

CONTINUUM OF CARE (CoC) BOARD

MAY 15, 2024 | 3:00-5:00PM

VIRTUAL MEETING

TIME	AGENDA ITEM
3:00pm	1. Call to Order
3:03pm	2. Welcome/Introductions
3:20pm	3. Public Comment
3:25pm	4. Approval of Agenda (ACTION)
3:30pm	5. Approval of March Minutes (ACTION)
3:35pm	6. Letters of Support: ACF, FYSB Renewal Funding (ACTION) – <i>Kellie Rutledge, Ozone House</i> Basic Center Program (BCP) Transitional Living Program (TLP) Street Outreach Program (SOP)
3:50pm	7. In-Person CoC Board Meeting June 26 th – <i>Kristin Kunes, OCED</i>
3:55pm	8. CoC All Membership Meeting – <i>Kristin Kunes, OCED</i>
4:00pm	9. HAWC System Funding – <i>Ellis Johnson II, OCED</i>
4:15pm	10. CoC Committee Chair Updates Built for Zero – <i>Amanda Carlisle, WHA</i> Joint Leadership Data – <i>Amanda Carlisle, WHA</i> Youth Advisory Board (YAB) – <i>Kellie Rutledge, Ozone House and Kristin Kunes, OCED</i> Youth Homelessness Committee – <i>Kellie Rutledge, Ozone House and Kristin Kunes, OCED</i>
4:45pm	11. Public Comment
5:00pm	12. Adjournment

Key Terms

ACF: Administration for Children and Families

FYSB: Families and Youth Services Bureau (FYSB)

HAWC: Housing Access for Washtenaw County

WHA: Washtenaw Housing Alliance

OCED: Office of Community & Economic Development

Board Position	Board Member
WHA Director	Amanda Carlisle, Director, Washtenaw Housing Alliance (WHA)
CoC At-Large	Aaron Cooper, Avalon Housing
Homeless or Housing Program	Dan Kelly, Shelter Association of Washtenaw County (SAWC)
Homeless or Housing Program	Jan Little, Michigan Ability Partners (MAP)
Faith Community	Jim Mogensen, Religious Action for Affordable Housing (RAAH)
Domestic Violence Provider Representative	Kim Montgomery, SafeHouse Center Services Director
WHA Board Member	Rhonda Weathers, SOS Community Services
Police/Sherriff	Sheriff Jerry Clayton, Washtenaw County Sheriff OR Kathy Wyatt
OCED Director	Toni Kayumi
Housing Commissions	Jennifer Hall, Director of Ann Arbor Housing Commission (AAHC)
Workforce Development	Johnny Epps, Michigan Works Southeast
CMH Director	Katie Hoener, Community Mental Health OR Melisa Tasker, Community Mental Health (CMH)
Housing Access for Washtenaw County	Amanda Guanco, Call Center Supervisor
Substance Abuse Coordinating Agency Director	Nicole Adelman, Community Mental Health Partnership of Southeast Michigan (CMHPSM)
Another Township or City Highest Elected Official	Renee Smith, City of Ypsilanti
Public Health Director	Ruth Kraut, Deputy Health Officer
CoC At-Large	Tish Lee, Legal Services of South Central Michigan (LSSCM)
Housing Commissions	Zachary Fosler, Director of Ypsilanti Housing Commission (YHC)
City of Ann Arbor Mayor	John Hieftje, Former Mayor
McKinney Vento Liaison	Kellie Rutledge, Ozone House Director or Danielle Zochowski, Ozone House Associate Director
Lived Experience Representative	Vacant
Lived Experience Representative	Vacant
Michigan Department of Health and Human Services Director	Renee Adorjan, MDHHS Director OR Alice Seipelt, Community Coordinator
Veterans Administration	Gabriel Parra, Health Care for Homeless Veterans Coordinator
Washtenaw County Board Chair	Greg Dill, County Administrator OR Andrew LaBarre, County Commissioner
Private Funder	Jillian Rosen, VP for Community Investment for Ann Arbor Area Community Foundation
Ann Arbor Chief/Sherriff/Police	Vacant
Ypsilanti Chief/Sherriff/Police	Vacant
WHA Board Member	Vacant
CoC Non-Funded Agency	Elizabeth Alpert, Washtenaw Intermediate School District (WISD)
Institute of Higher Education	Vacant

CONTINUUM OF CARE (CoC) BOARD

MARCH 20, 2024 | 3:00-5:00PM

VIRTUAL MEETING

TIME	AGENDA ITEM
3:00pm	1. Call to Order John H., Board Co-Chair, called the meeting to order.
3:03pm	2. Welcome/Introductions John H. welcomed all participants to the CoC Board.
3:15pm	3. Public Comment John H. opened the meeting to Public Comment. There were none at this time.
3:20pm	4. Approval of Agenda (ACTION) John H. called for a motion from CoC Board Members to approve the Agenda. Agenda was approved by all. No "Nays" noted.
3:25pm	5. Approval of Minutes (ACTION) John H. called for a motion from CoC Board Members to approve the Minutes from last Meeting. Minutes were approved by all with no additions or corrections needed. No "Nays" noted.
3:30pm	6. Verifying Literal Homelessness (ACTION) – Andrew Kraemer, OCED John H. called for a motion from CoC Board Members to review the Action Item for Verifying Literal Homelessness. Jim M. and Dan K. moved the motion. Andrew K. shared the document included in the CoC Board Packet (Page 12). The policy came out of a desire to codify existing community practices. This policy does not include new items but ensures that Washtenaw County uses limited resources to prioritize those that are Literally Homeless or Category 1 according to HUD's definition of homelessness. This policy requires a Shelter stay or Verification from CMH PATH or another Service Provider within the past 30 days to receive a referral. This would be noted by the By-Name CHP list. Those that are Category 4 Homeless are exempt from this policy. The policy also goes through the sources of allowable documentation that verifies the status of a household. Due to system limitations, we are rely heavily on Intake Worker Observations for Literally Homeless Families. Efforts are under way to address this gap. Andrew K. summarized the Policy again and opened the floor to those with questions, concerns, comments. Andy L. asked Andrew if there were pieces of information that should be flagged for Board of Commissioners.

Andrew K. responded that there are no major changes that require surfacing but highlighted the gap for Families and system need for street outreach.

Katie H. asked if clarification could be provided that CMH PATH is dedicated funding for Individuals and not Families.

Andrew K. confirmed that edits would be made to the policy to clarify CMH PATH's role.

Katie H. also asked about clarification around Self-Certification which is not explicitly listed in the policy as an allowable verification.

Andrew K. responded that this was intentional as it is not permissible by HUD.

Katie H. reiterated that this is a Washtenaw County standard and asked for further clarification due to discrepancy.

Andrew K. responded that while this is a CMH PATH standard, this approach is covered under item ii. 2.

John H. requested that Andrew K. clarify the policy clarification that Katie H. previously requested.

Andrew K. shared his screen and highlighted the sentence in the Purpose section "CMH PATH will take the lead" and identified that he would remove the sentence.

Katie H. confirmed that this change would address the previous concern.

John H. confirmed that this edit would be Administrative and not need to go before the CoC Board again.

Tish L. thanked Andrew for the explanation and the challenges verifying Literally Homeless Families. Tish asked if protections could be offered to Families that seek to mitigate bias due to the current heavy reliance on Intake Worker Observations.

Andrew K. concurred with this observation and shared that Intake Worker Observation is further verified by the Family Shelter Assessment Agency.

Tish L. asked if there was an appeal process.

Andrew K. responded that Families are taken at their word.

Kara P. interjected and reiterated that when verifying Families during their Shelter Assessment, they are taken at their word and only removed from the CHP list if what they report shifts their eligibility per HUD.

Andrew K. shared that it is not uncommon to go back and forth via the CHP process. As much as possible, the system is designed to not punish people who go about securing their own housing while awaiting a resource.

Jim M. shared that historically, Families were penalized/criminalized for their homelessness via contact with Child Protective Services. Families work hard now to evade this.

Andrew K. shared that the system is very much aware of this dynamic and that MDHHS knows that Homelessness alone is not criteria for a complaint. Families may not be aware of this, and reassurance is important, and this plays a role in the difficulty verifying Literally Homeless Families.

Renee S. referenced her previous professional experience in Child Welfare and confirmed Andrew's statements.

John H. opened the floor for further dialogue. Hearing none, he officially moved the Motion for a Vote.

CoC Board Members approved the Policy. No Nays were noted.

3:50pm

7. CoC Board Meeting Format Poll and Results (**ACTION**) – *Andrew Kramer, OCED*

John H. requested the next Action Item be moved for discussion.

Alice S. moved the Action Item.

Andrew K. reviewed the Action Item Summary on Page 11 of the CoC Board Packet. The CoC Board previously met In-Person at the Learning Resource Center prior to the Pandemic. Since then, the CoC Board has been meeting Virtually. This Action Item seeks to assess current preferences of CoC Board Members for future Meeting Format. Andrew put the link to the Google Poll in the Chat and reminded members that the link could also be found via email from Kristin Kunes. Andrew K. requested that all CoC Board Members place their vote and results would be shared Monday and go into effect for the May meeting.

