



Steering Council Meeting Agenda
July 19, 2024 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of May 17, 2024 Meeting Minutes*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda*
 - a. Steering Calendar
 - b. Committee & Initiatives Updates
 - c. Budget Report: Statement of Activity
 - d. Data Reports: None
6. Director's Report - *standing item*
7. CoC Program Competition
8. Anticipated MSHDA ESG Funding
9. PIT Data Review – Annual Calendar
 - a. Currently under review with HUD, waiting to finalize
10. NAEH Annual Conference
11. Woda Cooper Shea Ravines II Presentation
12. 100 in 100 Updates
13. Strategic Plan Review – Annual Calendar
14. Any other matters by Steering Council Member(s)
15. Public Comment on Any Matter (Limit 3 minutes ea.)
16. Adjournment

Next meeting: August 16, 2024

* denotes potential action item



STEERING COUNCIL MEETING MINUTES

May 17, 2024 - **DRAFT**

8:30 – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<p><u>Steering members present:</u> Casey Gordon, Lindsey Reames, Tenisa Frye, Ryan VerWys, Charisse Mitchell, Fran Dalton, Alonda Trammell, Mark Contreras, Lauren VanKeulen, Adrienne Goodstal, Nicole Hofert, Karen Tjapkes, Lesha Love, Kate Berens, Ryan Kilpatrick</p> <p><u>Community Members:</u> Michelle VanDyke, Alex Kontras, Christine White</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach, Alyssa Anten, Justin Brownlee, Craig Heerema, Ronan Parmenter</p>		
Time Convened:	8:32 am	Time Adjourned:	10:07 am

Approval of Agenda - standing item			
Motion by:	Ryan VerWys	Support from:	Alonda Trammell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Minutes - standing item		April 19, 2024	
Motion by:	Adrienne Goodstal	Support from:	Charisse Mitchell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item - standing item			
Discussion			
None			
Approval of Consent Agenda - standing item			
Motion by:	Lindsey Reames	Support from:	Lauren VanKeulen
Discussion			
Conclusion	All in favor, motion passes.		
CoC Director's Report - standing item			
Discussion			
<p>There was discussion around changes to Steering representation and it was decided to delay these changes until the implementation of CHC governance. The recommended steps include opening the discussion for general membership comments, reconvening a small group to incorporate feedback, presenting to Steering, and then seeking full membership adoption.</p> <p>Additionally, it was noted that Justin, Courtney, and Lesha will attend the Point Source Youth conference in Baltimore in June, while Courtney and Brianne will attend a conference in DC in July. There is also a potential fall conference for Built for Zero or MCAH.</p>			
Action Items	Person Responsible	Deadline	



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CHC 2.0 – standing item		
Discussion		
<p>Last month, there was a robust conversation around CHC, which remains a standing item on this agenda. Courtney reviewed the CHC timeline from Summer 2021 to the present, and noted areas of improvement and development necessary prior to implementation, such as ensuring access to human connection throughout the process, addressing development delays, the need for a demo and budget, understanding Community Rebuilder’s role beyond development, vendor/contract agreement examples, an implementation timeline, feedback from consensus-building workgroups and user testing, and community-wide adoption of assessment and prioritization.</p> <p>Recommendations included removing CHC 2.0 from agendas to allow Community Rebuilders to complete their product and for the Steering Council to re-engage once a demonstration and fully developed budget are available. Meanwhile, the system should be improved by consistently connecting households in crisis to case management supports and identifying new assessment and prioritization methods through participation in the MSHDA pilot project. This will be brought to Steering for review at the next meeting.</p> <p>There was also a discussion about potentially voting on SSO funding and subgrants, with Courtney bringing this to the CE Committee for discussion and working with service providers who could be access providers with case management.</p>		
Action Items	Person Responsible	Deadline
<ul style="list-style-type: none"> - Remove CHC 2.0 from agendas - Bring discussion on SSO funding and subgrants to CE Committee 	CoC Staff	
CoC Budget		
Discussion		
<p>Due to receiving the budget this week, it did not go before the finance committee prior to Steering Council. Courtney reviewed the budget and recommended implementing processes for match funding now. Ryan VerWys moved to approve the budget as presented, Casey Gordon seconded; all in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
Built for Zero Update – 100 Housed in 100 Days Campaign		
Discussion		
<p>Courtney announced the 100 in 100 Days initiative, which is moving forward with the support from Devos Family Foundation, Chamber of Commerce, and other parties. She noted this is a community initiative, not just a CoC effort, and will need to have the support of CoC members and partners to succeed. Consultants are being engaged to develop a project map to understand current services, gaps, additional resources needed, strengths, etc. Staff have discussed concerns, roadblocks, opportunities, resources, and roles, which are still being finalized. The planning document was reviewed, and work will continue with the community to identify necessary supports. In order to</p>		



