Detroit Continuum of Care | Board of Directors

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

Board Meeting Agenda | **October 4, 2021** | 2:00-4:30pm | Webinar: Registration Link

CoC Board Norms:	**CoC Board Draft Values:**
• 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.	• 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 *(see acronym list below)*	Attachment
Housekeeping & Agenda Setting				
2:00 pm	Welcome and Introductions	Amy Brown	EC	--
2:05 pm	Executive Committee Report & Announcements - YHDP Award - MSHDA ESG RFP Update - MSHDA Statewide Housing Plan - MHPC Membership Selection	Amy Brown	EC	--
2:15 pm	Consent Agenda - September 2021 Board Minutes **(ACTION ITEM – VOTE)**	Amy Brown	EC	**# 1**
2:20 pm	Rapport Building	Celia Thomas	EC	--
Additional Information (No Immediate Action)[1]				**# 2 – 3**
Applications and Funding				
2:30 pm	Developing FY2021 CoC Application Responses	Amanda Sternberg	VFPC	--
3:00 pm	FY2021 and FY2022 CoC Planning Grant	Tasha Gray	HAND	**# 4**
3:20 pm	**5 minute break 😊 (Stay on Zoom please!)**			
Committee & CoC Work				
3:25 pm	Performance & Evaluation Committee - Affirming CoC Board Representative	Amanda Sternberg	PEC	--
3:45 pm	PSH Quality Work Updates	Lindsey Bishop-Gilmore	PEC, CLC	--
4:05 pm	Grievance Review Committee Update	Kaitie Giza & Lauren Licata	GRC	--
Additional Information (No Immediate Action)[2]				**# 5**

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

[2] *Additional Information from Committee Work* – **Attachment 5:** Updated CAM Policies & Procedures

Advancing Equity				
4:15 pm	Housing Justice Roadmap Follow Up	Vanessa Samuelson	EC	--
4:30pm – Adjourn				

NEXT MEETING: NOVEMBER 1**, 2021** | 2:00-4:30PM | WEBINAR (UNTIL IN-PERSON MEETINGS RESUME)

Key Committee and System Partner Acronyms:

CLC – *Chronic Leadership Committee* – **Chair:** Amy Brown**| Staff:** Catherine Distelrath

GRC – *Grievance Review Committee* – **Chair:** Joy Flood **Staff:** Kaitie Giza & Lauren Licata

PEC – *Performance & Evaluation Committee* – **Co-Chairs:** Catherine Distelrath & Amanda Sternberg**| Staff:** Amanda Sternberg

VFPC – *Values and Funding Priorities Committee* – **Chair:** Joy Flood**| Staff:** Amanda Sternberg

EC – *Executive Committee* – **Chair:** Amy Brown | **Vice-Chair:** Celia Thomas**| 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

September 13, 2021 Board Meeting Minutes

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

Board Members Present	Absent Board Members	Excused Board Members	General Public
Amy Brown	Joy Flood	Ari Ruttenberg	Amanda Sternberg
Catherine Distelrath	June White	Eleanor Bradford	Alyssa Rietveld
Celia Thomas	Terra Linzner	Katie Zeiter	Benne Baker
Chioke Mose-Telesford	Vanessa Samuelson	Ted Phillips	Beverly Ebersold
DaJuan Smith			Bobby Brown
Deloris Cortez			Cynthia Adams
Donna Price			Deborah Drennan
Elizabeth Vasquez			Gerald Piro
Erica George			Greg McPherson
Gerald Curley			Jane Scarlett
Ray Shipman			Jasmine Morgan
Sharyn Johnson			Kaitie Giza
Shawntae Harris-Mintline			Kathleen Noel
Tasha Gray			Kiana Harrison
			Kimberly Benton
			Len Sanchez
			Lindsey Bishop-Gilmore
			Matthew Niemi
			Melissa Fernandez
			Patricia Parker
			ReGina Hentz
			Renee Bryant
			Taleshia Moss
			Viki DeMars
			Vineta Mitchell

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.
- Board member Resignations
    - Ashlee Cunningham and Anne Blake have both left their positions at their respective agencies and have submitted letters of resignation. Their vacant seats will be filled at the upcoming CoC Board Elections in January.
- Michigan Homelessness Policy Council
    - Elections for the Michigan Homelessness Policy Council were open last month. 4 persons submitted requests for letters of recommendation from the CoC to the Executive Committee and all four letters were issued.
- 2022 Point in Time Count Planning

- Our CoC's next Point-in-Time Count will be held in January of 2022. We will conduct a sheltered and unsheltered count. Efforts to plan for this will begin soon. Board Members will be asked to volunteer to participate on a planning committee and should be on the lookout for more details.

- Openings on Grievance Committee
  - There are open seats on the Grievance Review Committee. The committee has been struggling to meet quorum and is seeking available board members to participate. You can contact Kaitie at kaitie@handetroit.org if you are interested.
- Launch of Governance Charter Revisions Process
  - The Governance Charter revision process for 2021 is underway. The Review Committee has been meeting to compile the changes that will be proposed for this year. These changes will be reviewed at the upcoming General Membership Meeting on September 21st. Everyone is encouraged to attend and to leave public comments. Public Comments will be open for a month. The revisions will be voted upon at the November General Membership Meeting.