	John H. shared that the majority vote would be accepted by the CoC Board and moved this Item to a formal vote, reiterating that the results would be adhered to. Ruth K. shared that she took the Poll and wanted to flag for participants that only one option could be selected which creates some confusion. Andrew K. shared that votes would be consolidated to either be Virtual or In-Person. John H. moved this Action Item for a Vote. CoC Board Members approved this Action Item. No Nays were noted.
4:00pm	8. Housing and Homelessness Immediate Impact Funding Update – <i>Toni Kayumi, OCED</i> Toni K. shared that 106 Families have accessed the Barrier Busters funding as of 3/14/2024. \$187,827 in Direct Assistance has been issued leaving a balance of \$282,172. The YTD Weekly Average is \$1,782 which will likely increase now that more people (30 different provider agencies and 96 staff attended the Trainings) are accessing these funds. Moonson with OCED is estimating a depletion date of May 24, 2024. Brian G. requested that the current Balance be reiterated. Toni K. repeated the balance of \$282,172. Amanda C. thanked Toni for the information and asked if there is a requirement of those seeking assistance to maintain their current housing. Toni K. rephrased the question for confirmation, asking if Amanda means that Eviction must be prevented before issuance of Direct Assistance. Amanda C. clarified that this was a previous requirement of the Emergency Solutions Grant that those receiving Direct Assistance for Rental Arrears would be required to verify proof of future income to maintain their housing. Toni K. shared that she was not familiar with this answer and invited others from OCED to answer.

	Kara P. shared that participants must write a statement attesting to ability to pay for future rent under the HHII funds but clarified that MSHDA did away with the previous ESG Sustainability Rule. John H. opened the floor for more dialogue. Hearing none, this item was closed.
4:15pm	9. CoC Funding Priorities – <i>Andrew Kraemer, OCED</i> Andrew K. began sharing the Presentation on Page 17 of the CoC Board Packet. Traditionally, the CoC Board votes on Funding Priorities after traditional Competitions have completed. This conversation is an effort to be pre-emptive and proactive, clarifying Board priorities to help inform the summer Funding Competitions. Andrew reviewed CoC Mission and Values, opening the dialogue up to the CoC Board if any key items were missed. Amanda C. shared that the Blueprint to End Homelessness references increasing stock of affordable housing which has been a value since 2004. Further, data is used to drive decision-making and accountability. Andrew K. thanked Board Members for their feedback and transitioned to System Data Trends and shared that having a conversation about Funding Priorities is challenging due to the high level of system needs. The goal of reviewing system data is to help ground the dialogue through data. Andrew K. reviewed existing funding which includes annual funding: HUD CoC, HUD ESG, and MSHDA ESG and explained their respective project types and grant terms. John H. asked Andrew to explain the acronym HMIS. Andrew K. thanked John for the question and explained that HMIS stands for Homeless Management Information System which is responsible for the bulk of CoC system data. John H. asked if Andrew could clarify the HOME ARP Supportive Services Funding. Andrew K. shared that, unless the CoC Board advises otherwise, the current plan is to break down/divide the Supportive Services funding to annual allocations to allow for flexibility as CoC needs evolve each year.

John H. thanked Andrew for the explanation and shared agreement with the strategy.

Andrew K. reiterated that the focus of today's dialogue is to help inform new funding opportunities such as the HOME ARP process.

Katie H. inquired about the total allocation of the HOME-ARP issued to Washtenaw County.

Andrew K. shared that the information would be shared via email following today's meeting, but it was presented to the CoC Board prior to submission to HUD for approval. Andrew K. placed the code for the Mentimeter Survey in the Chat and on the Screen. This is not binding information but intended to be informative for OCED staff.

Ruth K. inquired if the average household size has increased.

Andrew K. shared that yes, the average household size has increased from 3 to nearly 4 since the Pandemic.

1. Please rank the list of projects for funding in order of greatest amount of funds (1) to least amount of funds (4)

Results

1st-Permanent Supportive Housing

2nd-Coordinated Entry

3rd-Rapid Re-Housing

4th-HMIS

2. If funds were limited and you had to choose, which would you prioritize?

Results

Rapid Re-Housing Case Management (10 Votes)

Rapid Re-Housing Rental Assistance (8 Votes)

3. If funds were limited and you had to choose, which would you prioritize?

Results

Homelessness Prevention Rental Assistance (10 Votes)

Homelessness Prevention Case Management (7 Votes)

4. Please rank the list of projects for funding in order of greatest amount of funds (1) to least amount of funds (3)

Results

1st-Homelessness Prevention

2nd -Rapid Re-Housing

3rd-Shelter Essential Services

5. If given the choice to bring in NEW Supportive Services funds to Washtenaw County, which one activity would you fund?

Results

Eviction Prevention/Rental Assistance (10 Votes)

Rapid Re-Housing (1 Vote)

Move-In Costs (2 Votes)

Income Stabilization Services (2 Votes)

Street Outreach and Transitional Housing (3 Votes)

6. Please rank the following populations from greatest need for additional resources (1) to least need for additional resources (4)

Results

1st-Families

2nd-Non-Chronic Single Adults

3rd-Chronic Single Adults

4th-Veterans

7. Taking into consideration data, system needs, and existing funding, what resource would you prioritize for Families?

Results

Rapid Re-Housing (7 Votes)

Permanent Supportive Housing (11 Votes)

8. Taking into consideration data, system needs, and existing funding, what resource would you prioritize for Single Adults (Chronic & Non-Chronic)?

Results

Rapid Re-Housing (4 Votes)

Permanent Supportive Housing (13 Votes)

9. If available, what type of Permanent Supportive Housing funds would you prioritize for Chronically Homeless Individuals?

Results

Supportive Services Only (3 Votes)

Units with Services (17 Votes)

Andrew K. opened the floor for further dialogue and comments.

Amanda C. reflected on continued questions around the HAWC Budget. The HAWC RFP process was open-ended and did not have any funding associated

	outside of traditional CoC and ESG funding. Agencies were asked to submit their best guess at how much funding would be needed to support the project proposals. There is still confusion on how much it costs to operate the Call Center, Assessment Agencies, etc. and it has almost been a year and a half. We have a Call Center that is functioning better but likely 3 times the cost than Salvation Army was running it. There hasn't been any discussion about whether that is the best use of funds versus shifting to prioritizing In-Person operations or other functions. Can we have a further conversation at Coordinated Entry or the next Board Meeting to help inform future funding cycles. I worry our HAWC operations are not sustainable, and funding is already being cut. Andy L. thanked Amanda for the question and reassured that he would be following up with both County staff and Amanda to ensure that the questions are addressed.
4:50pm	10. Public Comment John H. welcomed the new Executive Director at Avalon, Aaron Cooper, to the CoC Board. Aaron C. thanked John for the Welcome and expressed gratitude for joining this work. John H. opened the meeting to Public Comment. Jim M. shared that Religious Action for Affordable Housing was founded 25 years ago but has been struggling with Board capacity and is now dissolving. There will be checks going out to several providers with notices included. Amanda C. shared that the CoC Youth Advisory Board continues to meet every other week with the next meeting occurring at Ozone House tomorrow. The meeting is at 6pm. We are looking for Agencies with existing Youth Advisory Boards to send a representative or to help identify clients between the ages of 16-24. They are looking for 6-10 Board Members who will work over the next few months specifically on the HUD Youth Homelessness Demonstration Project Application to secure more funding and new programs for Youth Homelessness. There is meaningful work occurring over the next few months and more members would help. The Washtenaw County Public Safety Mental health Millage is going to be discussed in several spaces and funds critical resources. Andy L. thanked Amanda for surfacing the topic and shared that the Board of Commissioners will set a Public Hearing on April 17th with Board Action on the

	first and second meetings in May. These will be good times for engagement with the Board directly or indirectly.
5:00pm	11. Adjournment John H. adjourned the CoC Board March Meeting.

Board Position	Board Member
WHA Director	Amanda Carlisle, Director, Washtenaw Housing Alliance (WHA)
CoC At-Large	Aaron Cooper, Avalon Housing
Homeless or Housing Program	Dan Kelly, Shelter Association of Washtenaw County (SAWC)
Homeless or Housing Program	Jan Little, Michigan Ability Partners (MAP)
Faith Community	Jim Mogensen, Religious Action for Affordable Housing (RAAH)
Domestic Violence Provider Representative	Kim Montgomery, SafeHouse Center Services Director
WHA Board Member	Rhonda Weathers, SOS Community Services
Police/Sherriff	Sheriff Jerry Clayton, Washtenaw County Sheriff OR Kathy Wyatt
OCED Director	Toni Kayumi
Housing Commissions	Jennifer Hall, Director of Ann Arbor Housing Commission (AAHC)
Workforce Development	Johnny Epps, Michigan Works Southeast
CMH Director	Katie Hoener, Community Mental Health OR Melisa Tasker, Community Mental Health (CMH)
Housing Access for Washtenaw County	Amanda Guanco, Call Center Supervisor
Substance Abuse Coordinating Agency Director	Nicole Adelman, Community Mental Health Partnership of Southeast Michigan (CMHPSM)
Another Township or City Highest Elected Official	Renee Smith, City of Ypsilanti
Public Health Director	Ruth Kraut, Deputy Health Officer
CoC At-Large	Tish Lee, Legal Services of South Central Michigan (LSSCM)
Housing Commissions	Zachary Fosler, Director of Ypsilanti Housing Commission (YHC)
City of Ann Arbor Mayor	John Hieftje, Former Mayor
McKinney Vento Liaison	Kellie Rutledge, Ozone House Director or Danielle Zochowski, Ozone House Associate Director
Currently/Formerly Homeless	Jennifer Monahan, Washtenaw Intermediate School District (WISD)
Michigan Department of Health and Human Services Director	Renee Adorjan, MDHHS Director OR Alice Seipelt, Community Coordinator
Veterans Administration	Gabriel Parra, Health Care for Homeless Veterans Coordinator
Washtenaw County Board Chair	Greg Dill, County Administrator OR Andrew LaBarre, County Commissioner
Private Funder	Jillian Rosen, VP for Community Investment for Ann Arbor Area Community Foundation
Police/Sherriff	Vacant
Police/Sherriff	Deputy Chief Jason Forsberg, Ann Arbor Police Department
WHA Board Member	Vacant
CoC Non-Funded Agency	Vacant
Institute of Higher Education	Vacant

