



## STEERING COUNCIL MEETING MINUTES

December 16, 2022

8:30-10:30

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	<p><u>Steering members present:</u> Tom Cottrell, Lauren VanKeulen, Casey Gordon, Cheryl Schuch, Adrienne Goodstal, Elizabeth Stoddard, Tammy Vincent, Holly Wilson (left at 10:00), Victoria Sluga, Victoria Arnold, Mark Contreras (left at 10:00), Wanda Couch, Ryan VerWys (left at 10:00), Alonda Trammell, Jose Salinas (left at 10:00), Gustavo Perez, Karen Tjapkes (joined at 8:40), Fran Dalton (joined at 8:45)</p> <p><u>Steering members absent with notification:</u> Nicole Hofert</p> <p><u>Steering members absent without notification:</u></p> <p><u>Community Members:</u> Anna Diaz (Community Rebuilders), Erin Banchoff (City of Grand Rapids), Chad Coffman (Kent County)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach</p>		
Time Convened:	8:33 am	Time Adjourned:	10:30 am

<b>Approval of Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Cheryl Schuch
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>November 18, 2022</b>	
Motion by:	Tom Cottrell	Support from:	Adrienne Goodstal
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Tom Cottrell
Discussion	Karen Tjapkes joined the meeting		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
None			
<b>Thank you to Outgoing Steering Council Members and Welcome to New Steering Council Members</b>			
Discussion			
Attendees thanked Steering Council members who will leave the board and welcomed members who will be joining the board in 2023.			



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Fran Dalton joined the meeting.		
Action Items	Person Responsible	Deadline
<b>Update on Grand Rapids Chamber Public Health &amp; Safety Letter to City Commission</b>		
Discussion		
<p>Courtney Myers-Keaton noted that a letter from the Grand Rapids Chamber of Commerce signed by multiple businesses was submitted as a petition and communication to Grand Rapids City Commission during their meeting last week. The letter raised concerns regarding public health and safety and included proposed legislation to mitigate these concerns. The matter was referred to the Public Safety Committee; this group noted that there are several existing ordinances addressing concerns. The proposed ordinances are not being considered by City of Grand Rapids at this time.</p> <p>The increased focus on public health and safety presents an opportunity to continue educating community members and to discuss viable solutions for vulnerable community members including those experiencing homelessness. A group of stakeholders facilitated by Housing Kent and hosted at United Way will meet to develop solutions in January.</p>		
Action Items	Person Responsible	Deadline
<b>Kent County CoC Grant Transfer Request</b>		
Discussion		
<p>Chad Coffman from Kent County Community Action indicated that Kent County is requesting to transfer their CoC program grants to Community Rebuilders who currently operates the grants as a subrecipient. HUD has indicated that the transfer process will allow awards to continue as renewal grants; a vote and letter of support from CoC is needed to conclude the process.</p> <p>Cheryl Schuch motioned to approve Kent County's request to transfer CoC Program grants to Community Rebuilders. Tammy Vincent seconded. Chad provided history on the projects and indicated HUD advised against making changes to the project, including the subrecipient, as this could put the project at risk for losing funding. Courtney noted that these are high performing projects that typically score well and are listed high on Project Priority Listing. Cheryl indicated support for the transfer and thinks the Coalition should build strong HUD competency with many providers to make the community more competitive. Ryan agreed with the value of diversification. 16 in favor, 1 abstention (Gustavo Perez as his agency is named in motion). Motion passes.</p>		
Action Items	Person Responsible	Deadline
<b>MSHDA ESG Funding – Street Outreach Lead Agency Affirmation</b>		
Discussion		
<p>Courtney noted that Steering Council decided to use MSHDA ESG funds to support a Street Outreach lead agency in the summer but did not develop a plan to ensure continuation of the role. Executive Committee has discussed 2-3 year grant terms for the lead agency followed by an evaluation period.</p>		



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Victoria Sluga shared that the funding will support a full-time bachelors-level outreach position within Pine Rest's broader outreach programs.

Conversation around coordination among outreach staff and data collection methods for students experiencing homelessness.

Cheryl Schuch motioned to affirm that Pine Rest continues in role of Street Outreach lead agency for Coalition and to commit MSHDA ESG funding to support activities for the next 3 years. Ryan VerWys seconded. Cheryl suggested beginning evaluation at the end of 2 years. 16 in favor, 1 abstention (Victoria Sluga as her agency is named in the motion). Motion passes.

Action Items	Person Responsible	Deadline

### Youth Homelessness Demonstration Program

Discussion

Courtney indicated that a YHDP Coordinator will be hired to support implementation of this funding. She plans to apply for a small amount YHDP planning grant funds to support the position and stipends for youth and hopes to fundraise the remainder of funds to maximize the amount of funding available for projects. The position will last for 2 years with the potential to continue if funding is identified. Youth Action Board will review the job description and be involved with the hiring process. In the past Executive Committee has reviewed job descriptions. In all instances, United Way approves all job descriptions as the employer of record.

Action Items	Person Responsible	Deadline

### Funding and Infrastructure Updates

Discussion

Courtney shared updated regarding the desired Coalition staffing infrastructure. The CoC Program Manager position will be offered to a candidate soon. The receipt of transition funding positions the Coalition to post for an Administrative Assistant and full-time HMIS System Administrator. Discussion will continue around the HMIS Support position and Coordinated Entry Program Manager roles. A grant agreement regarding the Data Analyst position has not been received. The Coalition did receive funding from Kent County ESG for HMIS expenses support the cost of licenses and staff time.

Action Items	Person Responsible	Deadline

### MSHDA HOME-ARP Funding

Discussion

Courtney shared that MSHDA released a draft Notice of Funding Availability (NOFA) which suggests the community will receive about \$300k for housing navigation case management for 1.5 to 2.0 FTE staff. United Way will serve as the fiduciary and the community will likely need to select agencies to provide housing navigation services. Details may change as the NOFA is finalized.

Ryan, Jose, Holly, and Mark left the meeting.

Action Items	Person Responsible	Deadline



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<b>Year End Reflection</b>			
Discussion			
Attendees participated in an activity modified from a recent Built for Zero convening. This began with a reflection of what brought everyone to the work of ending homelessness. In small groups, attendees then discussed shared values and experiences.			
Courtney thanked attendees for their continued commitment to ending homelessness.			
Action Items		Person Responsible	Deadline
<b>Other Matters from Steering Council members</b>			
Discussion			
Casey Gordon noted that some committees have not provided recent updates and would like to see more regular updates in 2023.			
<b>Public Comment on Any Item</b>			
Discussion			
None			
<b>Adjourn</b>			
Motion by:	Tom Cottrell	Support from:	Victoria Sluga