Consent Agenda

August Board Meeting Minutes

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

FY2021 CoC Competition:

Summary –

- NOFO Analysis
  - Kaitie explained that the Notice Of Funding Opportunity (NOFO) was released on August 18th and the CoC Application is due to HUD on November 16th. That allows us just under 90 days to complete the application. There are a total of 97 questions in the application.
  - HUD identified the following priorities for 2021:
    - Ending homelessness for all persons
    - Using a housing first approach
    - Reducing unsheltered homelessness
    - Improving systems performance
    - Partnering with housing, health, and service agencies
    - Racial equity, and
    - Elevating persons with lived experience
  - There is a total of $34 million dollars available in new and renewal and new project funding. There is $921,535 available in CoC Planning funding – this is awarded separately and helps to fund the system coordination.
  - There are total of 163 possible points available for the application. There are also 25 Bonus points available, bringing everything to 188. HUD significantly decreased the number of data driven scoring elements in 2021 in recognition of the impact of the pandemic. There are 15.5 total points available – down from 64 in 2019. It is estimated that we will be able to earn 12.25 of those.
- New Project Funding Recommendations

- Amanda reviewed the recommendations from the New Projects Review Committee (linked). The CoC Board was asked to vote on recommendations for two pools of funding: CoC Bonus Funding (for RRH & PSH programming) and DV Bonus Funding (For DV-focused RRH, joint TH/RRH, and CE-supportive services only programming). Two calls for applications were held for these funding sources – one in early 2021 and one in the summer of 2021. All projects were assessed and scored by the committee.
- For CoC Bonus – There is a total of $1,520,891 available to be applied for. The Board was reminded that they approved one project in the first funding round. 5 additional projects applied in the second round. 3 of those projects were recommended for funding while two were not. See the linked recommendation document for a full rationale.
- For DV Bonus – There is a total of $4,562,673 available to be applied for. There were no applications approved in the first funding round. 1 project applied in the second round. It did not meet the scoring threshold and was not recommended for funding.
    - Due to the significant amount of funding available and the lack of viable applicants, it is recommended that a third RFP be released for the DV Bonus funding. The allowable activities that agencies are allowed to apply for will be expanded in the hopes of garnering more applicants.

Decision –

- Gerald motioned to approve the recommendations from the New Projects Review Committee related to both DV and CoC Bonus Funding. Chioke seconded the motion. Only non-CoC funded Board Members were eligible to vote. Of the 6 eligible voting members, 6 voted in favor. 0 were opposed. 0 abstained. The motion passed.

Next Steps –

- HAND will continue to move forward the work of the CoC Application. The Board will be asked to provide input to help draft the CoC application in October.

MSHDA ESG FY2-23 Provider Selection Process:

Summary –

- Jasmine M. explained that in June 2021, HAND had a conversation with SWCS regarding the MSHDA ESG Grant. As the current subgrantee, SWCS would like to continue to handle the HARA operations, but wishes to release the RRH/Prevention portion of the funds to an alternative subrecipient. MSHDA has approved making such a change. Therefore, HAND needs to identify an alternative recipient to administer the RRH/Prevention funding. This new recipient would begin operating in the FY22/23 grant cycle (which begins in September 2022).
- Jasmine has developed an RFP to be utilized to select a new subrecipient. ESG Planning and Values and Funding have both reviewed the proposal and the components of the RFP and their feedback is incorporated. One of their recommendations was to prioritize the funding for RRH rather than Prevention due to the large inflow of diversion and prevention funding within the community already.
- Jasmine went on to review the proposed components of the RFP (outlined in the slides).

Decision –

- Elizabeth motioned to approve the recommendation for SWCS to continue serving as the HARA, for an RFP process to be launched to identify an agency to administer RRH, and to approve the scoring criteria. Gerald seconded the motion. Of the 11 voting members present, 9 voted in favor. 2 were opposed. 0 abstained. The motion passed.

Next Steps –

- Jasmine will move forward the RFP process.

Emergency Housing Voucher (EHV) and Housing Choice Voucher (HCV) Updates:

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 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 EHVs 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.
  - To-date, 111 clients have been issued a housing voucher through MSHDA. Of those, 29 have moved into units and 7 are awaiting inspection for their selected units. All other clients are in the housing search process.
  - To-date, 15 clients have been issued a housing voucher by DHC and are in the housing search process. 40 clients have been assigned to DHC. 18 have returned their eligibility documents. All other clients are working with their service providers to submit application materials and move to the briefing stage.
- Housing Choice Vouchers
  - MSHDA has pulled a large volume of homeless preference HVCs in recent months.
    - In July 2021, 431 clients were pulled for a voucher. In August, an additional 31 clients were pulled. And 122 vouchers have been pulled in September to-date.
    - To assist providers in managing the influx of vouchers, Housing Agent Office hours will be held on August 12 from 1 – 2pm via zoom.
  - Typically, only households prioritized in Acuity Groups 2 & 3 are added to the waitlist for HCVs. However, CAM Governance Committee approved to begin adding households from Acuity Group 4 to the waitlist in light of the large inflow of vouchers. This will allow even more persons to access much needed permanent housing resources.

Next Steps –

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

Detroit at Work and Homeless System Referral Pilot:

Summary –

- Chioke M-T explained that Detroit-at-Work is the workforce system for Detroit powered by the Detroit Employment Solutions Corporation. They work to connect residents with the jobs, training, and resources they need to meet their employment goals that put them on a path to sustainable financial stability. The workforce and homeless systems have been partnering together for the past year and a half to increase coordination in a number from data sharing to referrals to cross-trainings to hiring a dedicated position to facilitate alignment. A cross-system advisory group was also formed to advance the work. There are representatives from the following entities: CoC & HMIS Lead, CAM, CoC Board Members, Detroit at Work, City of Detroit, Corporation for Supportive Housing, and PWLEH.
- Laura U-F explained that these joint efforts have culminated in the launching of a 100-day pilot program which strives to improve employment and income outcomes for persons experiencing homelessness in Detroit. The hope is that the pilot will also provide information about how the two systems work together

and set the ground work to improve joint infrastructure. The pilot program focuses on mutual referrals between the system with warm hand-offs and targeted for support with clients as they navigate the two systems. The pilot will also facilitate referrals to a new program called Skills for Life.

- Chioke explained that skills for life is a paid work and training program that will serve 1200 Detroiters over 3 years. Participants will work 3 days a week, receive training two days a week, and will receive intensive wrap-around supports while in the program. It is hoped that over the course of the program, participants will be supported in achieving their long-term career goals.
- Laura explained that Detroit at Work is seeking agencies to participate in the pilot. The agencies would be responsible for the following: participating in planning meetings, dedicating a case manager to the pilot, and collecting data on a regular basis. Detroit at work would work with providers on data and evaluation, facilitating all of the planning, providing professional development opportunities, and actively working to connect clients to employment opportunities to help improve their long term outcomes.