ACTION ITEM SUMMARY

CONTINUUM OF CARE (CoC) BOARD | May 15, 2024

Letters of Support

Each year, the CoC Board receives requests for Letters of Support from CoC member agencies to accompany funding applications and renewals to secure and maintain resources that support critical functions in our community. Washtenaw County's youth-specific shelter, Ozone House, is applying for renewal funds for their Basic Center Program (BCP), Transitional Living Program (TLP), and Street Outreach Program (SOP). These programs serve runaway and homeless youth through shelter and services. These funds are through the Administration for Children and Families (ACF), Families and youth Services Bureau (FYSB) and will be used to help ensure a responsive and comprehensive system to address youth homelessness.

Current Action Needed:

Approval of the Letters of Support for Ozone House's renewal funding through the Administration for Children and Families (ACF), Families and Youth Services Bureau (FYSB).

Motion:

The CoC Board approves the Letters of Support for Ozone House's Basic Center Program (BCP), Transitional Living Program (TLP), and Street Outreach Program (SOP).

May 15, 2024

Kellie Rutledge, Executive Director
Ozone House Youth & Family Services
1600 N. Huron River Dr.
Ypsilanti, MI 48197

Dear Ms. Rutledge,

On behalf of the Washtenaw County Continuum of Care (CoC), we are pleased to provide this letter of support for Ozone House's Basic Center proposal to serve runaway and homeless youth. Ozone House has a long history of providing outreach, prevention, crisis intervention, shelter, and other support services to runaway and homeless youth in Washtenaw County. Ozone House is the only youth-specific shelter available in our community and its services are essential in meeting the unique needs of this at-risk population.

Ozone House's Basic Center Program provides temporary shelter and counseling services to youth who have left home without permission of their parents or guardians, have been forced to leave home, or are experiencing homelessness or housing instability who might otherwise end up in the law enforcement, child welfare, mental health, or juvenile justice systems. Their program provides youth under 18 years of age with emergency shelter, food, clothing, counseling, and referrals for health care. The Basic Center Program provides up to 21 days of shelter for youth and seeks to reunite young people with their families, whenever possible, or to locate appropriate alternative placements. Approximately 50 youth are served annually in this program.

The Washtenaw CoC coordinates our community's policies, strategies, and activities towards ending homelessness. Ozone House actively participates in the CoC as a Coordinated Entry partner and by keeping the group informed of needs, issues and services for youth who have runaway or are experiencing homelessness. Ozone House leadership staff serve on the CoC Board, the Executive Committee, the Youth Homelessness Committee and are involved in the Coordinated Entry Oversight and Evaluation Committee. In addition, Ozone House is consistently represented at the bi-weekly Community Housing Prioritization meetings and complies with HMIS data standards.

The Washtenaw County CoC enthusiastically supports Ozone House in their Basic Center proposal. Its activities will help to ensure a responsive and comprehensive system to address homelessness in our community. Thank you for your time and consideration of this project.

Sincerely,

Chairperson
Washtenaw County Continuum of Care

May 15, 2024

Kellie Rutledge, Executive Director
Ozone House Youth & Family Services
1600 N. Huron River Dr.
Ypsilanti, MI 48197

Dear Ms. Rutledge,

On behalf of the Washtenaw County Continuum of Care (CoC), we are pleased to provide this letter of support for Ozone House's Transitional Living Program proposal to serve homeless youth. Ozone House has a long history of providing outreach, prevention, crisis intervention, shelter, housing, and other support services to runaway and homeless youth in Washtenaw County. Ozone House offers the only youth-specific transitional living program available in our community and its services are essential in meeting the unique needs of this at-risk population.

Ozone House's Transitional Living Program is an 18-month program for transitional-aged youth who are currently homeless, reside in their Miller House residential program, or live in non-residential housing. The goal of the program is to teach life skills and independent living skills so that young people can obtain safe and stable housing. In addition, educational, employment, and mental health resources are offered to assist clients in achieving overall health and well-being on their path toward self-sufficiency. Approximately 40-50 are served annually.

The Washtenaw County CoC coordinates our community's policies, strategies, and activities towards ending homelessness. Ozone House actively participates in the CoC as a Coordinated Entry partner and by keeping the group informed of needs, issues, and services for youth who have run away or are experiencing homelessness. Ozone House leadership staff serve on the CoC Board, the Executive Committee, the Youth Homelessness Committee, and are involved in the Coordinated Entry Oversight and Evaluation Committee. In addition, Ozone House is consistently represented at the bi-weekly Community Housing Prioritization meetings and complies with HMIS data standards.

The Washtenaw County CoC enthusiastically supports Ozone House in their Transitional Living Program proposal. Its activities will help to ensure a responsive and comprehensive system to address homelessness in our community. Thank you for your time and consideration of this project.

Sincerely,

Chairperson
Washtenaw County Continuum of Care

May 15, 2024

Kellie Rutledge, Executive Director
Ozone House Youth & Family Services
1600 N. Huron River Dr.
Ypsilanti, MI 48197

Dear Ms. Rutledge,

On behalf of the Washtenaw County Continuum of Care (CoC), we are pleased to provide this letter of support for Ozone House's Street Outreach Program proposal to serve runaway, homeless and street youth who have been subjected to, or are at-risk of, being subjected to sexual abuse, sexual exploitation, and trafficking. Ozone House has a long history of providing outreach, prevention, intervention, shelter, housing and other support services to runaway, homeless and street youth in Washtenaw County. Ozone House employs strengths-based and Positive Youth Development approaches and its services are essential in meeting the unique needs of this at-risk population.

Ozone House's Street Outreach Program provides street-based outreach and education for youth who have runaway or left home without permission, youth experiencing homelessness, and youth living on the street. Ozone House encounters over 3,000 at-risk youth per year through these outreach efforts. Outreach workers build rapport, identify and link young people to service needs through other Ozone House services or referrals to other community resources. In addition, Ozone House offers safe spaces, such as their Drop-In Center, so youth may do laundry, shower, have a meal, and receive other basic needs including food, clothing, and personal hygiene items.

The Washtenaw CoC coordinates our community's policies, strategies, and activities towards ending homelessness. Ozone House actively participates in the CoC as a Coordinated Entry partner and by keeping the group informed of needs, issues and services for youth who have runaway or are experiencing homelessness. Ozone House leadership staff serve on the CoC Board, Executive Committee, the Youth Homelessness Committee and are involved in the Coordinated Entry Oversight and Evaluation Committee. In addition, Ozone House is consistently represented at the bi-weekly Community Housing Prioritization meetings and complies with HMIS data standards.

The Washtenaw County CoC enthusiastically supports Ozone House in their Street Outreach Program proposal. Its activities will help to ensure a responsive and comprehensive system to address homelessness in our community. Thank you for your time and consideration of this project.

Sincerely,

Chairperson
Washtenaw County Continuum of Care

Coordinated Entry Funding Overview

05/15/2024



November 2023 Funding Discussion:

- Total Coordinated Entry Cost of 1,767,853
 - OCED Call Center: 949,246
 - Prevention and Family Assessment: 518,400
 - SAWC Assessment and HCV: 300,207
- Identified Resources of 1,182,323:
 - MSHDA ESG – 474,696
 - HUD ESG –189,627
 - HSS Grant – 518,400



Additional County Resources

- R#23-190: Housing and Homelessness Immediate Impact Funding
 - Eviction Prevention & Diversion (one time)
 - SOS Community Services
 - 150K - Assessment Staffing Support and Capacity
 - OCED Barrier Busters
 - 470K – Eviction & utility shutoff prevention for assessed individuals and families
 - Winter Sheltering (one time)
 - Shelter Association of Washtenaw County
 - 210K – Winter Sheltering and Site Support
- R#24-013 & 24-073:
 - 726,710 - County created 8 FTE positions for OCED Call Center staff and structurally funded the positions to stabilize Coordinated Entry intake

May 2024 Funding Discussion:

- Total Coordinated Entry Cost of 1,474,917
 - OCED Call Center: 742,710
 - SOS Prevention and Family Assessment: 432,000
 - SAWC Assessment and HCV: 300,207
- Identified Structural Resources of 1,391,033
 - MSHDA ESG 23-24– 474,696
 - HUD ESG 23-24 – 189,627
 - Washtenaw County General Fund – 726,710
- Identified Non-Structural Resources of 878,000
 - HSS Grant – 518,000 (ended 03/31/2024)
 - SOS Community Services – Coordinated Entry Staffing and unsupported admin cost – 150K (one time, non-structural)
 - Shelter Association of Washtenaw County – Winter Sheltering and Site Support – 210K (one-time, non-structural)



Next Steps

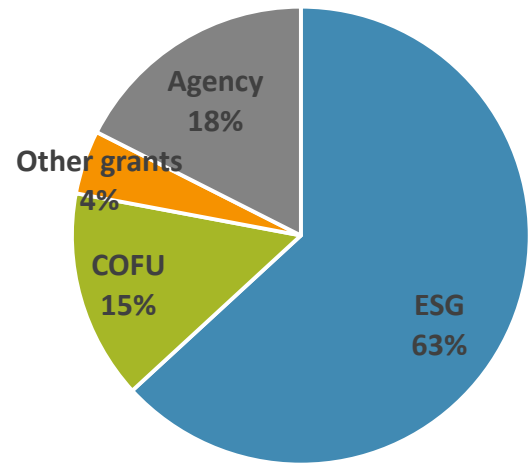
- Continuum of Care funding review process for 2024-25 funds
 - OCED COC staff will ask for better agency data in preparing program budgets to help clarify total resources needed to fund existing work
- Better data on agency cost and resources (aligned with the funding round) will inform Countywide conversations on system needs.



Coordinated Entry Snapshot: 2020-21¹: Pre-transition

Revenues

HUD ESG	\$183,819
MSHDA ESG ²	\$448,309
COFU	\$158,307
MDHHS	\$38,000
TSH (DOJ)	\$9,987
Agency funding (non grant)	\$187,542
TOTAL REVENUES	\$1,025,965



Expenditures

Staffing	\$821,515
Financial Assistance	\$138,653
Admin	\$65,797
TOTAL EXPENDITURES	1,025,965

Total Staffing:

15.475 FTE equivalents

Average Wage: \$18.66

Median Wage: \$18.89

¹ Does not include pandemic funding, such as ESG-CV or CERA

² Does not include RRH staffing or Financial Assistance

Agency Roles and Staffing 2020-21

Salvation Army: Call Center, Family Intake/Assessment, Prevention, Family & Individual HCVs

7 FTEs; 4 PTEs³

- 1 FT HAWC Coordinator
 - 1 FT Community Liaison/Diversion Specialist
 - 1 FT Family Shelter/Data Specialist
 - 1 FT HRS/HCV Lead
 - 3 FT Housing Resource Specialist (Assessment/Prevention Staff)
 - 4 PT Call Center Intake Staff
-

SAWC: Individual Intake and Assessment

1 FTE, 6 PTEs

- 1 FT Housing Resource Specialist
 - 1 PT Housing Resource Specialist
 - 1 PT HMIS Lead-Assessor
 - 1 PT Clinical Coordinator
 - 2 PT Winter Intake Specialists
 - 1 PT Winter Operations Specialist
-

Ozone House: Youth & Young Adult Intake and Assessment, YYA Prevention

2 FTEs

- 2 FT Case Managers
-

SafeHouse Center: CHP Participation and Housing Case Management

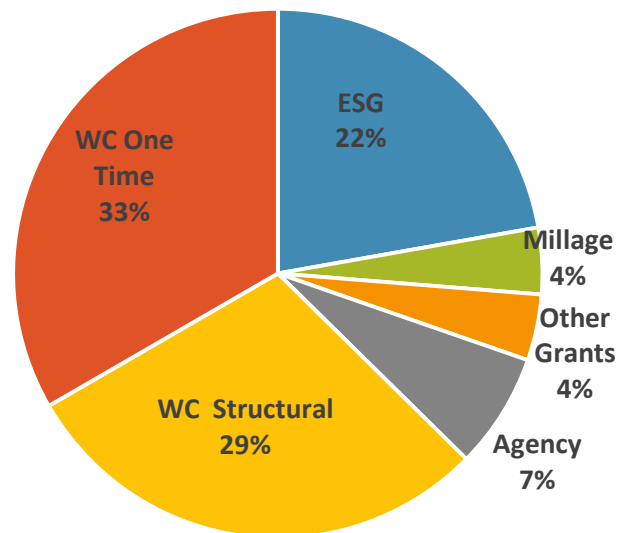
1 FTE: 1 Housing Manager

³ Part time status reflects time charged to coordinated entry grants and resources and does not reflect actual employment status.

Coordinated Entry Snapshot: 2023-24: Current System

Revenues

HUD ESG	\$183,820
MSHDA ESG	\$373,058
MSHDA HSS/HPP	\$60,999
WC Strucural	\$726,710
WC Non-Structural (one-time)	\$830,000
WC Millage	\$110,795
Other Grants	\$50,317
Agency funding (non grant)	\$170,000
TOTAL BUDGET	\$2,505,698



Expenditures

Staffing	\$1,855,100
Financial Assistance	\$481,686
Admin	\$168,912
TOTAL EXPENDITURES	\$2,505,698

Total Staffing

22.166 FTE equivalents

Average Wage: \$25.53

Median Wage: \$21.86

Agency Roles and Staffing 2023-2024

OCED: Call Center, Intake

- 1 FT Call Center Supervisor
 - 7 FT Call Center Intake Operators
-

SAWC: Individual Intake & Assessment, Individual HCVs

- 2 FT Assessment Case Managers
 - 1 FT Assessment Team & HCV Manager
 - 1 FT Non-residential Case Manager
 - 2 PT Winter intake Specialists
 - 1 PT Data & Evaluation Coordinator
 - 1 PT Program Director
-

SOS: Family Assessment, Prevention

- 2 FT Coordinated Entry Specialists
 - 1 FT Coordinated Entry Supervisor
 - 1 PT Quality/HMIS Coordinator
 - 1 PT Housing Services Director
 - 1 PT Volunteer Coordinator
 - 1 PT Director of Operations
 - 1 PT Office Assistant/Program Support
 - 1 PT Associate Director
 - 1 PT Executive Director
 - 1 PT Accountant
 - 2 PT Accounting Assistants
 - 1 PT Finance Director
-

Ozone House: Youth & Young Adult Intake and Assessment, YYA Prevention

- 3 FT Case Managers
-

SafeHouse Center: CHP Participation and Housing Case Management

- 1 FT Housing Manager

Comparison: 2021-2024

Revenues

	2020-21	2023-24
HUD ESG	\$183,819	\$183,820
MSHDA ESG ⁴	\$448,309	\$373,058
Other Grants	\$206,204	\$222,110
Agency funding (non grant)	\$187,542	\$170,000
County Structural	-	\$726,710
County Non-Structural	-	\$830,000
TOTAL BUDGET	\$1,025,965	\$2,505,698

Expenses

	2020-21	2023-24	Increase
Staffing	\$821,515	\$1,855,100	126%
Financial Assistance	\$138,653	\$481,686	247%
Admin	\$65,797	\$168,912	157%
TOTAL BUDGET	\$1,025,965	\$2,505,698	144%

Staffing increased from **15.5 FTES** to **22.2 FTES**, a **43% increase**.

Median Wage increased from **\$18.89** to **\$21.86**, an **18% increase**.

⁴ Does not include RRH staffing or Financial Assistance

Future Needs

This section details some of the addition staffing needs Coordinated Entry would require to meet our community standard of all assessments within 1-2 business days. It does not include an estimate of the needed prevention assistance, but rather staffing to handle the current inflow of clients to our system.

System Wide

- **2.0 FTE Family Operations Specialist**
 - These positions would provide family homelessness verification and other support to families experiencing homelessness but not yet able to access shelter.

