



Steering Council Meeting Agenda
September 20, 2024 □ 8:30 – 10:30am □
Fair Housing Center of West Michigan

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of August 23, 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. Funding Review Committee Appointment* - *bios included in the packet*
9. CoC Program Competition
10. 100 in 100 Updates
11. HUD Finalized PIT Count Data Report and Summary
12. Any other matters by Steering Council Member(s)
13. Public Comment on Any Matter (Limit 3 minutes ea.)
14. Adjournment

Next meeting: October 18, 2024

* denotes potential action item



STEERING COUNCIL MEETING MINUTES

August 23, 2024

8:30am – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Elizabeth Stoddard, Casey Gordon, Ryan VerWys, Kate Berens, Adrienne Goodstal, Paul Smith, Lauren VanKeulen, Lindsey Reames, Karen Tjapkes, Sam Westhouse, Maranda VanZegeren, Ryan Kilpatrick, Gustavo Perez, Alonda Trammell, Perla Douglas Community Members: Wende Randall Staff: Craig Heerema, Justin Brownlee, Courtney Myers-Keaton, Evan Hile, Brianne Robach, Ronan Parmenter		
Time Convened:	8:33am	Time Adjourned:	9:53am

Approval of Agenda – standing item			
Motion by:	Karen Tjapkes	Support from:	Ryan VerWys
Discussion			
Amendments			
Conclusion	Approved		
Approval of Minutes – standing item		July 19, 2024	
Motion by:	Adrienne Goodstal	Support from:	Kate Berens
Discussion			
Amendments			
Conclusion	Approved		
Approval of Consent Agenda – standing item			
Motion by:	Lauren VanKeulen	Support from:	Ryan VerWys
Discussion			
Amendments			
Conclusion	Approved		
Public Comment on Any Agenda Item – standing item			
Discussion:			
None			
CoC Director's Report – standing Item			
Discussion			
Nothing additional – everything is on the agenda.			
Action Items	Person Responsible	Deadline	
Coordinated Entry – standing item			
Discussion			
This group discussed the current system of CE referrals to the CoC. There have been discussions around establishing official assessors across the community to conduct Coordinated Entry			



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assessments. Discussions are underway to ensure that prevention funds are effectively utilized, though these are still in the early stages. Kate inquired about the discussion process, which Courtney confirmed would involve CE, 211, and Executive committees. Gustavo and Adrienne expressed a desire to be involved. Additionally, Casey suggested exploring a ChatBot for our website to enhance support, with CHC 2.0 potentially incorporating this feature in the future. We aim to have a concrete plan in place by the end of the year.

Action Items	Person Responsible	Deadline

Nominating Committee Steering Council Member Appointment*

Discussion

Nominating Committee has a vacancy and needs to appoint one representative from Steering Council. Jazz McKinney nominated themselves from the floor. Lauren VanKeulen motioned to appoint Jazz McKinney to the Nominating Committee, with support from Adrienne Goodstal; all in favor, motion carries.

Action Items	Person Responsible	Deadline

100 in 100 Updates

Discussion

The 100 in 100 planning team is actively advancing the new housing initiative set to launch on September 1st, with ongoing refinements as needed. There were discussions around coordination with landlords as well as furniture donations. Case management is being addressed by evaluating existing community resources and best practices, with additional funding secured for four more case managers dedicated to this initiative, and this group discussed case management staffing structure models.

Gustavo highlighted available funding for security deposits and tenant-based rental assistance, noting a lower number of referrals, and offered to meet with Courtney to discuss additional funding opportunities.

Action Items	Person Responsible	Deadline

HUD Finalized PIT Count

Discussion

In the latest update provided by Alyssa, it was discussed that the Point-in-Time count draft numbers, which are subject to HUD's final review, have shown some discrepancies due to changes in data collection methods. Historical context for these methods was provided, and differences to the new approach were highlighted. To improve accuracy, the CoC plans to run a report after the PIT count to identify and case conference the individuals affected. Alyssa's update outlined this plan, and a full data report and summary will be presented at the next Steering meeting. Additionally, Adrienne suggested reviewing cases potentially categorized under 24-hour no-service for further insights.

