



Steering Council Meeting Agenda
August 23, 2024 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of July 19, 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. Coordinated Entry – *standing item*
8. Nominating Committee Steering Council Member Appointment* – *We are currently short one Steering Council member and will need to appoint someone to fill the vacancy.*
9. 100 in 100 Updates
10. HUD Finalized PIT Count
11. MSHDA ESG Update
12. CoC Program Competition NOFO
13. CoCBUILDS NOFO
 - a. Lead Agency RFQ
14. Any other matters by Steering Council Member(s)
15. Public Comment on Any Matter (Limit 3 minutes ea.)
16. Adjournment

Next meeting: September 20, 2024

* denotes potential action item



STEERING COUNCIL MEETING MINUTES

July 19, 2024

8:30am – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<p>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, Gustavo Perez, Jazz McKinney, Lisa Knight, Christie White, Joyce Williams, Michelle VanDyke, Todd Furlong, Wende Randall, Kathy Besaw</p> <p>Community Members: Alex Kontras, Greg Mustric</p> <p>Staff: Courtney Myers-Keaton, Brianne Robach, Alyssa Anten, Justin Brownlee, Craig Heerema</p> <p>Minutes by Kate Berens, Craig Heerema</p>		
Time Convened:	8:30am	Time Adjourned:	10:30am

Approval of Agenda – <i>standing item</i>			
Motion by:	Karen Tjapkes	Support from:	Charisse Mitchell
Discussion	Courtney noted the agenda should reflect replacing CHC 2.0 with Coordinated Entry as a standing item.		
Amendments			
Conclusion	Approved		
Approval of Minutes – <i>standing item</i>		May 17, 2024	
Motion by:	Adrienne Goodstal	Support from:	Kate Berens
Discussion	Elizabeth noted replacing CHC 2.0 with Coordinated Entry as a standing item should be adjusted on the minutes.		
Amendments			
Conclusion	Approved		
Approval of Consent Agenda – <i>standing item</i>			
Motion by:	Karen Tjapkes	Support from:	Tenisa Frye
Discussion			
Amendments			
Conclusion	Approved		
Public Comment on Any Agenda Item – <i>standing item</i>			
Discussion:			
None			
CoC Director’s Report – <i>Standing Item</i>			
Discussion	Courtney shared that this is a busy time for the CoC with the CoC Program Competition NOFA dropping soon and staff focusing on the 100 in 100 initiative. She noted details about 100 in 100,		



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including looking at case management models, having agencies sign MOUs, and providing CoC oversight for training. There was discussion around case management ratios and a potential model.		
Action Items	Person Responsible	Deadline
CoC Program Competition		
Discussion		
<p>Courtney described the anticipated timeline and funding for CoC Program Competition, noting that HUD is allowing some extensions of YHDP grant funds; one grantee is expected to extend out at this time. A small workgroup is meeting to discuss strategies for CoC Program Competition, and data stands out as the biggest issue that is outside of our control at this time. Discussions have been around longer-term strategies to help with metrics. The System Performance Measures (SPMs) will affect our score negatively on the data side, and Courtney noted this is consistent across the country. Through our current YHDP and 100 in 100 initiatives, we can demonstrate system changes and improvements in future applications. Once the NOFO drops, CoC staff will be working hard at Program Competition and the current local application, and Courtney noted an area to strengthen is the DV local competition, which may require HUD TA. She described the current approach, noting that DV has a critical component of safety, which isn't really accommodated in the metrics we currently have.</p> <p>Lauren wondered how this will impact bonus projects, and Courtney shared that bonus projects are still a competition reliant on scores and application, and based on our understanding of applications across the country, we anticipate to fall within the median range. We did not receive bonus funds last year, and she noted if we want to receive this year, we will need a strong application. Charisse offered to provide input on DV issues and suggested some additional network resources to assist.</p>		
Action Items	Person Responsible	Deadline
Anticipated MSHDA ESG Funding		
Discussion		
<p>Courtney noted that last year we had wanted to evaluate who applies for this funding and balance continuity of services with funding new agencies. Historically funding has gone to ICCF, Pine Rest, and TSA, with TSA designated as HARA with specific funding for RRH and case management. Funding Review looks at renewal applications and whether grantees demonstrate filling grant requirements and spending funds; recommendations will come back to Steering Council. Funding Review has also been discussing whether funds could be opened to others in future years, such as when ESG funds were used for shelter during the pandemic. There was discussion around prioritization, and feedback is welcome as we develop a way to strengthen this process. Kate asked whether we should begin looking now at gaps in funding needs in our community and which group would be best suited to this work; Courtney noted Funding Review has been getting more involved with the process, which has helped develop stronger applications due to their experience. There were no objections to the renewal process outlined for this year.</p>		
Action Items	Person Responsible	Deadline
PIT (Point-in Time) Count Data Review		