SOS

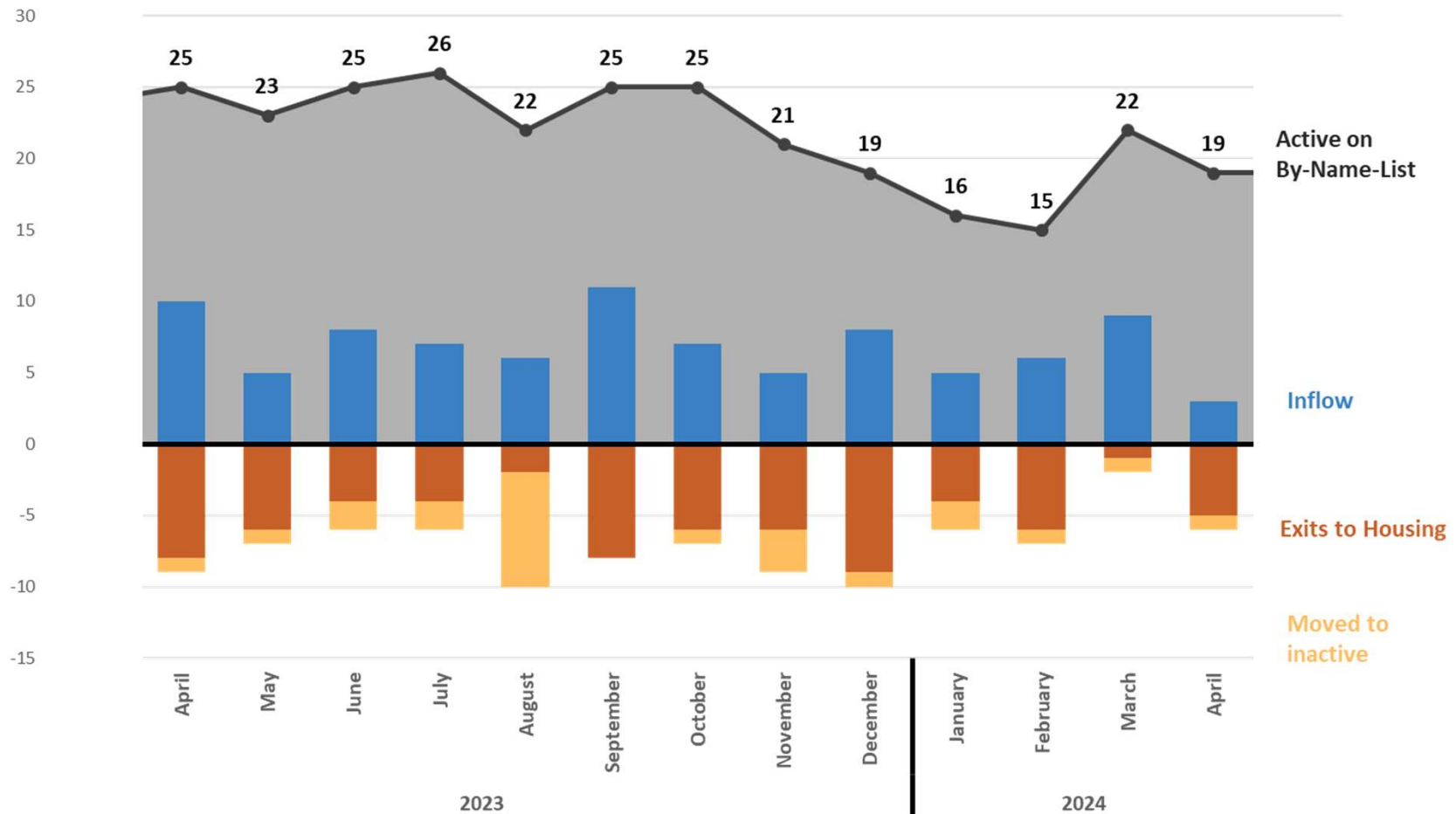
- **1 FT Eviction Prevention Assessor**
 - An additional prevention worker would enable staff to keep up with demand for appointments. Estimated cost: \$106,544 per year

SAWC

- **1 FT Winter Intake Specialist**
 - This position would ensure timely intake and assessments during the busy winter season. Estimated Cost: \$26,506 per year
- **.5 FTE HCV Specialist/Coordinator**
 - Would ensure clients are able to access and recertify on the Housing Choice Voucher waitlist in a timely manner. Estimated cost: \$35,472 per year

Veteran By Name List: 13 Month Lookback

April 2023 to March
April 2024



Veteran By Name List: Length of Time to Housing

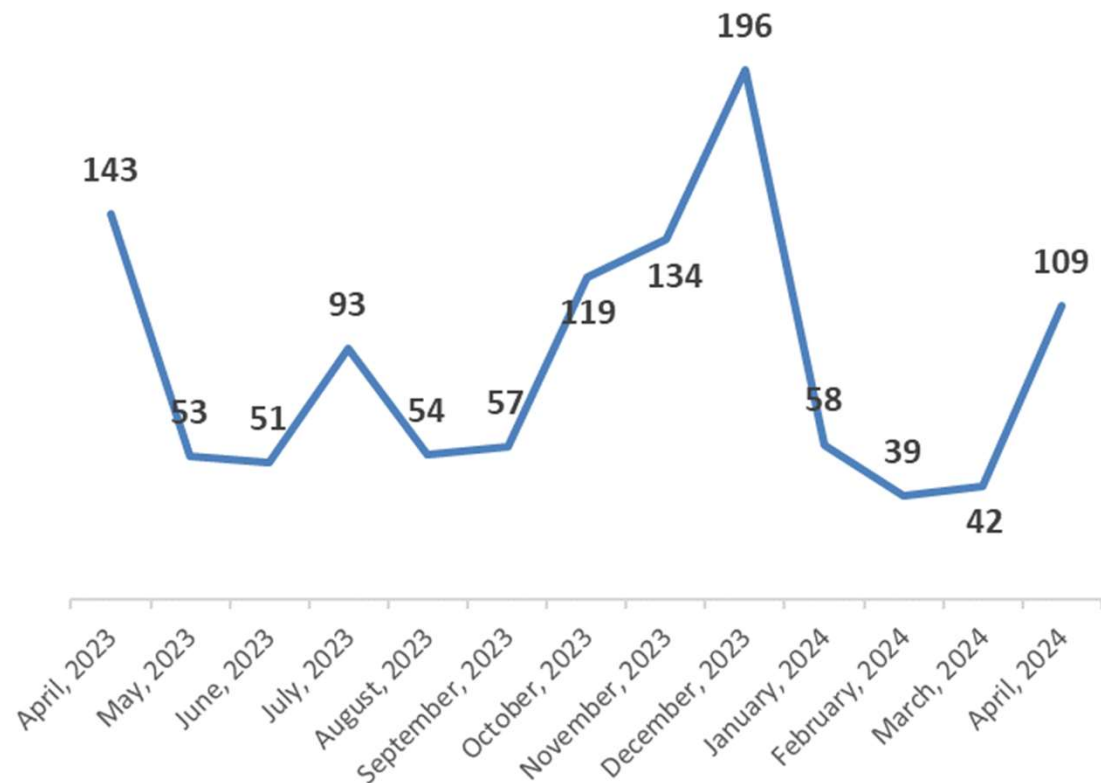
April 2023 to
April 2024

Yearly Averages

Year	Days to Housing
2018	97
2019	97
2020	86
2021	111
2022	99
2023	113
2024	66

Average LOT on By-Name-List:

81 Days
as of 5/1/24



Washtenaw County Continuum of Care

90 Day Lookback: Federal Benchmarks for Ending Veteran Homelessness

February to
April
2024

Benchmark

A

End Chronic & Long-Term Homelessness Among Veterans

Target: **Zero Veterans** experiencing long term or chronic homelessness without an offer for a permanent housing intervention

Nov 23 Dec 23 Jan 24 Feb 24 Mar 24 Apr 24

P
A
S
S

0 Veterans

At end of measurement period



Benchmark

B

Veterans Have Quick Access To Permanent Housing

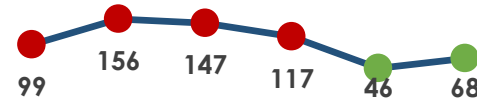
Target: Average time from identification to housing is **90 days or less**

Nov 23 Dec 23 Jan 24 Feb 24 Mar 24 Apr 24

P
A
S
S

68 Days

On average for 12 Veterans



Benchmark

C

Community has sufficient permanent housing capacity

Target: Number of homeless Veterans moving into permanent housing is **greater than or equal** to the number of Veterans entering homelessness

Nov 23 Dec 23 Jan 24 Feb 24 Mar 24 Apr 24

M
I
S
S

4 Fewer Vets

Moving into permanent housing as entering homelessness



Benchmarks taken from [Criteria and Benchmarks for Achieving the Goal of Ending Veteran Homelessness](#), developed by:



United States Interagency
Council on Homelessness

Veteran By Name List: Functional Zero Target after 5/7/24 CHP Meeting

Functional
Zero Target:

6

Or fewer
Vets on
by-name list

*Current Number + (average inflow * months left in 2024)
= Total number to serve*

$$21 + (7 * 8) = 77 \text{ Vets to serve}$$

$$77 - 6 (\text{target}) = 71 \text{ Vets to house in 2024}$$

$$\begin{aligned} &71 \text{ Vets} / 8 \text{ months} \\ &= \mathbf{9 \text{ vets to house per month}} \end{aligned}$$

Current 2024 Monthly Average: 4 vets housed per month

WASHTENAW COUNTY CONTINUUM OF CARE

Governance Charter

1 PURPOSE OF THE CONTINUUM OF CARE (CoC) AND CoC BOARD

The Washtenaw County [Continuum of Care \(CoC\)](#) coordinates the community's policies, strategies, and activities toward ending homelessness. Its work includes gathering and analyzing information to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homelessness issues, providing advice and input on the operations of homeless services, and measuring CoC performance. The Washtenaw County CoC Board is responsible for deciding on and approving the local process for applying, reviewing, and prioritizing project applications for funding in the annual [Emergency Solutions Grant \(ESG\)](#) and CoC funding competitions.

1.1 CoC EQUITY STATEMENT

Signaling a county-wide commitment to resolving racial inequities, in [September 2018](#) the Washtenaw County Board of Commissioners (BOC) adopted a County Equity Policy and established the Washtenaw County Racial Equity Office. In [July 2020](#), the BOC officially declared racism a public health crisis.

