



## STEERING COUNCIL MEETING MINUTES

February 16, 2024

8:30 – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<p><u>Steering members present:</u> Elizabeth Stoddard, Casey Gordon, Nicole Hofert, Ryan VerWys, Tenisa Frye, Charisse Mitchell, Jazz McKinney, Fran Dalton, Lindsey Reames, Karen Tjapkes, Mark Contreras, Christie White, Ryan Kilpatrick, Mary Carter, Victoria Arnold</p> <p><u>Steering members absent with notification:</u> Adrienne Goodstal, Alonda Trammell, Lisa Knight, Lauren VanKeulen</p> <p><u>Community Members:</u> Emily Madsen (ENTF)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Evan Hile, Brianne Robach, Justin Brownlee, Craig Heerema, Ronan Parmenter</p>		
Time Convened:	8:34am	Time Adjourned:	10:31am

<b>Approval of Agenda</b>			
Motion by:	Casey Gordon	Support from:	Karen Tjapkes
Discussion	Courtney added a Director's Report item with the following: CoC Annual Budget, Annual Count Universe, PIT Count Preliminary Report, CoC Governance Charter Update, ESG Financial Assistance Report.		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>January 19, 2024</b>	
Motion by:	Charisse Mitchell	Support from:	Lindsey Reames
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>			
Motion by:	Lindsey Reames	Support from:	Karen Tjapkes
Discussion			
Conclusion	All in favor, motion passes.		
<b>Director's Report – <i>standing item</i></b>			
Discussion	<p>a. Coordinated Entry Structure Update: Courtney noted working to incorporate CHC 2.0 into the CE process, which was brought to the Coordinated Entry Committee for comments and feedback this week. Due to the number of comments and the desire to make more significant changes, a subcommittee was formed to review before the next CE meeting, which has been delayed by two weeks to accommodate the review process. It was noted that the CoC does</p>		



## STEERING COUNCIL MEETING MINUTES

February 16, 2024

8:30 – 10:30am

not have editing permission at this time, and is working with the document owner to remove the copyright. Next steps for CHC 2.0: Community Rebuilders is moving to user testing, and an update on that progress will be provided when available.

- b. CoC Annual Budget: CoC staff have been meeting with the Finance Team, and will meet with the Finance Committee prior to bringing back to Steering Council for discussion at the March meeting.
- c. Annual Count Universe: Courtney noted issues with how reporting has changed through MCAH and Wellsky, emphasizing the need for consistency and accurate data. Evan shared an initial draft model. There was discussion around incorporating data elements, alignment with future HUD reporting, and what this committee can expect as the report is developed further.
- d. PIT Count Preliminary Report: a very preliminary count overview was shared with this committee, and CoC staff shared some initial observations. There was discussion of concerns from outreach staff around the hesitancy of many individuals to engage with outreach teams due to encampment clean-ups.
- e. CoC Governance Charter Update: skipped
- f. ESG Financial Assistance Report: There was a brief discussion around grant term spending.

Action Items	Person Responsible	Deadline
Share document with Steering Council, for discussion at the March Steering meeting	CoC Staff	
Note on future ESG reports who provides oversight for different grants	CoC Staff	

### Funding Review Committee Appointment

#### Discussion

Adrienne Goodstal and Jazz McKinney noted interest in Funding Review Committee. This committee discussed any potential conflicts of interest, and responsibilities of the Funding Review Committee.

**Ryan Verwys motioned to appoint Jazz McKinney to serve on the Funding Review Committee, with support from Kate Berens. All in favor, motion carries.**

**Ryan VerWys motioned to appoint Adrienne Goodstal to serve on the Funding Review Committee, with support from Lindsey Reames. All in favor, motion carries.**

Action Items	Person Responsible	Deadline

### Longitudinal Systems Analysis Presentation

#### Discussion

Alyssa reviewed the Stella P visualization and LSA, including the dashboard and data elements. This committee is encouraged to log in to HDX to review individually. There was discussion around the data reviewed, Functional Zero metrics, and annual benchmarks named in the CoC's Strategic Plan.

Action Items	Person Responsible	Deadline

### Committee Updates

#### Discussion



## STEERING COUNCIL MEETING MINUTES

February 16, 2024

8:30 – 10:30am

<p>a. Coordinated Entry Committee: Courtney shared about work done by the CEC on the Coordinated Entry marketing flyer, the subcommittee formed to review the CHC 2.0 governance documents, the small group formed to review the self-assessment on the Coordinated Entry evaluation, homelessness verification discussions, committee elections, and the approval of the Grand Rapids Housing Commission’s Homeless Preference HCV process.</p> <p>b. Youth Action Board: Mary Carter shared about the YAB’s involvement in YHDP staffing interviews, collaboration with the Youth Action Society, the onboarding of new YAB members, and the February YHDP Convening.</p>			
Action Items		Person Responsible	Deadline
Share the CE Marketing flyer and CE referral process documents		CoC Staff	
<b>Strategic Plan Update</b>			
Discussion			
Courtney shared that the Strategic Plan workgroup met to review the comprehensive strategic plan and CoC scorecard. They will continue to meet and discuss annual priorities. A more comprehensive update is planned for the March Steering Council meeting.			
Action Items		Person Responsible	Deadline
<b>Any Other Matters:</b>			
Discussion			
None			
Action Items		Person Responsible	Deadline
<b>Public Comment on Any Item</b>			
Discussion			
<b>Adjourn</b>			
Motion by: Ryan VerWys		Support from:	Tenisa Frye