Next Steps –

- The Letter of Interest for the pilot will be open through September, with selection in October and the hope of onboarding/pilot planning running through November to December. The pilot will run for 100 days from January – March and evaluation will be conducted at the conclusion in April. Those interested in applying can fill out this linked form. Submissions are due September 27th by 11:59 pm. You can reach out to Laura (lurteagafuentes@detempsol.org) with any questions.

Developing a Policy for Compensating People with Lived Experience of Homelessness (PWLEH):

Summary –

- Tasha G. reminded the CoC Board that a number of efforts have been made by the CoC to center the voices of PWLEH within the System. She reminded the board of the equity analysis that was conducted by NIS throughout 2020 and 2021. During this work, an advisors group of PWLEH was formed. It was decided to keep this group on long-term. In light of this, staffing was transitioned from NIS to HAND. Additionally, a position was developed at HAND to advance the work of ensuring the system and any decisions it makes is driven by PWLEH. Tasha announced that Kaitie Giza was hired to fill this role. She will transfer from her role as CoC Coordinator and that position will be filled by someone else.
- From there, Tasha went on to review a proposal to ensure that PWLEH are compensated equitable for the work they are being asked to do in the CoC. A flat compensation rate of $75 dollars per meeting was proposed. This factors in costs for the meeting time, preparation, and any transportation/technology needs.
- Tasha explained that HAND is able to devote $50 thousand for compensation. A proposed budget was developed. The funded categories are as follows:
    - Detroit Advisors Group Participation - $23,400
    - CoC Board and Executive Committee Participation - $6,600
    - Committee Participation = $15,000
    - Special Initiatives - $5,000
- Committees would be able to apply for funding to compensation PWLEH participation. If sufficient funds are available and the request is reasonable, it will be granted. If there are more requests than funds available, an assessment will be implemented to determine which committees will receive funding. If there are fewer requests than funds available, any remaining funds will be added to the pool of funding for special initiatives. Anyone interested in utilizing funding for a special initiative will submit a request and budget for approval. These will be accepted on an ongoing basis.
- In order to promote the centering of PWLEH, a number of changes have been proposed to the Governance Charter. They are as follows:
    - Increase the number of seats on the CoC Board for PWLEH from 2 to 3 and prioritize one of those seats for youth.

- Add the Detroit Advisors Group to the Charter to have status as a formal entity within the CoC.
- Add the Youth Action Board to the charter to have status as a formal entity.
- Imbed the vision adopted by the CoC in May into the charter.

- Efforts are underway to develop a policy & procedure to guide the work. The recommended components of the policy are as follows:
  - Purpose and Rationale
  - Compensation Rate
  - Eligible Activities for Compensation
  - Types of Compensation, and
  - Compensation Process.

Decision –

- Celia motioned to approve the proposed budget, compensation rate, and policy elements around compensation PWLEH. DaJuan seconded the motion. Of the 11 voting members present, 11 voted in favor. 0 were opposed. 0 abstained. The motion passed.

Next Steps –

- HAND will begin compensating PWLEH at the approved rate beginning on October 1. Staff at HAND will continue to flesh out the policy and procedure.

Amy B. closed the meeting at 4:29pm. *The next CoC Board meeting will be on Monday, October 4th, from 2 – 4:30pm. Location will continue to be virtual.*

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	P	P	P	P	E	N/A				7	1	0
Amy Brown - **Chair**	P	P	P	P	P	P	P	P	P				9	0	0
Deloris Cortez	P	P	P	U	P	P	P	P	P				8	0	1
Eleanor Bradford	P	P	P	P	P	P	P	U	E				7	1	1
Ashlee Cunningham	P	P	P	E	U	P	U	P	N/A				5	1	2
Gerald Curley	P	P	P	P	P	P	P	P	P				9	0	0
Catherine Distelrath	P	P	P	P	P	P	P	P	P				9	0	0
Joy Flood	P	P	P	P	U	P	P	P	U				7	0	2
Erica George	P	P	P	E	P	P	P	P	P				8	1	0
Tasha Gray	P	P	P	P	E	P	P	P	P				8	1	0
Shawntae Harris-Mintline	P	P	P	P	E	P	P	E	P				7	2	0
Sharyn Johnson	P	P	P	P	P	P	P	P	P				9	0	0
Terra Linzner	P	P	P	E	P	U	P	P	U				6	1	2
Chioke Mose-Telesford	P	P	P	P	E	P	P	P	P				8	1	0
Ted Phillips	P	P	P	U	P	P	P	P	E				7	1	1
Donna Price	P	P	P	P	P	P	P	P	P				9	0	0
Vanessa Samuelson	P	P	P	P	P	E	P	P	U				7	1	1
Mary Sheffield (Ari Rettenburg)	P	P	P	U	P	U	E	E	E				4	3	2
Ray Shipman	P	P	P	P	U	P	P	U	P				7	0	2
DaJuan Smith	P	P	U	P	P	P	U	P	P				7	0	2
Celia Thomas	P	P	E	P	P	P	P	P	P				8	1	0
Elizabeth Vasquez	U	P	P	U	E	P	P	P	P				6	1	2
June White	P	P	P	P	U	P	U	U	U				5	0	4
Katie Zieter	P	P	P	P	P	P	P	E	E				7	2	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 beconsidered in this calculation but may be included as appropriate. Absences areconsidered 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 absense, the board member will be sent a warning

notification. If during that calendar year, the board member has an additional unexcused absense, they will be removed.