The Washtenaw County Continuum of Care (CoC) recognizes that systemic racism exists in large part due to historical, perpetuated biases that create inequity within our community. And in accordance with the Washtenaw County Board of Commissioners, the CoC further recognizes that “without intentional intervention, inequitable outcomes linked to race, socioeconomic status and other [positionalities] will persist,” including within the homelessness response system.

The CoC therefore endeavors to understand and address the landscape of racial inequities in its policies and procedures, dissemination of information, and distribution of homeless resources to inform an intentional plan that addresses such inequities in Washtenaw County.

Mission: The CoC aims to intentionally and meaningfully engage with issues of racial equity in the homelessness response system to create positive, transformational change across the CoC. This includes working towards equitable access to CoC services and achieving just outcomes, as well as realizing the CoC's capacity to address the impacts of inequities left by public systems tangential to homelessness.

The CoC seeks to approach racial equity from a place of learning, driven by earnest dialogue and active listening. It recognizes that individuals of color hold expertise in determining the effects of inequitable policies, practices, and interactions, and strives to create an atmosphere of inclusiveness, diversity, and engagement in all aspects of the CoC to ensure that both participants and staff are able to reach their full potential.

Vision: The CoC looks towards a vision of a thriving county where residents have equitable access to housing opportunities, free of socioeconomic and racial inequities. For the CoC, this includes equitable housing outcomes for participants regardless of race, ethnicity, socio-economic status, or any other positionality.

Practice: The CoC aligns with the values and definitions outlined in the [Washtenaw County Equity Policy](#) focusing on individual, institutional, and structural measures to address inequities in Washtenaw County.

- **Individual:** All CoC staff and members of community partners share individual responsibility in achieving racial equity in the homelessness system. In addition to attending trainings offered by the CoC, individuals are responsible for seeking to understand their own conscious and unconscious biases and incorporating behavioral changes that support the goal of equity.
- **Institutional:** As part of Washtenaw County and in partnership with the Office of Community and Economic Development (OCED), the CoC will develop a Racial Equity Action Plan to advance the equity initiative within the Department and across the CoC. All items in the Racial Equity Action Plan will undergo a vetting process through the CoC Board.
- **Structural:** The CoC will continue to evaluate its progress in addressing inequities in homelessness and housing programs, as well as implications for the wider community.

2 RESPONSIBILITIES

The Washtenaw County CoC is made up of Washtenaw County community representatives, agencies, a governing Board, CoC committees, a Collaborative Applicant lead agency, a Housing Assessment and Resource Agency (HARA), and a Homeless Management Information System (HMIS) lead agency.

The Washtenaw County CoC is responsible for:

2.1 OPERATING A CoC

- **Membership Gatherings.** Host meetings of the full CoC membership at least twice each year. The Washtenaw County CoC will announce the date, time and location of these meetings at least one month in advance to encourage broad participation from CoC members and the public. The CoC will use both internal (e.g., email list and Newsletter) and external (e.g., press release, social media, advertisement in *Groundcover*) methods of communication to disseminate information about the meeting. These meetings will be spaces where community members can come and learn more about what the CoC does and provide feedback on how it operates. At these meetings, decisions can be made about any changes to CoC operations as needed.
- **CoC Provider Trainings.** Provide trainings to staff of organizations funded through the CoC at least once per year. Trainings will cover topics required by the United States Department of Housing and Urban Development (HUD): understanding and maintaining fidelity to the Equal Access Rule (for gender identity and sexual orientation); providing trauma-informed and victim-centered care for survivors of domestic violence; accessing mainstream benefits and other assistance; and recognizing racism and its impacts on housing and homelessness. Other topics are added based on community interest.
- **Governance Charter.** Develop, follow, review, and update this governance charter. The charter will, at a minimum, include procedures and policies needed to comply with HUD and HMIS requirements and a code of conduct and recusal process for the Washtenaw County CoC Board, its co-chairs, and any person acting on behalf of the Washtenaw County CoC Board. This charter can be updated anytime if the majority of people present at a Membership Gathering vote to do so. Notice of the scheduled vote must be given at least one month prior to the meeting.
- **Coordinated Entry Oversight.** In consultation with recipients of ESG funds within the CoC, provide oversight to a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- **Written Standards.** In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance, including adherence to [Housing First principles](#).
- **Performance Standards.** Consult with CoC and ESG recipients and subrecipients to establish performance targets appropriate for population and program type, monitor performance of CoC and ESG recipients and subrecipients, and evaluate the outcomes of projects funded under ESG and CoC programs as outlined by these policies. The CoC will act when ESG and CoC projects perform poorly.
- **System Performance.** The CoC will report the outcomes of ESG and CoC projects to HUD annually. These performance metrics will also be made available for the community by publication on our website.
- **Funding Review.** Establish priorities for funding projects in the geographic area.

2.2 DESIGNATING AND OPERATING A COLLABORATIVE APPLICANT FOR FUNDING

The Washtenaw County CoC has designated Washtenaw County's Office of Community and Economic Development (OCED) as the collaborative applicant to the U.S. Department of Housing and Urban Development to collect, combine, and submit the required application information from all project applicants. As the Collaborative Applicant (otherwise known as the CoC Lead), OCED has the following responsibilities:

- Staff CoC committees
- Produce planning materials
- Coordinate needs/gaps assessments
- Collect and report performance data
- Monitor project performance
- Coordinate resources, integrate activities and facilitate collaboration
- Prepare and submit application for CoC funds, including Priority Listing, the Consolidated Application, and grant applications for HMIS and CoC Planning
- Recruit and educate stakeholders
- Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications

2.3 DESIGNATING AND OPERATING AN HMIS LEAD AGENCY

The Washtenaw County CoC has designated OCED as the HMIS lead agency and the only entity eligible to apply for HUD HMIS funding for the CoC. HMIS lead agency has the following responsibilities:

- Update and implement the HMIS Governance Charter as needed.
- Review, revise, and approve the CoC HMIS data privacy plan, data security plan, and data quality plan as needed.
- Ensure that the HMIS is administered in compliance with HUD requirements.
- Provide support and make all efforts to ensure consistent and accurate HMIS participation by all CoC and ESG recipients and subrecipients.

2.4 CoC PLANNING

OCED will work closely with Washtenaw Housing Alliance (WHA) in its role assisting in coordinating the system of care; researching and distributing best practices and research on housing and homelessness; and assisting providers in working toward common outcomes that lead to ending homelessness.

OCED, with WHA, will coordinate providers of housing and services within Washtenaw County to act as a cohesive system to holistically address the needs of community members. This system includes: outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies. Through the coordinated entry system, people will be prioritized for assistance and matched with appropriate services.

In addition, the CoC Board and CoC Committees will:

- Plan for and conduct an annual Point-In-Time (PIT) count of homeless persons within Washtenaw County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
- Assess racial disparities in homelessness service provision and outcomes in Washtenaw County at least every three years.
- Provide information required to complete the Washtenaw County Consolidated Plan.

- Consult with State of Michigan (via the Michigan State Housing Development Authority (MSHDA)) and Washtenaw County's ESG recipients for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

The CoC may conduct additional research to inform planning, for example, a gaps analysis of the needs of people experiencing homelessness as compared to available housing and services within Washtenaw County. The CoC will seek input from people with lived expertise in these assessments and planning processes to the extent possible.

3 CoC REGULATIONS AND PROCEEDINGS

3.1 CONFLICT OF INTEREST

No member shall vote on or participate in the discussion of any matters that directly affect the financial interests of that member, their immediate family, their employer, or an agency or group for which they serve as trustee. Members may not vote on or participate in the discussion of any funding or reallocation of funding to the organization in which they or a family member are employed or have a financial interest.

Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issues. Individuals with a conflict of interest should abstain from voting on any issues in which they may have a conflict. An individual with a conflict who is the CoC Board Co-Chair shall yield that position during discussion and abstain from voting on the item.

3.2 CoC COMMITTEES AND WORKGROUPS

The Washtenaw County CoC Board will appoint CoC committees to fulfill its work. Much of the Washtenaw County CoC's work and decision-making are conducted at Committee and workgroup meetings. Current CoC committees include:

- **CoC Board Executive Committee.** Meets two weeks before the CoC Board meetings to approve the agenda. Any active and interested CoC Board Member may elect to sit on the Executive Committee. Board Co-Chairs, and CoC Committee Chairs are required to attend. This committee is chaired by OCED.
- **Funding Review Team (FRT).** Meets Summer through Fall to review projects (including program outcomes, compliance, and data quality) for the ESG and CoC annual funding competitions. Community members are welcome to join if they do not have a conflict of interest, i.e., do not work for an agency that receives ESG or CoC funds, and can commit to attend for the duration of the funding process. This committee is chaired by OCED.
- **Coordinated Entry Oversight & Evaluation Committee (formerly the HAWC Oversight & Evaluation Committee).** Meets every month to review Housing Access for Washtenaw County (HAWC) policies and procedures, monitor the implementation and effectiveness of the county's centralized intake, implement assessment tools to evaluate system performance, and make recommendations to improve operations as needed. Members are staff at housing providers and broader community providers. This committee is co-chaired by OCED (as the CoC Lead and the HARA) and WHA.
- **WHA Operations Committee (OC).** Meets to determine priorities of the Washtenaw Housing Alliance and advise on CoC operations and governance. Members represent the 35 or so agencies who provide housing or services to people who are or are at-risk of experiencing homelessness in the community and are a part of the WHA. This committee is chaired by WHA.
- **Community Housing Prioritization (CHP) Committee.** Meets bi-weekly to review the community list of people experiencing homelessness (known as the "By-Name List") and make referrals for housing placements (Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH)) based on current needs. Groups meet to discuss individuals, families, and veterans experiencing

homelessness separately. Members of each group are staff who work directly with clients and OCED data staff. Participation is limited to this group to protect client confidentiality. This committee is co-chaired by OCED (as the CoC Lead and the HARA) and WHA.

