

Detroit Continuum of Care | Board of Directors
Working to Equitably End Homelessness in Detroit, Highland Park, & Hamtramck
August 9, 2021 Board Meeting Minutes

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

Board Members Present

Amy Brown
Catherine Distelrath
Celia Thomas
Chioke Mose-Telesford
DaJuan Smith
Deloris Cortez
Donna Price
Elizabeth Vasquez
Erica George
Gerald Curley
Joy Flood
Sharyn Johnson
Tasha Gray
Ted Phillips
Terra Linzner
Vanessa Samuelson

Absent Board Members

Eleanor Bradford
June White
Ray Shipman

Excused Board Members

Anne Blake
Ari Ruttenberg
Katie Zeiter
Shawntae Harris-Mintline

General Public

Amanda Sternberg
Benne Baker
Courtney Smith
Darlene Owens
Desiree' Arcsott
Diamond Douglass
Jasmine Morgan
Jean Griggs
John Stoyka
Julia Smith
Kaitie Giza
Kathleen Noel
Kiana Harrison
Kimberly Benton
Krista Capp
Lauren Bianchi
Len Sanchez
Lindsey Bishop-Gilmore
Matthew Niemi
Matthew Tommelein
Michelle Johnson
Olivia Carter
Paige Beasley
Shani Campbell
Sherita Johnson

Amy B. opened the meeting at 2:05 pm 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.
- September Board Meeting Dates Moved:
 - Amy B. reminded the board that the September Board Meeting will be moved back a week due to the holiday. It will now be held on September 13th.
- YHDP Submission:
 - The Detroit CoC submitted their application for YHDP funding on July 26th. HUD anticipates making funding announcements within 1.5 – 2 months which would be sometime in mid – late September.
- Board Elections:
 - Kaitie explained that the CoC Board Elections will be held in January rather than November. Due to this, there will be a slight gap between expiring and new terms. Kaitie asked the board members with expiring terms if they would be willing to serve an additional month to bridge the gap. All agreed.

Detroit Continuum of Care | Board of Directors

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

- Governance Charter Revisions:
 - An ad-hoc committee has been developed to move forward this year's governance charter revision process. The committee will have 3 meetings in the next few months. Kaitie requested for volunteers from the CoC Board. Email kaitie@handetroit.org if you are interested in joining.

Consent Agenda

July Board Meeting Minutes

- The floor was opened for questions. None were asked.
- Celia motioned to approve the July 2021 Board Minutes. Gerald seconded the motion. Of the 13 voting members present, 12 voted in favor. 0 were opposed. 1 abstained. The motion passed.

CAM Governance Committee Update:

Summary –

- Celia T, co-chair of the CAM Governance Committee (CGC), explained that the committee oversees the implementation of coordinated entry. Celia briefly reviewed the member structure. The committee is made up of various stakeholders including CoC Board members, CoC General Members, and various systems partners. The meet at least monthly and up to two times a month.
- Catherine D. explained that CGC has accomplished the following in 2020 – 2021:
 - Integrating homeless prevention access into CAM
 - Integrating Veteran and non-Veteran Coordinated Entry systems
 - Transitioning new prioritization process from partial implementation to full implementation
 - Used data to understand pain points with workforce and education system referral processes
 - Implemented new HUD Coordinated Entry HMIS data elements
 - Oversaw the transition back to in-person services.
- CGC is hoping to advance the following work priorities for the remainder of the year and into 2022:
 - Complete annual review and update P&P
 - Continue to refine operations during transition back to in-person services
 - Refine referral process with workforce and education systems
 - Review data to assess impacts of changes in prioritization process and continue to refine
 - Consider changes to VI-SPDAT – vulnerability/need assessment tool used by CAM
 - Review TH processes and revise as needed to finalize a TH P&P
 - Review HUD CE Data elements to ensure data quality and compliance

Next Steps –

- CGC will continue to assess for any other adjustments that need to be made.

Detroit Continuum of Care | Board of Directors

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

FY2020 CoC Competition Update:

Summary –

- Amanda S. explained that we had anticipated that the NOFO would be released in July. The latest update from HUD is that it should be released by the end of this month. Depending upon its official release, we anticipate that the application will be due to HUD in mid to late October. Once the NOFO is released, final timelines and intermediate deadlines will be established and communicated.
- In the coming months, the board can expect the following competition-related items to come before them:
 - August – vote on appeals committee recommendations
 - September – vote on new project application recommendations (changed from August due to the NOFO still not being released)
 - October – vote on final project priority ranking list. Provide input on the draft application (reminder: the General Membership approves)
 - November – debrief from the competition

Next Steps –

- HAND will continue to move forward the work of the CoC Competition and will come to the Board for updates and decision-making in the coming months.

COVID Emergency Rental Assistance (CERA) Update:

Summary –

- Tasha G. updated the board about the Detroit CoC's implementation of the CERA funding we have received locally. Tasha reminded the board that CERA is funding that can be utilized for a number of purposes – primarily for eviction prevention. It can also be used to provide utility assistance as well. Detroit has been awarded \$151 million in funding (this is an increase from the original award of \$50.2 million). The funding will be available to spend through September 21, 2022. Due to its nature as a new funding stream, there has been a lot of changes, lessons learned, and need to be flexible. Currently, providers are prioritizing applicants whose eviction has reached the court and applicants applying for utility assistance.
- Through May, \$18.8 million has been spent. Verbal report indicates that \$25 million in financial assistance alone has been spent through July. MSHDA has set a benchmark that Detroit will spend \$56 million by the close of September. The team feels confident they can meet the benchmark and is working hard to do so.
- Detroit is currently under an eviction moratorium that is set to expire on August 16. It is possible that this will be extended.
- Some key data points are as follows:
 - Since inception, Detroit has received 16,843 applications for assistance.
 - The average payout for tenant is roughly \$8,200.
 - MSHDA is working on developing a dashboard that will display key data points including: # of applications, dollars spent, demographics, etc.

Next Steps –

- Updates will continue to be provided over the coming months.

Emergency Housing Vouchers (EHV) and Housing Choice Vouchers Update:

Summary –

- Emergency Housing Vouchers:
 - Jasmine M. reminded Board Members that The American Rescue Plan has allocated \$5 billion for the implementation of Emergency Housing Vouchers to target specific populations that will allow individuals and families to choose and lease safe, decent, and affordable housing. It is expected that

Detroit Continuum of Care | Board of Directors

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

individuals are housed quickly. These vouchers were divided by HUD among a number of Housing Authorities across the nation to be distributed to local communities. The Detroit CoC will receive a total of 160 vouchers from both MSHDA and the Detroit Housing Commission (DHC).

- In essence, the EHV's will function like a traditional Housing Choice Voucher (HCV) but with the addition of targeted supportive services to assist clients with lease up and stability post-housing. For Detroit, CHS and Wayne Metro will act as the supportive service providers.
- The goal is to have 80 households housed by October 31 with everyone housed by the end of 2021. Separate timelines will be established for the DHC vouchers.
- To-date, 111 clients have been issued a housing voucher. Of those, 7 have moved into units and 16 are awaiting inspection for their selected units.
- Housing Choice Vouchers
 - As of July, 375 clients have been pulled for housing choice vouchers and are in various stages of the process.
 - To assist providers in managing the influx of vouchers, Housing Agent Office hours will be held on August 12 from 1 – 2pm via zoom.

Next Steps –

- Jasmine will continue to oversee and assist with the process. The board will continue to be updated as relevant information arises.

CoC Planning Grant Discussion:

Summary –

- Tasha G. explained that the CoC Planning Grant is awarded to the Collaborative Applicant (HAND serves as the collaborative applicant in Detroit) to help to cover the costs of implementing a local coordinated homeless response. It functions as the backbone/infrastructure funding for the CoC. This funding is applied for and awarded as a new grant annually. This funding is separate from the funding that CoCs are awarded for homeless services. The eligible activities that we utilize the funding for are as follows:
 - Coordination (within the system and with other systems)
 - Overseeing a CoC system
 - Evaluating and monitoring
 - Assisting the City of Detroit with their submission of a consolidated plan to HUD
 - Preparing and submitting the annual CoC application on behalf of the entire community
- Tasha reviewed the history of local planning grant awards. Detroit received their first CoC planning grant in 2014. She explained that the fiscal year relates to CoC Competition year that the grant is applied for. This grant is operated at a later year, once disbursed from HUD. For instance, Detroit is currently expending the FY19 CoC planning grant. And the grant that we will apply for in the current FY21 competition would not be spent until 2023.
- Tasha went on to review some of the plans for spending:
 - FY2019 (currently spending through December 2021)
 - The priorities identified by the CoC include staffing (hiring at least 4 FTEs), training (developing an online training platform, and training to expand the eligible pool of CoC applicants), Performance and Evaluation (infrastructure to conduct SPM analysis work and develop secret shoppers to assess the system), and Equity (systems assessments, advancing the partnership with NIS, and elevating the voices of people with lived expertise)
 - FY2020 (to be spent January to December 2022)

