,806,879 | N/A | N/A | N/A |
| HMIS | \$390,233 | N/A | N/A | N/A |
| CoC Planning | N/A | N/A | \$843,291 | N/A |
| TOTAL | \$28,073,970 | | \$843,291 | |
| GRAND TOTAL: | \$28,917,261 | | | |

ATTACHMENT FIVE

Prevention & Coordinated Entry

CoC Board Meeting – April 5, 2021

Households who are at imminent risk of homelessness, meaning that without prevention assistance, the household is likely to be literally homeless within the next 14 days, can contact the CAM at (313) 305-0311.

Funding

Detroit has seen an influx of over **\$100 Million in funding for eviction and homelessness prevention** over 2020 and 2021. The bulk of funding comes from federal pandemic relief bills and is funneled through the State of Michigan or directly to the City of Detroit.

Approximately **\$3 Million of this funding has been directed to homelessness prevention**, being granted by the City of Detroit to three service providers: 1) Wayne Metro Community Action Agency; 2) Matrix Human Services; and 3) The Heat and Warmth Fund.

Distinction between eviction prevention & homelessness prevention

Homelessness prevention should be led by the homeless system and includes a targeted approach to re-housing or stabilization for **people who are most at risk (defined through assessment tool) of becoming literally homeless**.

Eviction prevention should be led by the community at large and typically goes beyond preventing literal homelessness. In Detroit, **eviction prevention is typically court-based**, focusing on households appearing in court on a pending eviction case.

With either intervention, there is potential to implement broader, more upstream methods.

Integrating Prevention into Coordinated Entry

The Detroit CoC has used the influx of funding for prevention as an opportunity to integrate prevention services into CAM, creating a streamlined prioritization and referral process. **This integration refers specifically to the homelessness prevention funds**. The new process began February 1, 2021, meaning all households served in homelessness prevention programs funded through City ESG now will have been assessed, prioritized, and referred by CAM.

Data as of March 23, 2021

53 households assessed so far using homelessness prevention prioritization tool:

- 78% were staying with family or friends (doubled up); 15% were staying in a h/motel; 7% were staying in some other at-risk situation
- 48% have no income or are below 14% AMI
- 38% have come from a prioritized census tract

Homelessness prevention providers have been able to **accept referrals for 10 households so far**. Outcome data for these 10 households is not yet available.

ATTACHMENT SIX

Homeless Preference Housing Choice Vouchers – Current State

CoC Board Meeting – April 5, 2021

Scope: An unprecedented number of homeless households have been pulled from the MSHDA Homeless Preference Housing Choice Voucher (HP HCV) waitlist and, per conversations with MSHDA, there are expected to be many more throughout 2021.

- So far in 2021, 258 households active in SO/ES/TH (59%) or rapid re-housing programs (41%) pulled from MSHDA’s Homeless Preference Housing Choice Voucher waitlist
- Expected that another 500 SO/ES/TH/RRH participants throughout 2021 will be pulled from the waitlist and have the opportunity for a voucher.

High level goals:

- 100% of people still in CoC program (SO, ES, TH, RRH) at time of pull are contacted and offered assistance with voucher paperwork
- 80% of people still in CoC program (SO, ES, TH, RRH) at time of pull, lease up with a voucher

CoC Response:

- Daily communication between MSHDA agents, CAM staff, & SO/ES/TH/RRH providers
- Meeting with MSHDA housing agents and service providers hosted on 3/23/21
- Planning regular check-in meetings and trainings with providers

Ongoing Needs & Advocacy:

- Simplifying client vital documentation (ie. ID, SSC, etc.) – ask out to MDHHS
- Landlord engagement/recruitment & identification of quality units
- More streamlined and real-time data from MSHDA agents