Action Items	Person Responsible	Deadline



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MSHDA ESG Update		
Discussion		
<p>It was reported that the ESG application has been submitted and an award allocation of approximately \$440,000 has been received, divided into two grants for various grantees, including ICCF, Pine Rest, and The Salvation Army. We did not receive the Pay for Performance award this year and this group discussed advocating for a review of the calculations used, particularly regarding how project transfers are accounted for in the metrics. Concerns were raised about the reliance on statewide averages for measuring overall length of time homeless, which may not accurately reflect the realities faced by different communities. There is a plan to reach out to other CoCs to collaborate in advocating with MSHDA regarding Pay for Performance metrics and alignment with HUD standards.</p>		
Action Items	Person Responsible	Deadline
CoC Program Competition NOFO		
Discussion		
<p>It was noted that the current NOFO represents a two-year funding cycle, with potential opportunities for renewal and additional bonus funding in the second year, although further information is still pending. Courtney shared an anticipated timeline for the application process, which will be distributed to the full CoC membership. Elizabeth highlighted the community's successful management of these funds, noting significant growth from under \$500,000 to \$3 million over the past five years. Courtney mentioned the possibility of seeking additional members for the Funding Committee to assist in reviewing applications, ideally individuals already familiar with the process. Key figures were discussed, including an annual renewal demand of \$9.3 million, with \$8.1 million allocated for Tier 1 and a notable increase in Tier 2 funding this year. The CoC Bonus and Domestic Violence Bonus amounts were also outlined, with expectations for multiple project funding requests. Lauren inquired about the component types for the General Bonus, and Courtney indicated that further information would be provided.</p>		
Action Items	Person Responsible	Deadline
CoCBuils NOFO		
Discussion		
<p>The group discussed the CoCBuils funding opportunity, which is designated for PSH development or renovation, with some limited funding available for supportive services. This one-time funding, amounting to \$5 million based on the community's annual renewal demand, is not renewable. The group considered two options for application management: releasing a Request for Proposals and have Funding Committee score applications, or conducting a Lead Agency Request for Qualifications to assess the suitability of an agency to submit a strong application. After discussion, it was recommended to proceed with a Lead Agency RFQ, noting that the chosen agency would be expected to lead the project while still receiving feedback from the CoC prior to submission. A motion to support the pursuit of a Lead Agency RFQ for the purposes of the CoCBuils NOFO was made by Lauren VanKeulen with support from Kate Berens, and the motion carried. The RFQ will be developed by CoC staff, including a rubric for evaluation.</p>		
Action Items	Person Responsible	Deadline



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Updates from Steering Council members		
Discussion		
<ul style="list-style-type: none"> - Lindsey Reames reported that the Grand Rapids Housing Commission has completed the RFP process for project-based vouchers, successfully funding all submitted applications, with three receiving conditional approvals contingent on additional technical assistance. However, she noted a national voucher shortfall that will delay the execution of HAP contracts for existing projects until December or January. - Casey Gordon addressed the ongoing back-to-school effort, highlighting existing supports through school-based family homeless liaisons to assist in the enrollment of children from displaced families. Additionally, she noted the upcoming liaison meeting to discuss community-wide processes and reminded those working with families about the expiration of summer EBT benefits. Adrienne inquired about a potential announcement to inform families, and Casey agreed to prepare a communication. 		
Action Items	Person Responsible	Deadline
Public Comment on Any Item		
Discussion		
None		
Adjourn		



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

September 2024

DATA ANALYSIS

- A small ad hoc group has been meeting to discuss equity in data practices. The larger committee continues to review data reports and discuss methodologies in the context of communicating data trends, addressing challenges in the system, and supporting the work across the CoC.

OUTREACH WORKGROUP

- This workgroup reviewed the Grand Rapids city ordinances that were adopted in July 2023, as well as the coordinated workflows for encampment cleanups and outreach.

ENDING VETERANS HOMELESSNESS COMMITTEE/VETERANS ACTION BOARD

- The Maintaining an End to Veteran Homelessness workgroup continues to meet monthly on the first Thursday of the month. Each quarter, one of the meetings will be held in-person. This September was our most recent in-person meeting.
- Dashboards and data trends related to USICH benchmarks and criteria were reviewed.
- The committee reviewed the most recent Veteran definition set by the Federal government and USICH, noting that not all Veterans eligible for the BNL will be eligible for VA specific resources.
- The Veteran Action Board joined the Maintaining an End to Veteran Homelessness workgroup meeting and made introductions.
- Committee orientations will be held virtually in September and December 2024. Please contact Heather for details to attend (hbrinkman@communityrebuilders.org)
- VAB and Committee members attended the VA Stand Down. The VAB hosted a table at the Stand Down.
- The VAB is continuing to recruit and has filled key open positions, including Chair, Co-Chair, and Secretary.
- The VAB is in process of drafting their by-laws and is meeting with the CoC later in September for a CoC orientation training. The Chair will then begin attending Steering.
- To nominate a Veteran with lived experience to the VAB, please contact Dan Lee at dlee@communityrebuilders.org

Funding Review Committee Appointment - Bios

Mark Contreras is the clinical director at Catherine's Health Center. His role has dedicated time to direct patient care and clinical administration, both with an emphasis on supporting individuals experiencing homelessness. He is passionate about collaborating with community partners and supporting program development that emphasizes the intersection of housing and healthcare.

Annie Schira has more than 17 years of experience working as a housing advocate for historically marginalized populations. She has over 8-years of experience working for qualified fair housing organizations and currently works as the Investigations Manager for the Fair Housing Center of West Michigan. Annie has a special interest in issues that cause homelessness and displacement and is excited to collaborate with this team of dedicated individuals.