Detroit Continuum of Care | Board of Directors

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

- The requests received so far include system work (landlord engagement work and expanding opportunities for supportive services), staffing (expanding performance and evaluation team, build up committee support and infrastructure), and training (on CoC regulations and racial equity)
- Board members are reminded to complete the [linked survey](#) to inform next year's expenditures.
- FY2021 (to be spent January to December 2023)
 - Conversations will be started in the coming months to plan for these expenditures.

Next Steps –

- HAND will take the requests received by the CoC Board to develop a plan for the FY202 Planning Grant.

Designated Entity Equity Advancement:

Summary –

- HAND (CoC Lead, HMIS Lead and Collaborative Applicant):
 - Last year, HAND launched a racial equity campaign that is called the “We cannot be silent campaign.” The pillars of the campaign are as follows:
 - Voting
 - To ensure that persons experiencing homelessness are included in the voting process, HAND held a number of voter registration drives.
 - Engage with the Homelessness Task Force on Detroit City Council to advocate for Detroiters rights in local legislation
 - Data
 - Analyzing HMIS data utilizing HUD equity assessments
 - Conduct a survey of CoC leadership and staff to assess equity in the Detroit CoC on numerous levels
 - Policies
 - Applauding race equity policies locally and nationally.
 - Encouraging the reworking of current policies to be anti-racist.
 - Assessing internal hiring practices to ensure equity promotion. For instance, requirements for having a vehicle were removed and HAND will partner with persons to provide transportation as needed.
 - Advocacy
 - Voicing concerns regarding lack of diversity and inclusion.
 - Calling out harmful comments and practices.
 - Creating space for others voices to call out inequities within the system and leadership.
 - Partnerships
 - Advance cross-systems collaboration with police, Safe & Just Michigan, and others to promote equity for the homeless population across all systems.
 - CAM (Coordinated Entry Lead)

Detroit Continuum of Care | Board of Directors

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

- CAM partnered with an organization called the Truth & Titus Collective in early 2019 to assess their current implementation of CAM through an equity lens. Private funding was secured to support this partnership. With the collective, CAM conducted a trauma informed care assessment and a racial equity assessment. It revealed that there was a need to focus on racial equity within the following three levels:
 - With clients: to gain better awareness and handling of power dynamics between staff and clients
 - With teammates: to create cohesion in relationships, foster mindfulness about team dynamics, and to end microaggressions in the workplace
 - With CoC Partners: to have a more equitable CoC
- After the assessment, CAM conducted 4 half-day sessions with Truth and Titus to begin the transition to a more equitable system. Truth and Titus also conducted 1-on-1 coaching sessions with management. CAM is working to carry on this work by incorporating equity into team-level and system-level planning. Organizational changes were also undergone to promote equity through all phases of work from hiring to general culture and staff expectations.

Next Steps –

- HAND will be meeting with the Executive Committee to plan for further racial equity analysis on August 18th.
- CAM is working to take the following next steps:
 - Developing an equity committee to oversee their operations.
 - Continue to develop ongoing equity-related training and support for staff
 - Participating in the CoC-wide efforts to promote equity as a system

Appeals Committee Recommendation (Closed Session):

Summary –

- Four agencies submitted appeals this year. The CoC Board discussed and voted upon the appeals. The nature of the discussion is confidential.

Decision –

- Vanessa motioned to approve the appeals committee recommendations for the 4 separate agencies. Joy seconded the motion.
- For agency A, of the 9 eligible voting members, 9 voted in favor. 0 were opposed. 0 abstained. The motion passed.
- For agency B, of the 9 eligible voting members, 9 voted in favor. 0 were opposed. 0 abstained. The motion passed.
- For agency C, of the 9 eligible voting members, 8 voted in favor. 0 were opposed. 1 abstained. The motion passed.
- For agency C, of the 9 eligible voting members, 9 voted in favor. 0 were opposed. 0 abstained. The motion passed.

Next Steps –

- Amanda will inform the agencies of the boards decision and will coordinate any follow up.

Amy B. closed the meeting at 4:02pm. *The next CoC Board meeting will be on Monday, September 13th, from 2 – 4:30pm. Location will continue to be virtual.*