ATTACHMENT THREE

Detroit Continuum of Care

Executive Committee

SEPTEMBER 1, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

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

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

Time	Agenda Item & Notes	Presenter/ Facilitator	Supporting Materials
4:00 pm	***1. Check-In Around COVID Isolation Shelters*** **Summary:** The City of Detroit is planning to ramp down their COVID isolation shelters at the end of September. The expectation is that the shelters designate isolation space within their own facilities. The Executive Committee discussed these changes. Provider representatives expressed concern at their ability to find the space and capacity to keep clients safe within their own facilities. The providers are also concerned at their ability to meet client's healthcare needs who are COVID positive. There also seem to be ways that communication has hit bottle necks and not reached all the correct persons. Terra explained that the City has the funding to continue the isolation shelters, but does not have a willing provider. The Executive Committee discussed ways to collaboratively plan for how to address shelter needs and to ensure that clients are safe in the transition. **Next Steps:** Terra will continue to look into ways to facilitate the continuation of the isolation shelters and/or to support shelter providers in the transition.	Terra Linzner	
4:44 pm	***2. CoC Lead Agency Work*** **Summary:** The Executive Committee reviewed the agendas for the September Board and General Membership Meetings and provided feedback. Amy explained that an ad hoc committee has been developed to advance the work of Governance Charter Revisions and invited the Executive Committee to participate. **Next Steps:** Kaitie will take the feedback and finalize the agenda and begin collecting materials for the board packet.	Kaitie Giza	Draft Agendas

Detroit Continuum of Care

Executive Committee

SEPTEMBER 8, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

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

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

Time	Agenda Item & Notes	Presenter/ Facilitator	Supporting Materials
4:00 pm	***1. Check-in Around COVID Isolation Shelters*** **Summary:** The City of Detroit has shifted their plan to ramp down their COVID isolation shelters. Instead, the operations will be transitioning from the Detroit Health Department to Detroit Rescue Mission. There will be 50 beds available. This will be funded through surplus ESG-CV funding. The conversation prompted a discussion about the struggle that many providers are having in staffing up their programming which is leading to low expenditures. There seems to be a general lack of people applying to work across the system. This may prompt further conversations and strategy in the future. **Next Steps:** The next several weeks will be devoted to facilitating the transition of operations and working out a new referral process.	Terra Linzner	
4:17 pm	***2. FY20 and FY21 CoC Planning Grant*** **Summary:** Tasha explained that the FY20 planning grant runs from Jan – Dec 2022 and the FY2021 Planning Grant runs from Jan – Dec 2023. A survey has been released for the CoC to give input on expenses they'd like to see covered by the FY20 planning grant. The recommendations were broken into 3 categories: systems work, staffing, and training. For systems work, folks would like to see investment in landlord engagement work and expanding opportunities for supportive services. They would also like to see a position specifically devoted to systems coordination work. For staffing, folks requested expanded support for the Performance and Evaluation Committee and additional support for committees (particularly for the population-specific committees). For trainings, folks would like to see training on CoC regulations and racial equity. Tasha reminded the Executive Committee that because it is federal funding, not every expense is eligible to be covered by the grant. HAND is working with the local HUD field office to determine which expenses are eligible and which are not. **Next Steps:** HAND is going to take the recommendations and develop a staffing plan to incorporate the requested positions and pieces of work.	Tasha Gray	

Detroit Continuum of Care

Executive Committee

SEPTEMBER 15TH, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

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

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

Time	Agenda Item & Notes	Presenter/ Facilitator	Supporting Materials
4:00 pm	***1.Executive Committee Purpose*** ***Summary:*** In January/February 2020, the Executive Committee began to outline their purpose and function. This work was paused when the pandemic began. Amy brought the drafted purpose before the Executive Committee to review and help inform Governance Charter Revisions. The Executive Committee provided feedback on the purpose. **Next Steps:** Amy will finalize the purpose and share with Kaitie for inclusion in the Governance Charter.	Amy Brown	CoC EC Purpose Doc
4:28 pm	***1. CoC Lead Agency Work*** **Summary:** *September Board Meeting Debrief –* The executive committee debriefed Monday's board meeting. Many felt the meeting felt long and dry. There was a desire to have discussion questions more intentionally developed into the content. There was also an idea to find ways to provide feedback to the presenters to help continue to enhance and improve future presentations. *October Board Meeting –* Kaitie discussed potential agenda items for the October Board Meeting. The Executive Committee provided feedback and recommendations. **Next Steps:** Kaitie will incorporate the feedback to develop a finalized October Board Meeting Agenda.	Kaitie Giza	Draft Agenda
4:48 pm	***Isolation Shelter Closures*** **Summary:** Terra is continuing to work with DRMM and CAM to try to facilitate the transition of management of the isolation shelters DHD to DRMM. Things are moving forward successfully. **Next Steps:** The final step is for City Council to approve the plan for the isolation shelter. It is hoped that City Council will approve in October. Terra anticipates to announce to the shelters at the October 5 Shelter Workgroup.	Terra Linzner	

Detroit Continuum of Care

Executive Committee

SEPTEMBER 22TH, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

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

System Partners: Gerald Curley, Kaitie Giza, Lindsey Bishop-Gilmore, Amanda Sternberg

Time	Agenda Item & Notes	Presenter/ Facilitator	Supporting Materials
4:00 pm	***1.PSH Project Update Discussion*** ***Summary:*** One of our CoC-funded PSH projects has submitted a request to HAND to alter the scope of their CoC Grants. Amanda brought these requests to the Executive Committee to make a decision on behalf of the CoC Board. Amanda reviewed the requests with the Executive Committee (outlined in the linked document). The Executive Committee discussed the proposals and worked through their questions. **Decision:** The Executive Committee approved the proposal to modify the PSH project. **Next Steps:** Amanda will follow up with the agencies to move forward their requests.	Amy Brown	Proposal Document
4:48 pm	***1. CoC Lead Agency Work*** **Summary:** *September Board Meeting Debrief –* The executive committee debriefed Monday's board meeting. Many felt the meeting felt long and dry. There was a desire to have discussion questions more intentionally developed into the content. There was also an idea to find ways to provide feedback to the presenters to help continue to enhance and improve future presentations. *October Board Meeting –* Kaitie discussed potential agenda items for the October Board Meeting. The Executive Committee provided feedback and recommendations. **Next Steps:** Kaitie will incorporate the feedback to develop a finalized October Board Meeting Agenda.	Kaitie Giza	Draft Agenda
4:56 pm	***Isolation Shelter Closures*** **Summary:** Terra is continuing to work with DRMM and CAM to try to facilitate the transition of management of the isolation shelters DHD to DRMM. Things are moving forward successfully. **Next Steps:** The final step is for City Council to approve the plan for the isolation shelter. It is hoped that City Council will approve in October. Terra anticipates to announce to the shelters at the October 5 Shelter Workgroup.	Terra Linzner	