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Discussion		
<p>Courtney shared that the submission is still under review with HUD, noting that there have been a lot of issues with PIT data submissions system-wide for those using WellSky due to tech issues and lack of updates by the platform. This item will be revisited once it has been finalized with HUD, hopefully next month.</p>		
Action Items	Person Responsible	Deadline
NAEH Annual Conference		
Discussion		
<p>Courtney and Brienne attended the National Alliance to End Homelessness conference, and noted some client tracking software options that may be valuable to demo for the system. There were presentations that affirmed that our CoC is on the right path on topics like landlord engagement, flex funding, and integration of healthcare and housing. Our 100 in 100 initiative is very robust based on what other communities have done, and BFZ noted the same, positioning us to present at the next conference on issues such as staffing infrastructure, getting buy-in from local funders, 100 in 100 and learnings from it, complex care, etc. Courtney affirmed that we are doing a lot of things as a CoC and community and should give ourselves credit for this work; Lauren, also at the conference, echoed the need to celebrate our accomplishments, even as we focus on what needs to change. Tenisa noted members of her staff also attended the conference and presented on Family Promise work, and echoed the value of affirmation at a national level. There was discussion around celebrating these successes in newsletters and social media.</p>		
Action Items	Person Responsible	Deadline
Woda Cooper Shea Ravines II Presentation		
Discussion		
<p>Greg Mustric from Woda Cooper presented, thanking this committee for support of Phase 1 of this project and sharing details of Phase 2, which will include 56 low-income units and 20 PSH, with Community Rebuilders as the lead agency. He noted this project is in co-development with Cherry Health, and shared details of the site plan; the agenda packet included the letter of intent and visuals. There was discussion around the need for including both 1 BR and 2BR units, with Courtney confirming families are staying in the system longer and qualifying as chronic. On-site services will include healthcare, similar to the supports already planned for Phase 1.</p> <p>Elizabeth asked about the letter of support, and Greg shared that LIHTC is a competitive process, and this letter and meeting with the local CoC are requirements that also create a partnership where feedback is gathered from the community and updates are provided back on the development. Kate asked about the scheduling of the projects, and Greg noted Phase I is going through the permit process, anticipated to close in the fall, with construction beginning in the spring and anticipated to be completed by the end of next year. Phase II includes applying to the October LIHTC round, anticipating December awards. If awarded, they will assign the entitlement and get started right away.</p>		



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Elizabeth asked for a motion to provide a letter of support for Phase II of the Woda Cooper Shea Ravines project; Charisse made the motion, with support from Adrienne. All in favor, motion carries.

Action Items	Person Responsible	Deadline

100 in 100 Updates

Discussion

Courtney noted that 100 in 100 will test some different approaches to case management, aiming for a system-wide model where agencies, both within and outside their organizations, coordinating with case managers to connect individuals with necessary assessments and services. Despite expected challenges, including varying agency capacities and the need for more case managers, the initiative seeks to establish clear MOUs for resource allocation and shared training. The planning group is currently evaluating case management needs and balancing intensive versus light services, with preliminary ratios of suggestions 1:20 or 1:30 case manager-to-client ratio. Discussion includes potential shifts in the role of TSA and integration of new software/technology. Courtney highlighted ongoing high-level work happening in the workgroups around case management, outreach, landlord engagement, and communications, emphasizing that this effort is part of a broader system change rather than a short-term campaign. The group aims to address all aspects of homelessness, including over-representation of people of color and families, and is preparing for project implementation starting September 1. For further details, including talking points, please visit the 100in100Kent.org website.

Courtney presented a workplan, noting the initiative begins September 1st. Built for Zero has been updated and consulted, and they have affirmed the work we have already done and feel we are positioned well for success. She noted we have done some project mapping with Method and Kraft to develop a systems map with partner agencies to identify pain points for providers as well as strengths in the system.

There was discussion around the history of this initiative and the goal to learn from this and expand it up, and Tenisa noted it would be of value to develop additional talking points/FAQs and build out the narrative to ensure this message isn't lost.

Action Items	Person Responsible	Deadline

Strategic Plan Review – Annual Calendar

Discussion

Courtney noted the need to make edits to the plan from February to represent the new work that we have taken on; a workgroup will focus on the Strategic Plan review.

Action Items	Person Responsible	Deadline

Updates from Steering Council members

Discussion



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Todd Furlong – The Salvation Army will have a new director, Samantha Westhouse, starting in a few weeks.

Wende Randall – Appreciates the letter of support for Woda Cooper; she is on the Wyoming Planning Commission and is excited to have this available in Wyoming.

Alex Kontras – Advises a focus on desired outcomes as a system regarding consistency in case management across the system. While practice is important, he suggests getting more specific on outcomes in respect to recidivism and other measures.

