

# Detroit Continuum of Care | Board of Directors

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

## November 1, 2021 Board Meeting Minutes

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

### Board Members Present

Amy Brown  
Celia Thomas  
DaJuan Smith  
Deloris Cortez  
Donna Price  
Gerald Curley  
Joy Flood  
Kaitie Zeiter  
Ray Shipman  
Shawntae Harris-Mintline  
Tasha Gray  
Terra Linzner  
Vanessa Samuelson

### Absent Board Members

Ari Ruttenberg  
June White  
Sharyn Johnson  
Ted Phillips

### Excused Board Members

Catherine Distelrath  
Erica George

### General Public

Taura Brown  
Fey Andes  
Kevin Bryant  
Tamara Gaines  
Amanda Sternberg  
Courtney Smith  
Vineta Mitchell  
Sonya Gregory  
Kaitie Giza  
Desiree Arscott  
Alyssa Rietveld  
ReGina Hentz  
Dr. Sealy-Jefferson  
Amy Senese  
Elizabeth Hunter  
Marguerite Lawrence  
Angelena Braxton  
Jasmine Morgan  
Renee Bryant  
Deborah Drennan  
Leonard Sanchez  
Lish Z.  
Shani Campbell  
Candace Morgan  
Harriet Cammock  
Deborah Bracy  
Kathleen Noel

**Amy B. opened the meeting at 2:03 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.
  - There were some concerned community members who joined the meeting. Amy opened the floor to hear from the community members present.
    - Advocates from Detroit Eviction Defense (DED) were present during the board meeting to express concerns about a local agency. Amy structured the first part of the meeting as a public comments forum to hear the concerns. Advocates from DED as well as representatives from the agency were each given 1 minute to speak.

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- Reminder for Board Members with Expiring Terms:
  - Board elections have been moved from November to January for the following Board members: Deloris Cortez, Sharyn Johnson, Ted Phillips, Elizabeth Vasquez and Vanessa Samuelson. Please attend the January Board Meeting still.
- Release of 2020 Annual Report:
  - Released Annual State of Homelessness Report for 2020, accessible by the Resources link on the HAND website.
- MSHDA ESG Request For Proposals (RFP) Update:
  - Jasmine M. reminded the CoC Board that they approved an RFP process to select a new RRH provider to administer MSHDA ESG Funds. This RFP was released on October 29<sup>th</sup> with a due date of December 10<sup>th</sup>. Submissions will be uploaded to the online platform Wizehive. You can contact Jasmine ([jasmine@handetroit.org](mailto:jasmine@handetroit.org) with questions).
- Reminder of Special CoC Meeting on November 9
  - A special CoC Membership meeting will be held on November 9<sup>th</sup> at 1:30 with a vote to approve the CoC application.
  - [Registration for the Special Meeting](#) on November 9
- PIT Count:
  - PIT Count meetings starting as early as Friday, November 5<sup>th</sup>, and will be weekly until the PIT count. Contact Tamara ([tamara@handetroit.org](mailto:tamara@handetroit.org) if interested in participating in the PIT.
  - **Next steps:** Tamara send Terra info on PIT to keep the city informed.
- Governance Charter Updates:
  - A regular CoC Membership meeting will be held on November 16<sup>th</sup>, where revisions to the Governance Charter will be voted on.
  - This is the second convening of the General Membership meeting in November. Make sure both this meeting and the special meeting described above is on your calendars.

### *CoC Staffing Updates:*

#### Summary –

- HAND welcomes two new staff members- Tamara Gaines as CoC Manager and Nicole Palmerton as Program Coordinator. They also intend to hire a Youth Coordinator, Capacity Building/ Training Manager, and Recipient Rights employee to join the team at later dates.

### *Consent Agenda*

#### October Board Meeting Minutes

- The floor was opened for questions. None were asked.
- Gerald motioned to approve the October 2021 Board Minutes. Donna seconded the motion. Of the 13 voting members present, 11 voted in favor. 0 were opposed. 2 abstained. The motion passed.

### *FY2021 CoC Competition:*

#### Summary –

- Amanda explained that the CoC Board would be voting on the priority ranking list of proposed CoC projects. She reminded the Board that projects are ranked by tiers according to prioritization, and funding of tier two projects is dependent upon the overall application score determined by HUD. The Values and Funding Priorities committee approved the project ranking list.

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- The Values and Funding Priorities Committee approved a project ranking list for Domestic Violence Bonus Funding, and Freedom House chose to increase their funds. The committee chose not to recommend any tier 2 project be moved to tier 1.
  - Tier 1 projects include: CoC Infrastructure (Coordinated Entry, HMIS), New CoC Bonus (New PSH), New DV Bonus, First/Second Time Renewals (PSH), Renewal PSH, and Renewal RRH (including five RRH projects and one PSH project)
  - Tier 2 projects include: Renewal TH-RRH, Renewal TH, Remaining CoC Bonus (RRH project), Remaining DV Bonus (RRH and TH-RRH being utilized by Freedom House DV project)
- Overall: 49 projects - 42 renewals, 7 new

### Decision –

- Joy motioned to approve the proposed ranking list for the FY2021 CoC Competition. Eleanor seconded the motion. Of the 17 voting members present, 15 voted in favor. 1 was opposed. 1 abstained. The motion passed.

### Next Steps –

- Agencies will be informed of the final project ranking list, CoC Membership vote on CoC Application on November 9<sup>th</sup>, Application due on November 16<sup>th</sup> and projected to be submitted on the 12<sup>th</sup>. Funding announcements should be sent early 2022.

### ***Emergency Housing Vouchers (EHV) and Housing Choice Voucher (HCV) Updates:***

#### Summary –

- We have two service providers for helping clients get into units quickly with HCVs. For RPI and their MSHDA HCVs, all 110 households will be leased by December 31<sup>st</sup>, and for Detroit Housing Commission, all clients are in housing search and completing documentation to sign leases. For EHV, RPI has moved 62 clients into housing, with four awaiting inspections and 111 clients being issued a voucher. Detroit Housing Commission has issued 23 clients vouchers, and 28 clients have returned eligibility documents.

### Next Steps –

- Make sure that clients are aware they've been pulled from the CAM list for an HCV, encourage clients to look for units and complete paperwork, and let Housing Agent know if a client needs time to complete their applications. The next Housing Agent office hours is Nov. 11 1-2:30 PM. If there are any clients to discuss, contact Carolyn Thomason at [cthomason@swsol.org](mailto:cthomason@swsol.org).

### ***Housing Surge Updates:***

#### Summary –

- Because of housing surge challenges including landlords being slow to hold units for clients and clients being unable to lease-up at the event, the Housing Surge event has changed in the following ways:
  - Landlord engagement has shifted to bringing new landlords into the homeless system and utilizing incentives
  - Housing connections have shifted to connecting clients to housing navigators and landlords before, during, and after the event on the 17<sup>th</sup>
  - Resource and Housing Application Fair has shifted to connecting clients to additional services and assisting clients in locating and applying for housing
- Event is 9 AM- 3 PM at NOAH headquarters
- HOME ARP- received 26.5 mil, PSH, supportive services

### Next Steps –

- The Board will be given relevant updates as applicable.

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### **HOME ARP Funding:**

#### Summary –

- HOME ARP dollars are targeted for people who are homeless or at greatest risk for housing instability. Detroit was awarded \$26.5 million dollars. HOME ARP funds will be used for the following projects:
  - \$16 million for developing new or rehabbed PSH
  - \$3 million for supportive services
  - \$3 million for acquisition and development of a non-congregate shelter
  - \$665 thousand for nonprofit capacity support and nonprofit operating needs

#### Next Steps –

- City Council will vote on the HOME ARP funding award, then the city will work with the CoC to create an allocation plan, HUD will evaluate that allocation plan and then if it is approved, the HOME ARP funds will be accessible.

### **Low Income Housing Tax Credit (LIHTC) Review Committee Updates:**

#### Summary –

- The low-income housing tax credit is a federal program that is designed to encourage developers and rehabbers to create affordable rental housing. Tax credit funding is awarded twice a year. The LIHTC supplied three letters of support, with Alternatives for Girls being awarded for their Burt Road Project, creating 23 units of PSH for youth ages 18-30. Catholic Charities of SW Michigan submitted a proposal for 46 units of PSH, and SouthWest Housing Solutions submitted a proposal for their Hubbard Farms Project, allocating 60 units in three different locations, for the recent October NOFO. There is also a funding round in April. Threshold requirements include having a preliminary meeting with the Detroit CoC, submitting a letter of intent, submitted to CoC coordinator, review threshold webinars before Dec. 17th; Board Presentation- Cover letter, QAP updated project description, Adendum 111, MOU)- adding new review committee members to LIHTC committee (must be a board member, email by Dec. 1<sup>st</sup>

#### Next Steps –

- Review threshold webinars before December 17<sup>th</sup>.

### **CoC Board Election Preparation:**

#### Summary –

- At this time, board members and meeting participants split up into breakout rooms to discuss upcoming Board elections.

#### Next Steps –

- Keep brainstorming who might be a good fit for the Board.

### **Values and Funding Priorities Committee (VFPC) Update:**

#### Summary –

- The primary role of the Values & Funding Priorities Committee is to establish values and priorities regarding the use of community resources, create policies to rank HUD CoC Programs. It became a committee in 2017, and members must be on the CoC board. On the committee, there are 3-4 HSPs, 3-4 Government Representatives, 1 CAM representative, 1 HAND representative, 1-2 representatives with lived experience. Challenges include losing committee members, needing more non-CoC funded members, and committee role restructuring including working more effectively with the ESG Planning group.

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**Amy B. closed the meeting at 4:30pm.** *The next CoC Board meeting will be on Monday, December 6<sup>th</sup>, from 2 – 4:30pm. Location will continue to be virtual.*