Detroit Continuum of Care

Executive Committee

SEPTEMBER 29TH, 2021 | 4-5PM | WEBINAR

MINUTES

Attendance

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

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

Time	Agenda Item & Notes	Presenter/ Facilitator	Supporting Materials
4:00 pm	***1.Work on CoC Planning Grant for 2022 and 2023*** ***Summary:*** Tasha briefly reviewed the eligible activities available under the CoC Planning Grant. Detroit applies for coordination, developing a CoC system, evaluation and monitoring, and CoC Application. We are currently operating the grant for FY19. We will begin operating FY2020 from January 2022 – December 2022. FY2021 will be operated from January 2023 – December 2023. Detroit was automatically awarded the FY2020 grant and will be receiving $843,290. Tasha reviewed a chart for proposed staffing for the grant. The hope would be able to fund just under 10 FTE with the funding. This would bring on the following new positions: CoC Manager, Program Coordinator, Recipient Rights Coordinator, Engagement Coordinator, Youth Coordinator (YHDP funding), Capacity Building and Training Manager. Tasha spoke through the rationale for each position and the intended work they would be addressing (outlined in the attachment). This new capacity would allow for HAND to begin staffing the Youth and Chronic Committees in addition to the other committees that are currently staffed. Tasha went onto review the proposed budget. Current categories include: staffing, operations, lived experience, PIT, training, and CoC work platforms. The Executive Committee discussed the proposal and asked questions for clarity. **Next Steps:** Tasha will present this information at the October CoC Board Meeting.	Tasha Gray	CoC Planning Grant Handout

ATTACHMENT FOUR

CoC Application Input from CoC Board and Board Meeting Guests

October 4, 2021

At the October board meeting CoC Board members and guests will have the opportunity to participate in breakout room brainstorming sessions. HAND staff will use the responses provided in these breakout brainstorming questions to craft responses to questions in the CoC application. There will be two rounds of breakouts, and people will be able to select which breakout room they want to participate in.

Breakout Brainstorming Round 1

Breakout Room #1: Racial Equity Part 1: What Actions Have Already Been Taken?

Facilitator: Tasha Gray

Context

- HUD is asking the CoC to respond to several questions on how the CoC is addressing racial equity at both the program and system levels. HUD expects CoCs to be taking steps to improve racial equity in the provision of homelessness assistance and in the outcomes of homelessness assistance received.

Brainstorming Questions:

1. If you are a homeless service provider, what steps has your agency ***already taken*** to ***understand*** the extent to which racial disparities may exist within your agency's programming? Example, are racial disparities how long it takes to move a person into housing, or are racial disparities in program outcomes?
2. If your agency recognizes that disparities exist within your programming, what steps has your agency ***already taken*** to ***address*** those disparities?
3. Has your agency analyzed the extent to which agency staff (including front-line staff) reflect the populations served?
    a. If racial disparities have been revealed through this analysis, what steps has your agency ***already taken*** to reduce these disparities?

Breakout Room #2: COVID Response Part 1: Improving Emergency Preparedness

Facilitator: Jasmine Morgan

Context

- There are several questions in the CoC application in which HUD asks us to describe how our homeless service system responded to the COVID-19 pandemic.
- Thanks to swift-acting responses of leadership and front-line staff within the State, City, and provider agencies, Detroit was able to quickly put into place strategies and protocols to keep people experiencing homelessness safe.

Brainstorming Questions:

1. What actions did the CoC take to respond to the pandemic that were particularly strong?
2. Of those actions, which actions should we continue to build upon, or ensure remain in place, to help us be ready for future public health emergencies?

Breakout Room #3: Reducing the Number of First Time Homeless

Facilitator: Kiana Harrison

Relevant System Performance Measure Data:

Measure	# Of first time homeless during 10/1/18 - 9/30/19	# Of first time homeless during 10/1/19 - 9/30/20	Change in numbers
Reduce the number of first time homeless	5,400	3,673	↓32%

Context:

- We recognize that over the course of 2020, there may have been fewer people who experienced homelessness for the first time due to COVID-related factors (eviction moratoriums, friends/family being willing to allow people to stay with them, receipt of stimulus checks, etc).

Brainstorming Questions

1. What has our CoC ***done well*** in helping to prevent people from becoming homeless for the first time that we should ***continue doing***?
2. What are things our CoC should ***stop doing*** that causes people to become homeless for the first time?
3. What are things our CoC should ***start doing*** to prevent people from becoming homeless for the first time?

Breakout Room #4: Increasing Exits from Shelter, Transitional Housing and RRH to Permanent Housing

Facilitator: Amanda Sternberg

Relevant System Performance Measure Data:

Measure	% Of people who exited to Perm. Housing from 10/1/18 - 9/30/19	% Of people who exited to Perm. Housing from 10/1/19 - 9/30/20	Change in Percentage
Increase exits from Shelter, Transitional Housing, and Rapid Rehousing to Perm. Housing by at least 5%	47%	47%	No change in performance

Context and Questions for breakout rooms:

- Our data tells us that within this measure, our emergency shelters struggle the most with exiting people from shelter to permanent housing, while our Transitional Housing and Rapid Rehousing programs generally experience greater success in this measure.

Brainstorming Questions

1. What has our CoC ***done well*** to increase the rates at which people exit from time-limited programs (shelter, transitional housing, rapid rehousing) to permanent housing destinations that we should ***continue doing***?
2. What are things our CoC should ***stop doing*** in order to increase exits to permanent housing?
3. What are things we should ***start doing*** to increase exits to permanent housing?

Breakout Brainstorming Round 2

Breakout Room #5: Racial Equity Part 2: What Actions Would You Like to Take?
Facilitator: Tasha Gray

Context

- HUD is asking the CoC to respond to several questions on how the CoC is addressing racial equity at both the program and system levels. HUD expects CoCs to be taking steps to improve racial equity in the provision of homelessness assistance and in the outcomes of homelessness assistance received.