Action Items	Person Responsible	Deadline
Public Comment on Any Item		
Discussion		
None		
Adjourn		
Motion by:		Support from:



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

Monthly Committee Updates for Steering

August 2024

COORDINATED ENTRY COMMITTEE

Discussion Topics

- 100 in 100 Discussions – This committee has been discussing Coordinated Entry concerns as they relate to 100 in 100, including developing a model to ensure everyone on the HCV list has access to case management support and services for a minimum of two years, as well as creating a prioritization pool for 100 in 100.
- Family Shelter Long-Stayers Prioritization Pool - A concern had been noted to the CoC around family shelter long-stayers getting connected to resources and exiting successfully. This committee reviewed data from May 2023-2024, noting key metrics and common barriers, and approved a prioritization pool. There has also been discussion around addressing barriers through increases in programming, though conversations with service providers indicate these families are well connected to programs and have not been successful in resolving without resource prioritization. This process will be revisited in January of 2025.

YOUTH ACTION BOARD

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

ESG Financial Assistance Report

Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance Amount	Activities Funded	% of Grant Term Complete	Total Amount Spent	% Spent	Planned # of Households Served	# of Households Served Grant Term to Date	Special Population(s) Served	Data Reported as of
MSHDA*											
ESG - ICCF	10/1/2023-9/30/2024	\$122,703	\$80,203	RRH	75%	\$39,936.00	33%	not currently available	not currently collected		6/30/2024
ESG - Pine Rest	10/1/2023-9/30/2024	\$88,409	\$0	Outreach	75%	\$61,463.00	70%	not currently available	not currently collected		6/30/2024
ESG - The Salvation Army	10/1/2023-9/30/2024	\$190,616	\$77,895	RRH, Prevention	75%	\$161,627.00	85%	not currently available	not currently collected		6/30/2024
City of Grand Rapids**											
FY 24 ESG - The Salvation Army	7/1/2023 - 6/30/2024	\$302,754	\$250,000	Rapid Re-housing	100%	\$302,754	100%	40	81		6/30/2024
FY 25 ESG - The Salvation Army	7/1/2024 - 6/30/2025	\$303,558	\$200,000	Eviction Prevention Program	0%	0	0%	67	n/a		No data reported. First reporting expected 8/15/24
Kent County***											
ESG 22	7/01/22 - 6/30/24	\$148,716	\$137,563	Prevention/ Shelter/ HMIS Support	100%	\$89,122.75	86%	n/a	0		7/18/2024
ESG 23	7/01/23 - 6/30/25	\$147,074	\$136,044	Prevention/ Shelter/ HMIS Support	100%	\$13,347.67	9%	n/a	0		7/18/2024
ESG 24	7/01/24 - 6/30/26	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL

Notes

*MSHDA reports are submitted quarterly. HWMUW provides oversight of these ESG projects

**City of Grand Rapids payment requests and reports are due monthly. The City monitors their own ESG projects.

***Kent County's data reported quarterly. The direct assistance portions have been fully committed to programming through subrecipients for all ESG grants, the remaining grant amount has been held for Kent County administrative expenses associated with each grant. Kent County monitors their own ESG projects.



08/13/2024

Update from HMIS Administrator Regarding Most Recent PIT Count

In past years, it has been our community's practice to, for night-by-night shelters, include anyone who stayed in shelter the night before AND the night after but not ON the night of PIT in our PIT count. This was possible because entry of the PIT numbers as well as the total number of people enrolled in projects for the HIC were manual into HDX 1.0. This means our System Admins were able to take the vetted sheltered numbers and input them for the sheltered PIT count as well as the total number of shelter enrollments for bed utilization calculation on the HIC, and ensure they match.

This year, with submission of both the PIT and the HIC to HDX 2.0, calculation of project enrollments for the HIC was based on an upload of the Longitudinal System Analysis export, which goes off actual enrollments in HMIS. Sheltered and unsheltered counts for the PIT were still entered manually which enabled us to include those additional folks as per our practice in previous years. However, that means our sheltered PIT totals did not match the total enrollments in shelter on the HIC. Ideally, HDX 2.0 would have flagged this before even allowing us to submit, but HUD confirmed that many of the error flags that should have been working, were not properly at the time of submission.

So, we received an email from Abt Associates on HUD's behalf to please clarify which sheltered PIT numbers were correct; the sheltered PIT count or the number of persons enrolled in shelter on the HIC. After some conversation, they confirmed that given the information about our community's practice, we needed to make sure the sheltered PIT number aligned with the HIC, the actual number of persons enrolled on the night of PIT. This has led to a decrease of 67 in our sheltered counts for 2024.

Next year, we will not be including those who were not enrolled in shelter via a service transaction in HMIS on the night of the PIT count. Our sheltered numbers will solely come from enrollments in HMIS for both EntryExit and Night by Night projects. This will ensure alignment in our data going forward and hopefully encourage even stronger and more diligent data entry to ensure everyone is accounted for, whether it be in shelter or in a place not meant for human habitation.

Alyssa Anten

HMIS System Administrator

Grand Rapids Area Coalition to End Homelessness