STEERING COUNCIL
MEETING MINUTES
November 21, 2025
8:30am - 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Elizabeth Stoddard, Lauren VanKeulen, Mark Contreras, Casey Gordon, Kate Berens, Karen Diesing, Tenisa Frye, Thelma Ensink, Sam Westhouse, Alonda Tremmel, Lindsey Reames, Ray King, Ryan VerWys, Adrienne Goodstall, Monique Carter, Paul Smith, Sam Elliot Mosely, Anna Diaz, Angela Gillisse, Vera Beech, Jim Dayas, Nelson Soto, Chris Palusky, Christie White, Tenise Clipper (Youth advocate), Gustavo Perez Staff: Ronan Parmenter, Brianna Robach, Alyssa Anten, Courtney Myers-Keaton, Robyn Van Dyke		
Time Convened:	8:35 am	Time Adjourned:	10:34

Approval of Agenda			
Motion by:	Ryan VW	Support from:	Laren VK
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Minutes		**October 24, 2025**	
Motion by:	Adrienne G	Support from:	Paul Smith
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Consent Agenda			
Motion by:	Casey G	Support from:	Lauren VK
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
CHC Update			
Discussion			

- Community Rebuilders gave a brief walkthrough of the CHC demo
- **Updates:**
  - They're running tests with people with lived experience and seems to be well received.
  - Street outreach testing (5 teams) – They are learning lots and plan to go out another 2-3 times.
  - Presented to Coordinated Entry Committee, CR will be there for the next CE meeting.
  - Site is fully built, ready for implementation.
  - Executive Committee will give a roadmap to launch.
- **Brief walkthrough:**

- o Accessibility features (screen readers, translation, etc.).
- o A fast exit button for clients with the help of DV.
- o Anyone in the community can access real-time resources based on information in the provider module.
- o Optional discovery questionnaire for clients (optional).
- o Regularly updated resources.
- o Entryway for the Coordinated Entry process.
- o Consent process for clients, rights, terms and conditions, and grievances system.
  - ▪ Assessment info goes straight into HMIS instead of manual entry (part of the consent process).
- o Clients can update their current living situation.
- o Outreach workers and CES admin can ensure the ability for clients to log in if they forget their information.
- o Offers self-help tools specific to clients.
- o Information about the client will automatically get paired with appropriate resources that are currently available. Not only will they be able to see the resources and figure out if it's something they want to pursue, but they will also see the location and necessary documents.
  - ▪ If they are denied a resource, their position will remain on the BNL.
- o Clients can schedule appointments with providers in real time. It will offer a live chat with the provider.
- o Trusted contacts.
- o Clients can upload their documents in the secured portal.
- o Clients can add/remove family members.
  - ▪ Assessment has homeless history section
- o On the provider side, they can put in their information (locations served, people served, documents needed, availability, etc.).
- o Provider has access to reports.
- o CES admin has extended reports that can be made public.
- o Staff member will assist in monitoring CHC 2.0
- **Questions:**
  - o **Monique:** Asked for re-wording resource eligibility for clarity, specifically about accepting a referral and understanding the necessary follow-up to ensure referrals are not being provided to people who aren't qualified. **Vera** responded with this system will help take the pressure off staff
  - o **Ryan VW**: Asked where the CoC decides to modify prioritization and how that works in the system. **Angela** talked about the role of the CES Admin. Ryan let us know that it will be a CoC staff member and that there is a process when things need to be modified.
  - o Currently, there is prioritization based on program type. Thresholds will change as new resources come in and out in addition to federal changes in funding criteria
  - o **Lauren**: Asked about the timeline, roll-out and adoption. **Vera** said that CR is hoping for a December roll-out and that they're ready whenever the system is. The

subscription agreement would include the price but are waiting for their attorneys and will send to Executive Committee when ready. **Elizabeth** asked for budget, **Vera** said $189k annually and $35k initiation. They are trying to work on sources of funding and explained the reason for the costs which should be coming in December.