Brainstorming Questions

1. If you are a homeless service provider, what steps would your agency ***like to take*** to ***understand*** the extent to which racial disparities may exist within your agency's programming? Example, if there are racial disparities how long it takes to move a person into housing, or if there are racial disparities in program outcomes?
2. If your agency recognizes that disparities exist within your programming, what steps would your agency ***like to take*** to ***address*** those disparities?
3. Has your agency analyzed the extent to which agency staff (including front-line staff) reflect the populations served?
    a. If racial disparities have been revealed through this analysis, what steps would your agency ***like to take*** to reduce these disparities?

Breakout Room #6: COVID Response Part 2: Improving Health Care Coordination
Facilitator: Jasmine Morgan
Context

- There are several questions in the CoC application in which HUD asks us to describe how our homeless service system responded to the COVID-19 pandemic.
- Thanks to swift-acting responses of leadership and front-line staff within the State, City, and provider agencies, Detroit was able to quickly put into place strategies and protocols to keep people experiencing homelessness safe.

Brainstorming Questions

1. What improvements have you observed with coordination and collaboration with the healthcare system as a result of the pandemic?
    a. What strategies ***should we considering implementing*** to continue this coordination and collaboration?
2. What improvements ***are still needed*** in our coordination and collaboration with the healthcare system?

Breakout Room #7: Reducing the Length of Time People Are Homeless
Facilitator: Kiana Harrison
Relevant System Performance Measure Data:

Measure	Avg # of days people were homeless during 10/1/18 - 9/30/19	Avg # of days people were homeless during 10/1/19 - 9/30/20	Change in Percentage
Reduce by 5% length of time people are homeless	105	114	↑9%

Context

- We recognize that over the course of 2020, there were likely a number of COVID-related factors that increased the length of time people were homeless (stay-at-home orders, lack of available units, staffing capacity challenges, etc).

Brainstorming Questions

1. What are things our CoC ***done well*** to try to reduce the length of time people experience homelessness that we should ***continue to do***?
2. Are there things we are currently doing that are increasing the length of time people experience homelessness that we should ***stop doing***?
3. What are things we should ***start doing*** to reduce the length of time people experience homelessness?

Breakout Room #8: Decreasing Rates of Return to Homelessness Following Exit to Permanent Housing

Facilitator: Amanda Sternberg

Relevant System Performance Measure Data:

Measure	% Of people who returned to homelessness after exiting to Perm. Housing from 10/1/18 - 9/30/19	% Of people who returned to homelessness after exiting to Perm. Housing from 10/1/19 - 9/30/20	Change in Percentage
Reduce rates of returns to homelessness within 6 months by at least 5%	11%	11%	No change in performance
Reduce rates of returns to homelessness within 12 months by at least 5%	4%	5%	↑1%

Context and Questions for breakout rooms:

- It's important to note that this measure specifically looks at people who exit a homeless program to a permanent housing destination and then subsequently returns back to homelessness. Our CoC has not made any improvement in our performance for people returning to homelessness within 6 months of their exit, and we have seen a slight decline in performance for people who return to homelessness within 12 months.

Brainstorming Questions

1. What are things our CoC has ***done well*** in helping to hold steady the rates at which people return to homeless after exiting a program to permanent housing that we should ***continue to do***?
2. What are things we do that contribute to people returning to homelessness that we should ***stop doing***?
3. What are things our CoC should ***start doing*** to reduce rates of return to homelessness?

ATTACHMENT FIVE

Updated CAM Hours

As CAM transitions from operating solely a phone line to operating in a hybrid model with both in-person and phone line access, we must make some staffing adjustments to accommodate. CAM staff have consistently used data to inform staffing shifts to meet demands, and the data is showing that Saturday CAM hours are not providing enough benefit to justify their existence. We believe we can make better use of community dollars funding CAM by eliminating Saturday hours in order to add capacity Monday-Friday, when demand is highest. This will also assist in ramping up at the NOAH Project Access Point in the near future. For more information, please reference this document.

CAM Policies and Procedures

The CAM Governance Committee (CGC) completed its annual review of the CAM Policies and Procedure (P&P) to ensure they are accurate and compliant with any applicable regulation or requirement. The final P&P is being presented to the Detroit CoC Board as informational. Revisions are summarized below and the full P&P document can be accessed at this link.

- Further explained how people are connected to CE if they enter shelter after hours (HUD CE Notice Section II.B.7.b)
- Documented prevention process (HUD CE Notice Section II.B.8)
- Discussed in more detail the steps we have taken to ensure each physical AP location is accessible (HUD CE Notice Section II.B.5.c)
- Beefed up language by stating that CAM prohibits screening people out due to perceived barriers (HUD CE Notice Section II.B.4)
- Described the annual evaluation process (HUD CE Notice Section II.B.15)
- Added info on case conference process
- Added info on VI-SPDAT/SPDAT re-assessment process
- Added info on Veteran process
- Added info on participation/implementation of HUD data standards
- Added info on process for people staying in hotels paid for by an organization
- Broadened access section to reflect ability to change operations as needed

CAM Quarter 2 Data Report

Please review the Quarter 2 Data Report and direct any questions or comments to Scott Jackson at scjackson@swsol.org.