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sustain this work to support people past 100 days, it will be essential to provide supportive services, case management, and case conferencing to avoid recidivism. There have been connections with healthcare providers to support this work, and Mark Contreras will be brought into these discussions to ensure coordination with healthcare in this initiative. A summary timeline of the 100 in 100 initiative will be shared when the implementation/planning document is brought to this committee.

Action Items	Person Responsible	Deadline
Provide a summary timeline and implementation/planning documents to this committee	CoC Staff	
Any Other Matters by Steering Council		
Discussion		
<ul style="list-style-type: none"> - Lindsey Reames: Noted that the Nominating Committee should be noted in the Consent Agenda in the Steering Calendar. - Kate Berens: Restated her standing accessibility to any providers in the community that hear concerns around implementation of excess personal property ordinance. She noted the City of Grand Rapids has shared their training materials with Housing Kent, including a flow chart/decision tree. - Adrienne Goodstal: Noted an interest in having Kate or Tammy attend Outreach meeting to review the workflow noted above. Pine Rest and Mel Trotter have expressed that their outreach teams have not received clarity around this. - Lindsey Reames: RFP for project based voucher has been released; 100 are available to the community, due date is June 25. Includes the ability to apply for PBVs for manufactured and shared housing. 		
Action Items	Person Responsible	Deadline
Outreach meeting – review workflow with City staff	CoC Staff	
Public Comment on Any Item		
Discussion		
Adjournment		



GRAND RAPIDS/WYOMING/KENT COUNTY
 STEERING COUNCIL ANTICIPATED TOPICS FOR DISCUSSION 2024
 Updated annually. These are subject to change.

JANUARY

- Executive Officer Elections
- Point in Time Count
- Steering Council Annual Conflict of Interest Forms Completed
- Strategic Plan: Review and Update

FEBRUARY

- Steering Council Annual Membership Meeting
- City of Grand Rapids Emergency Solutions Grant Application*
- Data Review

MARCH

- Project Performance Discussion
- Data Quality Committee Report
- CoC and ESG Mid-Term Monitoring
- Budget Presentation and Approval – *dependent upon fiduciary’s timeline*

APRIL

- Point in Time Count Submitted to HUD*
- Strategic Plan Review

MAY

- Governance Charter Recommended Changes to CoC Membership
- Director Evaluation Initiated by Fiduciary

JUNE

- CoC Program Funding Process Review
- Budget Review
- Open Call for New CoC Members
- Anticipated MSHDA ESG Funding Discussion*
- PIT Data Released*

JULY

- NAEH Annual Conference
- Strategic Plan Review

AUGUST

- Anticipated HUD CoC Program Funding Vote*
- System Performance Measures Reported to CoC
- MSHDA Emergency Solutions Grant Application*

SEPTEMBER

- Anticipated HUD CoC Program Application Due*
- PIT Planning Begins

OCTOBER

- Governance Charter Review
- Fiduciary MOU and HMIS Lead Agency Review
- Strategic Plan Review

NOVEMBER

DECEMBER

- Steering Council elections (*at CoC meeting*)
- Director Mid-Year Evaluation Initiated by Fiduciary
- Budget Preparation Begins
- Strategic Plan: Review & Update Annual Priorities