- **Built for Zero Committees.** Each meet monthly to make progress towards goals established through Washtenaw County's participation in Built for Zero (BFZ). The BFZ committees review data, strategize, set goals and make policy recommendations to the CoC. Currently, there are three teams: Ending Veteran Homelessness Leadership Team, Ending Chronic Homelessness Leadership Team, and Ending Family Homelessness Leadership Team. Members of the teams are agencies working with each specific population. This committee is chaired by WHA.
- **Joint Leadership Data Committee (formerly the Data & Performance Measurement Committee).** Meets quarterly to review local agency- and system-data quality, ensure compliance with HUD's HMIS data standards, and make recommendations to the CoC based on system performance to improve agency and community-wide data quality to inform CoC program/system design. Members are staff at agencies serving people experiencing homelessness: frontline staff, managers, and Executive Directors. This committee is co-chaired by OCED (as the CoC Lead and the HARA) and WHA.
- **Youth Action Board (YAB):** First formed in 2020, YAB was developed to increase youth representation and engagement in the CoC and to support future funding applications to HUD for the Youth Homelessness Demonstration Program (YHDP). Several CoC agencies participated in this committee (OCED, Shelter Association of Washtenaw County, Salvation Army of Washtenaw County, Avalon, Corner Health, Neutral Zone, Ozone House, Legal Services of South Central Michigan). This Committee last met in November 2020 and went dormant due to a lack of facilitation capacity by an agency specializing in youth.
- **Youth Homelessness Committee:** First formed in 2019, this Committee sought to ensure services offered through the CoC are responsive to and effective for youth experiencing homelessness or housing crises. This Committee convened providers, educators, and youth experts from across the county to identify youth-specific barriers and recommended improvements that promote access, system coordination, and quality of service. This Committee last met in June 2021 and went dormant due to the COVID-19 pandemic which shifted capacity at OCED who was originally responsible to facilitate this committee.

A CoC Board member from each committee will be selected by the committee to serve as Committee Chair. At least one member of each committee must be on the CoC Board. Other committee membership will include relevant CoC members and other interested stakeholders or experts. Committee membership is open to provider staff and other members of the public unless otherwise noted. Efforts will be made as part of the annual CoC recruitment process to engage new people in these committees.

CoC Committees may meet every other month or more frequently depending on the tasks to be accomplished. Each committee will have clear purpose, goals and anticipated outcomes, and overall timeline for addressing issues or problems that it was chartered to address. Committees or workgroups will present their progress to the Washtenaw County CoC Board as needed.

The Washtenaw County CoC may also create time-limited ad-hoc committees to develop recommended solutions to the specific issue for which they were created.

3.3 CoC MEMBERSHIP RECRUITMENT AND OUTREACH

The Washtenaw County CoC will publish an open invitation at least annually for persons within the Washtenaw County CoC area to join as new CoC members. Recruitment efforts will be documented by OCED.

The Washtenaw County CoC (or *its designee*) will identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. The Washtenaw County CoC (or *its designee*) will recruit members to ensure that it meets all membership requirements set forth in its governance charter, including representation of specific populations and organizations. Specifically, outreach will be conducted

to obtain membership from the following groups as they exist within the Washtenaw County CoC geographic area and are available to participate in the CoC:

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- Schools
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Individuals with lived experience of homelessness (current or former)
- Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.)

3.4 RELATIONSHIP BETWEEN WASHTENAW COUNTY CoC BOARD AND FULL CoC MEMBERSHIP

Washtenaw County CoC Board meetings will be open to the full membership and the public. The CoC Board will post minutes of the CoC Board meetings on the [Washtenaw County OCED website](http://www.washtenaw.org/coc) (www.washtenaw.org/coc). Between CoC meetings, CoC Board Co-Chairs will keep the full membership involved by involving CoC members in workgroups and CoC committees and sharing information (including meeting minutes, resources for homeless services providers, plans and implementation progress, data about homelessness in the region and funding availability) via email list, newsletter, or the OCED website.

4 MEMBERSHIP OF THE CoC BOARD

The Washtenaw County CoC Board is the lead decision-making body of the Washtenaw County CoC comprised of up to 30 member representatives. The following agencies and community representatives have been selected to form a robust group of mainstream service providers whose agencies impact and are impacted by homelessness, those with access to critical resources, and those who bring homelessness and housing expertise. This Board make-up will provide the CoC with the guidance and influence needed to effectively implement policies, strategies, and activities toward ending homelessness. The CoC Board is made up of the following:

- At least two people with lived experience of homelessness (current or former) (as defined by HUD's current definition of homeless)
- Washtenaw County Board of Commissioners Chair or designee
- City of Ann Arbor Mayor or designee
- Washtenaw County Sheriff or designee
- Ann Arbor Police Chief or designee
- Ypsilanti Police Chief or designee
- Housing Access for Washtenaw County (HAWC) Director/Supervisor or Designee
- WHA Director and 1-2 WHA Board members
- Public Health director or designee
- At least two homeless or housing program representatives appointed by the WHA OC
- OCED director or designee
- Washtenaw County Community Mental Health (WCCMH) director or designee
- Washtenaw County Department of Health and Human Services (DHHS) director or designee
- At least one CoC non-funded agency representative appointed by the WHA OC
- Regional Workforce Development Director or Designee
- Another Township or City Highest Elected Official or designee

- At least one Faith Community representative
- A private funder representative
- Substance Use Services Agency Director or designee
- At least two Education representatives (1 McKinney-Vento liaison, 1 institute of higher education)
- Ann Arbor Veterans Administration representative
- Ann Arbor and Ypsilanti Housing Commission Executive Directors or designees
- Two at-large representatives from public/government/academic organizations (e.g. transit system, prisoner re-entry)
- Domestic Violence provider representative

4.1 TERMS OF OFFICE

The members of the Washtenaw County CoC Board shall serve a minimum of two-year terms but may elect to serve more.

4.2 LEADERSHIP OF THE CoC BOARD

The Washtenaw County CoC Board shall have two Co-Chairs and a Secretary, elected to leadership by the CoC Board members bi-annually by a majority vote. Co-chairs and secretary serve two-year terms. The CoC Executive Committee shall include these three roles in conjunction with CoC Committee Chairs. Other interested Board members may join as well. The OCED designee (OCED Director or representative) cannot serve in a leadership capacity within the CoC Board. Co-Chairs are responsible for the following:

- At least one Chair should preside at all CoC meetings and CoC Board meetings.
- Engage in other activities relevant and appropriate to its purpose, charge, and powers.
- Ensure the maintenance of all records of all CoC Board proceedings, including all other task forces/committees (with the assistance of OCED staff).
- Ensure the dissemination of meeting minutes to each member of the CoC Board to be approved at the next meeting.

4.3 CoC BOARD MEETINGS & MEMBER RESPONSIBILITIES

The Washtenaw CoC Board meets every other month. Board Members who fail to attend two (2) or more meetings a year may be asked to find a replacement representative or have their Membership reappointed to another entity. Members shall notify the Co-Chairs of their expected absence in advance of scheduled meetings. Washtenaw County CoC Board Members are expected to do as follows:

- Attend regularly scheduled meetings and contribute to informed dialogue on action items
- Provide overall direction and leadership of the CoC process
- Provide strategic planning, goal-setting, and formal decision making on behalf of the CoC
- Receive reports and recommendations from CoC committees and task groups
- Establish CoC committees, sub-committees and task groups as needed to perform CoC functions
- Provide official communications from the CoC, including advocacy and public education efforts

4.4 CoC BOARD SELECTION

All voting members gain membership to the Board through the process defined as follows:

- **Appointed Members:**

- **The following will appoint its representative(s) to the Board:** DHHS, WCCMH, OCED, WHA, Public Health, Substance Abuse Coordinating Agency, McKinney-Vento Liaison, VA, Housing commissions, Washtenaw County Sheriff, Ann Arbor Police, Ypsilanti Police, HAWC, Washtenaw County Board Chair, City of Ann Arbor, Regional Workforce Development, and city/district/township

If an agency does not appoint its representative to the Board and are not present at the first two meetings of the CoC Board, OCED staff will reach out to the agency to request someone before the third meeting.

- **The following will be appointed by the WHA OC:** CoC non-funded agencies, homeless and housing service providers
- **Nominated Members:** People with lived expertise of homelessness, representatives from the faith community, the private funder representative, institute of higher education, at-large organizations, and the domestic violence provider representative are nominated by the CoC and selected by the CoC Board by process outlined below.