Abbreviations

SO: street outreach

ES: emergency shelter

TH: transitional housing

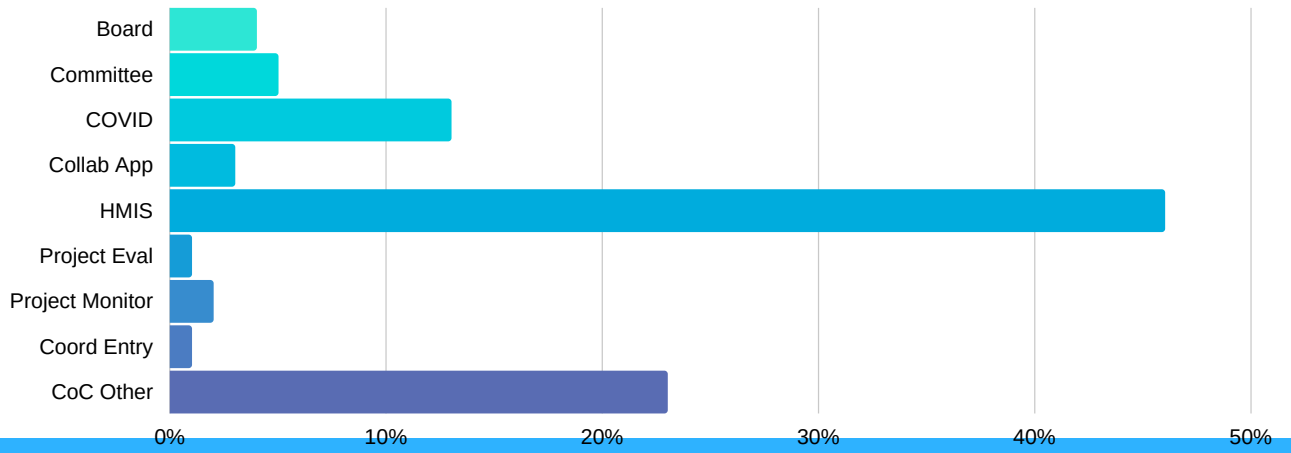
RRH: rapid re-housing

ATTACHMENT SEVEN

OCTOBER - DEC 2020
CONTINUUM OF CARE LEAD REPORT

Click icons throughout the document for more information

HAND'S COC STAFF SUPPORT FOR THE QUARTER



SYSTEM-LEVEL WORK

Grievances



COVID-19



CoC Project Monitoring



PSH Quality



COC LEAD AGENCY STATISTICS



8.41 FTEs for CoC and HMIS



Committee Participation



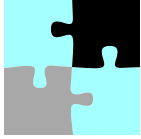
CoC Funding - 3 Grants, \$675K

OCT 2020 - DEC 2020

COLLABORATIVE APPLICANT REPORT

Click icons throughout the document for more information

HUD COMPETITION PROCESS



Collaborative
Applicant
Role



Local and HUD
Processes



Past Competition
Review



Timeline

FY2020 APPLICATION STEPS



Applicant Workshop



Local Application -



Consolidated Application -
**NOT REQUIRED DUE TO
COVID**



Project Ranking List

COMPETITION POLICIES AND PROCEDURES

Appeals
Policy

Project
Ranking
Policy

Conflict of
Interest

FY2020 COC COMPETITION STATISTICS



HOMELESS ACTION NETWORK OF DETROIT



18 Applicants



42 Projects



\$28.9 million

2-Coordinated Entry-SSO; 1-CoC Planning; 1-HMIS, 30-PSH, 5-RRH, 2-TH, 1 TH-RRH

ATTACHMENT EIGHT

OCTOBER 1, 2020 - DECEMBER 31, 2020

HMIS LEAD QUARTERLY

REPORT

Click icons throughout the document for more information

TRAINING AND TECHNICAL ASSISTANCE



Webinars and Trainings



Helpdesk

DATA QUALITY

HMIS Targets:

90% Universal Data Element (UDE) Completion

No more than **25%** Unknown Client Exit Destinations



10%
Unknown
Destinations



94% UDEs

Click [here](#) to see the full Data Quality Report

COMPLIANCE

Point-in-Time Count



Housing Inventory Chart



System Performance Measures



HMIS Policies/ Procedures



HMIS STATISTICS



HOMELESS ACTION NETWORK OF DETROIT



38 Agencies



259 End Users