AS NEEDED

- LIHTC Developer Presentations to Steering
- Formation of Nominating Committee

*dependent on funder (federal, state, city) timelines

Continuum of Care Grant Financial Status

6/30/2024

Grant	Grant Award Amount	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
MSHDA Pass Thru Grants					
2022 MSHDA ESF	\$ 226,076	\$ 226,076	\$ -	3/31/2024	Extended to 3/31/24 and fully spent
2023 MSHDA ESM	\$ 236,292	\$ 236,292	\$ -	3/31/2024	Extended to 3/31/24and fully spent
MSHDA 2023 ESF	\$ 212,175	\$ 121,302	\$ (90,873)	9/30/2024	FSR submitted for expenses thru 3/31/24
MSHDA 2024 ESM02	\$ 206,292	\$ 46,951	\$ (159,341)	9/30/2024	FSR submitted for expenses thru 6/30/24
HWMUW (Match)	\$ 17,000	\$ 18,705	\$ 1,705	6/30/2024	
City of GR CDBG (Match)	\$ 20,000	\$ 20,000	\$ -	6/30/2024	
City of Wyoming CDBG (Match)	\$ 5,000	\$ 5,000	\$ (0)	6/30/2024	
HUD Planning 11.30.23	\$ 217,358	\$ 217,358	\$ 0	11/30/2023	
HUD Planning 11.30.24	\$ 221,289	\$ 211,729	\$ (9,560)	11/30/2024	
HUD SSO 5.31.2024 #1	\$ 228,488	\$ 228,488	\$ (0)	5/31/2024	
HUD SSO 5.31.2024 #2	\$ 65,950	\$ 65,950	\$ -	5/31/2024	
HUD SSO 1.31.2024 #3	\$ 210,139	\$ 166,089	\$ (44,050)	1/31/2024	Grant underspent.
Kent County CUNP 9.30.24 (Match)	\$ 20,000	\$ 20,000	\$ (0)	9/30/2024	
Frey Foundation (CoC Transition)	\$ 75,000	\$ 75,000	\$ 0	2/28/2024	Received verbal extension.
Kent County CUNP 9.30.23 (Match)	\$ 14,850	\$ 14,850	\$ -	9/30/2023	
DeVos/Trillium Foundation 22.23	\$ 330,000	\$ 200,873	\$ (129,127)	1/31/2026	3 year award to fund Data Analyst. Forecasted through Dec 2024.
HMIS, HUD 11.30.24	\$ 100,000	\$ 100,000	\$ 0	11/30/2024	
HMIS, HUD 11.30.23	\$ 100,000	\$ 100,000	\$ 0	11/30/23	
YHDP Grant	\$ 100,000	\$ 100,000	\$ 0	9/30/2024	
Homelessness Prevent Pgm 23.24	\$ 323,631	\$ 303,631	\$ (20,000)	9/30/2024	FSRs current. Rec'd additional \$20k from MSHDA.
Housing Navigation Pgm 23.25	\$ 225,000	\$ 97,651	\$ (127,349)	4/30/2025	
HUD SSO 5.31.2025 #1 (HAP)					Awaiting award letters
HUD SSO 5.31.2025 #2 (CE)					Awaiting award letters
HUD SSO 1.31.2025 #3 (CE)					Awaiting award letters
Total	\$ 3,154,540	\$ 2,575,946	\$ (578,594)		

CoC Fund Balance

Fund Balance @ 6/30/20	\$ -
Add:	
HWMUW grant fye 6.30.21 (not spent)	6,600
Mission Matters - Strategic planning	(4,000)
Comm Solutions Int'l income	1,000
CoC Fund Balance 6/30/22	\$ 3,600
NPTA remaining	100
Kent County ESG (admin)	(909)
Misc small grant closeout adj	(591)
CoC Fund Balance 6/30/23	\$ 2,200
Misc small grant closeout adj	(1,705)
CoC Fund Balance 6/30/24	\$ 495