

Project Team Kick-Off Meeting Minutes 04/26

Meeting Attendees: Safiya Merchant, Kourtney Clark, Barbara Poppe, Abigail Crippes, Courtney Smith, David Bowser, David Dirks, Donna Price, Elise Grongstad, Julia Janco, Kaitie Giza, Kristy Greenwalt, Matthew Doherty, Matt Tommelein, Nicole Wyse, ReGina Hentz, Ronnika Harris, Scott Jackson, Terra Linzner, Zach Betthausen, Eleanor Bradford, Benne Baker, Deloris Cortez

Team members went through introductions.

The Project Team reviewed the project description for the Detroit CoC strategic system improvement planning process with Barbara Poppe & Associates (BPA).

The project description included the following:

- Strategic Planning Process Objectives:
 - The Plan will serve as a roadmap to support the community in achieving the following objectives:
 - Clear and unified message and plan for how Detroit is working to end homelessness, with a leading focus on equity and justice.
 - Coordinated and improved system response to ending homelessness.
 - Streamlined procedures, standards, and expectations between all homelessness funding sources and homelessness service providers.
 - More efficient and better coordinated use of federal and private funds.
 - High quality services for those experiencing homelessness as measured by increased exits to permanent housing, shorter time experiencing homelessness, and increased overall household stability.
- Pillars
 - Four key pillars will ground and shape the work at every step of the process:
 - Equity and Justice Approach
 - Engaging Residents with Lived Experience
 - Key Stakeholder Engagement
 - Strategic Plan Oversight Committee
- Strategic Planning Process Values
 - The BPA project team will embed the following values in the process and products produced through this consultation.
 - Center equity and justice - race, gender, ethnicity, disability and other dimensions – across process.
 - Provide multiple pathways for input to ensure all stakeholders, and especially people with current and past experiences of homelessness, feel seen and heard.
 - Design a process that is collaborative, healing, inclusive, and strengthens partnerships and relationships.

- Ensure the final Plan is centered on people with lived experience, data-driven, action-oriented, built to work and evolve over time, and nimble to respond to the everchanging dynamics of today’s world.
 - Establish metrics and process for program and system improvement that can measure progress over time.
 - Identify and include organizations beyond the defined homelessness assistance system that interact and support people who are at risk of and experience homelessness.
- Phase 1 Scope of Work (April to December 2023)
 - Facilitation of a strategic planning oversight committee
 - Review and synthesis of prior initiatives
 - Review of governance structure, accountability, system performance and system funding/investments
 - Onsite engagement and site visits which will include listening sessions, program observations, and meetings
 - Broad community engagement with residents with lived experience, providers, and other stakeholders that may include virtual listening sessions, interviews and/or surveys.
 - System modeling to identify and optimize system performance and results
 - Development of the Strategic System Improvement Plan
 - Design of the initial Implementation Framework
 - Communications to support input, transparency, and accountability
- Phase 2 Scope of Work (January to June 2024)
 - Co-facilitation of launch teams and processes to support successful execution of the Strategic System Improvement Plan
 - Provide guidance and support to implementation leaders
 - Recommend adjustments to design based on early implementation feedback
 - Offer recommendations for sustaining and strengthening efforts
 - Communications to support input, transparency, and accountability

HRD representative David Bowser asked how the BPA team will determine stakeholders to speak to and how they will gain insights into relationships between organizations and historical context. The BPA team said they will look to the Detroit Project Team to guide who they should be speaking to.

The Detroit Project Team and the BPA team then reviewed the Project Team’s charter. These materials are in the agenda packet. The Charter was approved by the Project Team without additional feedback.

The Detroit Project Team and BPA then reviewed the overall project timeline. These materials are in the agenda packet.

HRD representative Terra Linzner mentioned the homelessness system’s current workgroups and said it may be helpful for Project Team members to have a unified description of what occurs during Project Team meetings as they report back to different stakeholder groups. HRD Project

Manager Safiya Merchant will take notes from every meeting and send them out to members with agenda materials.

BPA detailed the work that would be completed in the next 60 days (May/June). This includes the following tasks:

- Complete onboarding of community consultants (currently, the BPA team is curating offer letters and will be onboarding the consultants with local lived experience of homelessness during the first week of May)
- Detroit Project Team meets
- Refine and launch community engagement plans for people with lived experience (PWLE) and broader community
- Complete initial engagement with PWLE
- HRD and CoC to develop plans for community kick-off
- Issue key stakeholder communications, including opportunity for input (end of June/early July)
- Clarify decision-making process for Strategic Plan Oversight Committee (SPOC)
- Prepare for launch of SPOC
- HRD/HAND begin recruitment of members for SPOC
- Kick off meeting for SPOC early June
- Complete working draft about prior initiatives review
- Complete working draft of governance, funding, system data, and accountability review
- Develop draft priorities to test based on findings and prepare for community engagement and facilitation during on-site visit in July

BPA team members said community engagement plans will be shared over time and that they will work to calendar these engagement efforts out.

Next Project Team Meeting: May 24 from 10 AM to 11 AM. Safiya Merchant to send invite.