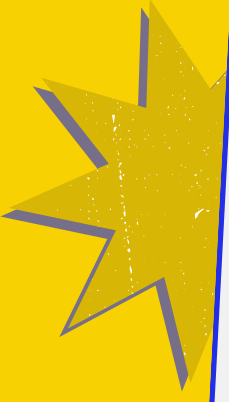
(1) Any individual or organization interested in serving on the CoC board shall be nominated, either by self-nomination or through nomination by another person; these nominations may be submitted up to the day of the Bi-Annual CoC All Membership Meeting during which the voting will occur; (2) Submitted nominations will be voted on by the CoC membership. This will determine which nominees will be considered by the CoC Board. (3) The CoC Board shall select nominees from each category by a vote of the appointed CoC members.

If someone is unable to meet their commitment to the CoC Board, a new person can be appointed in their place. Decisions to ask for this must be made by a majority of vote by the CoC Board. The appointed agency will need to appoint a substitute in the event of a removal of their representative.

If a Board member wishes to resign, the Board member shall submit a letter of resignation to the chairpersons at least two weeks before the resignation date or notify the Board at one of its meetings.

4.5 DECISION MAKING

The vote of the majority of members present and voting at a meeting at which quorum is present is enough to constitute an act of the CoC Board. Quorum is determined when at least 50% of the CoC Board members are present.



Make Your Voice Heard!!!

ARE YOU

- BETWEEN THE AGES OF 16 AND 24
- LIVING IN WASHTENAW COUNTY
- HAVE EXPERIENCED HOUSING INSTABILITY OR HOMELESSNESS?

Join the Continuum of Care (CoC) Youth Action Board to help improve youth housing services in Washtenaw County

Scan the QR Code or follow the link below to RSVP for the Youth Action Board Info Session on January 17th at 6:00pm at Our House

Every youth participant will receive a \$50 gift card.



Registration Link: <https://forms.gle/szh1b92sGpXUxyxL7>



Youth Homelessness Committee

WASHTENAW COUNTY CONTINUUM OF CARE

Purpose

The Washtenaw County Youth Homelessness Committee (YHC) seeks to ensure services offered through the Continuum of Care (CoC) are responsive to and effective for youth experiencing homelessness or housing crises. The Committee convenes providers, educators, and youth experts from across the county to identify youth-specific barriers and recommend improvements that promote access, system coordination, and quality of service.

YHC meetings will be held on the first Thursday of every other month from 3:00pm-4:30pm at the Learning Resource Center (4135 Washtenaw Ave, Ann Arbor).

Committee and Member Responsibilities

In addition to any subsequent responsibilities deemed appropriate by the Committee or CoC Board, the YHC will:

- Provide support to, advise, and facilitate coordination among the CoC's youth-serving agencies
- Provide support to and advise the CoC's coordinated entry system and youth-specific services and processes
- Review the CoC's youth outcome data
- Discuss community and program concerns related to youth and identify system barriers
- Recommend policy, agency, and system reforms to enhance youth services
- Provide quarterly updates and recommendations for quality improvement to the CoC Board
- Recruit members to the Committee who have youth expertise and interest in preventing and ending youth homelessness
- Assist with strategy development and support the CoC's efforts to obtain additional funding and resources for youth-specific services and programming
- Commit to fostering system-wide learning around the uniqueness of youth homelessness
- Lead the creation of a youth-led body to inform, advise, and include youth voice in the work of the Committee and larger CoC

YHC members will:

- Make a good faith effort to attend each scheduled meeting and contribute to informed dialogue
- Commit to a two-year term, with an option to renew; in cases where a member is unable to attend, they may select another individual from their agency to attend in their place
- Share the YHC's activities, as appropriate, with potential members and support with recruitment

Youth Homelessness Committee Norms & Values

Washtenaw County Continuum of Care

Aligning with our identified goal of meaningful youth representation, this document outlines strategies and guidelines for members of the Youth Homelessness Committee, specifically for the Provider Members.

What is Meaningful Representation?

Meaningful Representation extends beyond offering our Youth Members just a platform to share their voice and stories; it involves working to incorporate their voices and experiences into all levels of the decision-making process within the CoC to ensure that we are meeting their needs.

To ensure that we are providing Youth Members with Meaningful Representation, the Youth Homelessness Committee will adhere to the following guidelines:

Youth Members decide when and if to share their experiences

Youth voices speak for themselves and do not require validity from their backgrounds stories, and our Youth Members are not obligated to share their stories with the Committee. They decide when and if they are willing to share their experiences. Youth Members will not be asked to share their story with the Committee nor with any other committee within the CoC. If Youth Members decide to share their experiences, they will also be provided with the opportunity to influence decisions surrounding the system-level issues that impact(ed) them.

Youth Members decide their participation level

Committee Youth Members will decide their level of involvement on the Youth Homelessness Committee, whether that includes Sub-Committee, Full Committee, or CoC Board.

Youth Members will decide their terminology

For the time being, youth on the Committee will be referred to as 'Youth Members' or 'Members'. They will not be referred to as 'kids,' 'teens,' 'children,' or any other term that would belittle our Youth Members and discourage participation.

Provider Members will create a space that encourages Youth Voice

Provider Members will work to create an atmosphere and Committee culture that encourages youth voice. This includes providing time for Youth Members to speak, activities to aid Youth Members in forming their ideas, and offering multiple ways for Youth Members to share their voice that may not involve speaking to the full group. Provider Members will also cultivate responses in ways that are compassionate and trauma-informed to encourage youth to continue sharing their voice.

All statements from Youth Members are confidential and will not be shared outside of the Youth Homelessness Committee.

Provider Member Compassion Communication Training

(this will require contracting a trainer)

In aligning with the goal of creating a space for Youth Members to share their voice, Provider Members will complete a training in Compassion Communication and will agree to follow these guidelines during Committee discourse and all interactions with Youth Members.

What other guidelines do we need?

Youth Member Responsibilities to the Committee

To better create both a safe and effective environment within the Committee and Sub-Committee, Youth Members are asked to adhere to the following values and norms:

Commitment to the Committee

Youth Members will agree to uphold values surrounding positive and productive discussion and interactions within the Youth Homelessness Committee with the goal of creating a welcoming space for all Youth Members to share and cultivate ideas.

Commitment to the Community

Youth Members will demonstrate a commitment to improving services within the youth Housing and Homeless system. Youth Members will understand that their work with the Committee may not benefit them directly or the services and programs through which they receive support, but that their voice will aid in improving services and removing system-level barriers for youth experiencing homelessness.

As a representative of the Youth Homelessness Committee, Youth Members will also be conscious of opportunities to spread the word and gain insight from other individuals they know with involvement in the Youth Housing and Homeless system. This may include listening and asking questions of peers or sharing Committee activities with other youth interested in joining the Youth Homelessness Committee.

Commitment to Personal Development

Youth Members will demonstrate a commitment to their personal leadership development with the assistance of the Committee. This includes developing their voice and increasing the strength of their voice. This may be by using one of the various means of sharing their voice in the Committee meetings, beginning to speak in the full committee, sharing more frequently, or participating in presentations and Committee activities. The Youth Homelessness Committee recognizes that each individual youth has their own unique set of strengths and will offer support as Youth Members develop and discover these strengths.

Attendance

Youth Members will make a good faith effort to attend all meetings throughout the year (Sub-Committee or Full Committee?) to maintain involvement and awareness of the Committee's activities. If a Youth Member cannot attend a meeting, they will notify another member prior to the meeting. If they have responsibilities at the upcoming Committee meeting, they will work with other members to ensure their responsibilities are covered.

Communicating Barriers to Attendance

If a Youth Member experiences any barriers to attending the Youth Committee meetings, they will bring this to the attention of their Provider Member and/or youth mentor. If additional assistance is needed, the Youth Member may request additional support from other Committee members.

Ending membership

If at any time a Youth Member decides to no longer participate, or is not able to participate, they may leave the Committee or Sub-Committee by notifying any Member; they are eligible to re-join at any time.

Provider Member Responsibilities to Youth Members

Providers Members have additional responsibilities to the Youth Members they invite to the Committee. These responsibilities include:

Provide Transparency of Purpose

Provider Members will ensure that Youth Members clearly understand the purpose of the Youth Homelessness Committee as an administrative body working on system-level decisions. Youth Members must be informed that this Committee will not directly address their situation or impact their eligibility for services or resources within the CoC.

Pre- and Post- Committee Debrief

Provider Members are responsible to debrief their Youth Member(s) before and after each Committee meeting. If the Youth Member felt uncomfortable, attacked, or unwelcome at any time, the Provider Member must communicate this with Committee administrators immediately. Any suggestions from the Youth Member will similarly be passed on to administrators.

Address Youth Member Barriers

Provider Members will serve as guides to their Youth Members throughout the Committee process. Provider Members will be responsible for addressing any barriers to attendance their Youth Member may come across, including transportation and any discord with other members.

Attendance

Provider Members will make a good faith effort to attend all meetings throughout the year to maintain involvement and awareness of the Committee's activities. If a Provider Member cannot attend a meeting, they will notify OCED staff and their Youth Member prior to the meeting. If they have responsibilities at the upcoming Committee meeting, they will work with other members to ensure their responsibilities are covered.

Meeting Logistics

Time

Committee meetings will be held from 4:00pm – 5:30pm to better align with Youth Member schedules. This may change at any time upon agreement from the Youth Members.

Place

Transportation

Youth Reimbursement

DRAFT