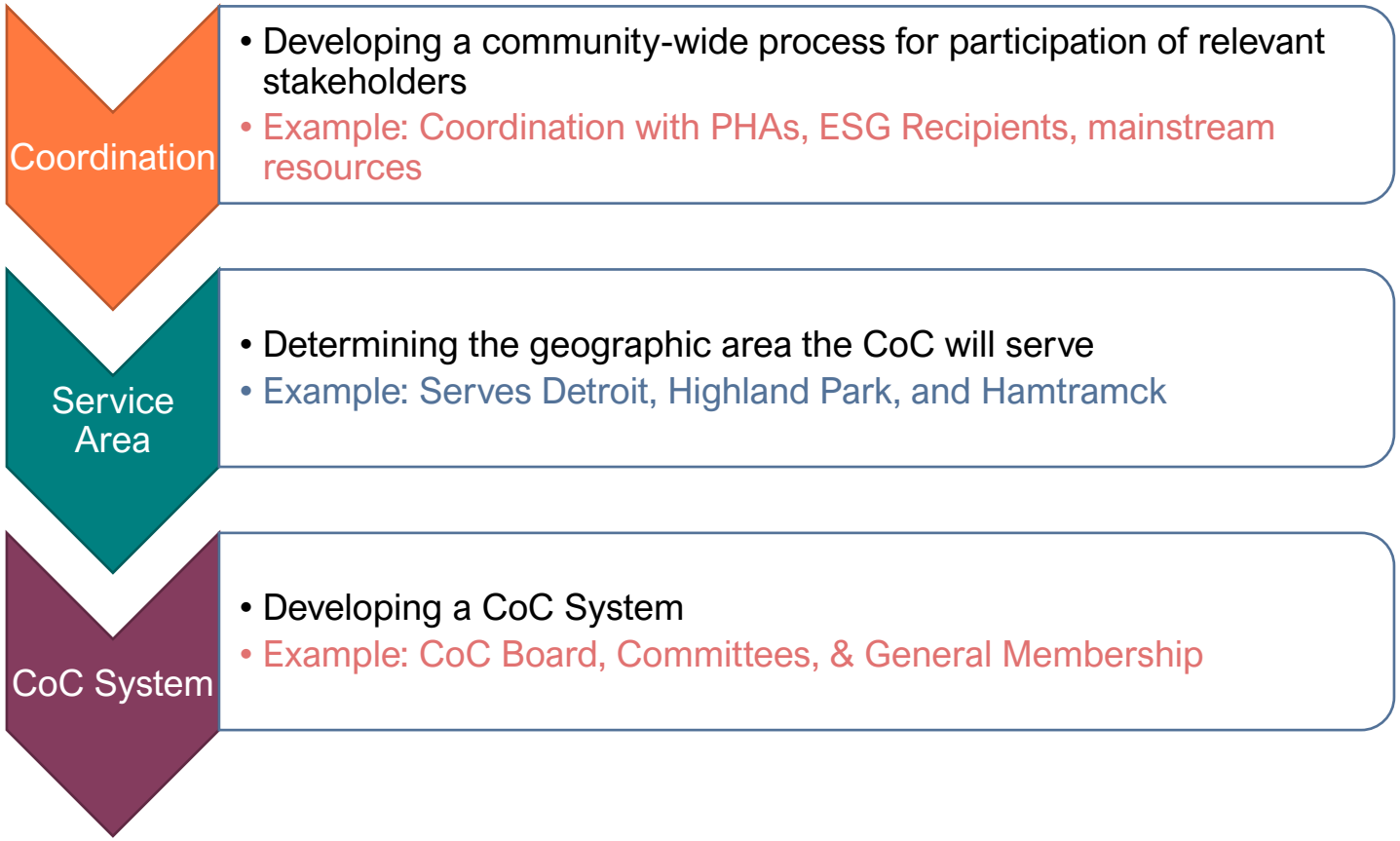
Update on HP HCV Waitlist

We have talked a great deal with the CoC Board about the large volume of Homeless Preference Housing Choice Voucher (HP HCVs) available through MSHDA in 2020 and 2021. Typically, only households prioritized in Acuity Groups 2 & 3 are added to the HP HCV waitlist. However, CAM staff have continued to monitor the rate at which people are being added to the HCV waitlist vs. the rate at which people are pulled and recently decided, in consultation with the CAM Governance Committee, to begin adding households to the HP HCV waitlist who score in the Acuity Group 4 range. This is great news for our CoC as more households than ever are getting access to this invaluable resource.

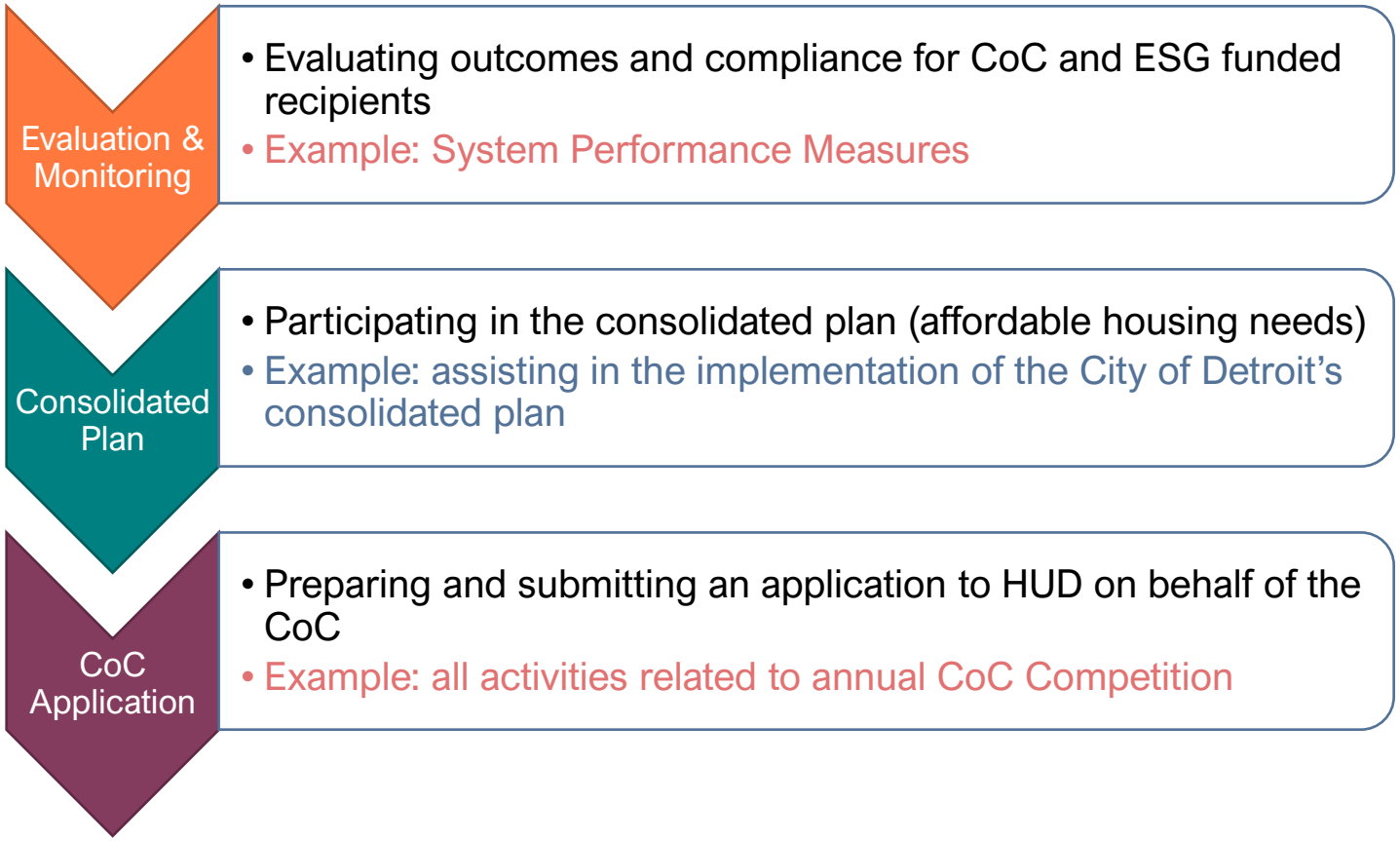
As of September 1, 2021, there were approximately 80 households in shelter who scored in the Acuity Group 4 range and about 10 households per week who enter shelter and score in this range.

ATTACHMENT SIX

ELIGIBLE ACTIVITIES



ELIGIBLE ACTIVITIES



MOVING FORWARD AND LOOKING AHEAD

FY2019

Staffing: Hiring at least 4 FTEs + Internships
Training: Developing an online training platform with the City of Detroit + Training to expand the pool of eligible applicants for CoC (and potentially ESG funding)
Performance and Evaluation: SPM Analysis work + Recipient Rights Secret Shoppers (in coordination with the City of Detroit)
Equity: Racial Equity, RoadMap Work, and Persons With Lived Experience Compensation

FY2020

System: Landlord Engagement Work (if eligible) and Expanding Opportunities for Support Services**
Staffing: Expanding Performance and Evaluation team***, Committee Support (e.g. PSH Consult, population-specific committees)***.
Training: CoC Regulations***, racial equity***
****Requests identified in the survey to board members. As a reminder, the survey is still open.*

FY2021

TBD

FY 2020 (Jan – Dec 2022) Proposed Budget

	Position	#
Management, Consultants, Other	Executive Director	0.1
	CoC Manager	1
System Outcomes & Performance	Senior Performance Analyst	1
	Data/Program Analyst	0.3
Strategic Priorities & Coordination	CoC Coordinator	1
	Systems Coordinator - Housing	1
	Program Coordinator	1
Engagement	Recipient Rights (50 HAND/50 City)	1
	Engagement Coordinator	1
	Youth Coordinator (YHDP Funds)	1
Training	Capacity Building/Training Manage	1
	Interns	0.5
	Totals	9.9

Staffing	$646,600
Operations	$20,000
Lived Experience	$50,000
PIT	$15,000
Training/Consultants/Flex	$28,000
Platforms (Training, Funding Applications, etc)*	$83,690
	$843,290

*estimates – underage can be added to training/consultants/Flex; no room for overage

FY 2021 (Jan – Dec 2023) Proposed Budget

	Position	#
Management, Consultants, &Others	Executive Director	0.1
	CoC Manager	1
System Outcomes & Performance	Senior Performance Analyst	1
	Data/Program Analyst	0.3
Strategic Priorities & Coordination	CoC Coordinator	1
	Systems Coordinator - Housing	1
	Systems Coordinator - Services	1
	Program Coordinator	1
Engagement	Recipient Rights (50 HAND/50 City)	1
	Engagement Coordinator	1
	Youth Coordinator (YHDP Funds?)	1
Training	Capacity Building/Training Manager	1
	Interns	0.1
	Totals	**10.5**

Staffing	$730,505
Operations	$20,000
Lived Experience	$50,000
PIT	$15,000
Training/Consultants/Flex	$28,000
Platforms (Training, Funding Applications, etc)*	$69,030
	$912,535

*estimates – underage can be added to training/consultants/Flex; no room for overage

Positions Overview

CoC Manager – Oversight (CoC Staff, CoC Lead Activities, Collaborative Applicant Activities, Strategic Priorities)

Program Coordinator – Program and Admin Support (e.g. CoC Staff Support, Committee Staffing Support, Logistics, Coordination, Board Support) and Lead on Board Elections, CoC Membership Process, etc)

Recipient Rights (to be renamed) – Educate providers and clients on client rights and grievance process, conduct regular visits to facilities, provide ongoing accountability and education

Youth Coordinator – Staff youth committee, manage parallel CoC application process for youth projects, provide ongoing support and evaluation

Capacity Building/Training Manager - Work to expand pipeline of agencies primarily for CoC and ESG-funded projects; Provide onboarding support for new agencies/new programs, provide and/or coordinate training across the CoC

Activities Overview

The following activities will be supported:

- Lived Experience
- YHDP
- Population Specific Work (e.g. Chronic, youth (see YHDP), veterans)
- System Performance Measures Analysis
- CAM Oversight and Evaluation
- Recipient Rights and Grievance Process Management
- Capacity Building
- COVID Response Coordination and Support
- Annual CoC Competition (Local and National)
- ESG and ESG-CV Coordination (MSHDA and City)
- EHV Coordination
- LIHTC
- Board Support (Education/Training, Elections, Meeting Support)
- Committee Support (Meeting Facilitation & Support)
- General Membership Support (Governance Charter, Meetings, Orientation)
- Performance and Evaluation
- PIT Planning and Implementation
- CoC Trainings