- ▪ **Vera** noted that as other subscribers come on board, there may be a way that the system gets less expensive. Since it is built to scale, it will reduce costs. **Courtney** mentioned a potential cohort joining together since there seems to be interest in other coalitions. They are wanting 5-6 communities in the first year with a focus on Michigan.

o API (allows communication between this system and HMIS) issues. Wellsky and MICAH will not be up before March, so there is still some duplicative data entry. Some issues with the connectivity for the API which now require HUD, state, and system are not likely to be finalized until March. Plan to pull in HUD TA to that conversation. **Angela** notes that API works

o **Kate:** Asked how labor intensive it is to load information into the system, entering information into the system would take just about 5 minutes

o There was discussion around the monetary piece and asked if there is an impact of having a lacking API on subscription costs, **Vera** thinks there shouldn't be any.

o Included in the $189k are five languages, although would need to pay for additional services like important lots of old data, adding 20 additional languages, etc.
  - ▪ CR is committed to their developers
  - ▪ The subscription document will be provided to a legal counsel.

o **Ryan VW**: Asked if all the details Vera described will be in the subscription document and encourages that we should have an attorney evaluate the subscription document as well.

o Estimated 175 HMIS users and 3000 assessments annually (clients) annually.

o It is imperative that providers and users keep their information updated. **Ryan VW** asked how we can assure that that is kept fresh since it's voluntary participation. **Angela** notes that updates are currently updated through HAP/google spreadsheets, and that the providers need to replicate how they do that utilizing this tool
  - ▪ The CES admin can oversee all the information and make decisions based on identified gaps. They will also be able to review client data and deploy outreach staff to update system periodically. Not sure that difficulties will be eliminated entirely, but this shared platform allows at least some efficiency in terms of how system accessing and shares info
  - ▪ Clients are welcome back anytime if they fall off the BNL

o The subscription agreement will cover things like functionality, durability, and consistency

o **Elizabeth**: Asked if the subscription agreement could be available by December's Steering. **Vera** says that people are looking for ways to offset the costs of the system. Courtney will get information about what that group meets to discuss so CoC Steering representatives can participate.

Action Items	Person Responsible	Deadline
Distribute link about getting involved in testing Sharing information	CoC	

PIT Count Planning Update		
Discussion		

- **Alyssa provided updates on the PIT Count.**
  - Planning on Jan 28th count and figuring out staff for night of and morning after
  - **Courtney**: Brought up concerns due to significant cuts that reduce the capacity to perform outreach, specifically getting into places where people may be sleeping that evening. **Alyssa** thinks it would be nice for 10 extra bodies. Catherine's Health would be willing to help in this work.
    - Weeks leading up to NOFO are staff intensive to prep volunteers, materials.

Action Items	Person Responsible	Deadline

Steering Council Elections Process		
Discussion		

- **Courtney**: Reminded us that we are in the process of Steering Council nominations with four seats open. Nominees will be reviewed and put together a slate in addition to putting an asterisk by those who are recommended. There will be a ballot listing everyone nominated.
  - Rationale will be provided for why someone was or was not chosen
  - No governance doc changes needed to allow this
  - Conversations about getting law enforcement participating
- **Lauren** motioned for an ad hoc advisory council to get information from key community members who cannot sit on Steering Council, but where insight is needed, supported by **Ryan VW**. **Paul** notes that nominating could do legwork on this subject. The motion was tabled until December to allow more feedback from stakeholders that we would want to have included.
  - They could help with discharging planning

Action Items	Person Responsible	Deadline
Tabled motion to December on ad hoc advisory council		

CoC Program Competition		
Discussion		

- **Courtney** ensured that it is not too late for congress to nullify this.
- Changes if this moves forward as currently written:
  - Annual renewal demand (ARD): 11 mil
    - Put out an RFP for renewal and new projects.
  - Tier 1: you are usually allowed to put about 90% of your renewal demand into it
    - Now allowed to be only 30% of your ARD
  - Tier 2: more competitive, you are essentially competing nationally to keep your Tier 2 funding, based on points.
    - Tier 2 is now 70% of your ARD
  - Permanent housing capped at 30% of ARD

- ▪ PSH, RRH, Joint TH-RRH all considered permanent housing. ALL of our annual funds are spent on this category (other than infrastructure and 2 youth programs) So, from about $7M now to about $3M cap. A lot will have to be shifted into transitional housing to preserve funds
  - o HUD is also saying any project/program or agency that CURRENTLY OR IN THE PAST has supported racial preferences or supported other than binary definitions of gender can be disqualified.
  - o Required services for all recipients in TH, 40 hours a week of required services. Time individual spends working is deducted. Agreements needed between client and agency
  - o Scoring for the application includes significant points that the WHOLE geography must have enforcement on a camping ban
- Discussion about the approach to how to address these changes strategically in terms of how to best keep people housed
- Other updates tabled for next meeting
- CoC Exec going to take a request for a one-time roll-over of vacation

Action Items	Person Responsible	Deadline
Putting out a notice for those who want to apply		

Any other matters by Steering Committee Member(s)		
Discussion		
-		
Action Items	Person Responsible	Deadline

Public Comment on Any Agenda Item		
Discussion		
Action Items	Person Responsible	Deadline

Adjourn		
Motion by:	Elizabeth Stoddard	Support from: