



## STEERING COUNCIL MEETING MINUTES

April 18, 2025

8:30am – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<p>Elizabeth Stoddard, Tenisa Frye, Mark Contreras, Adrienne Goodstal, Thelma Ensink, Casey Gordon, Christie White, Lauren VanKeulen, Raymond King (VAB), Alonda Trammell, Ryan Kilpatrick, Jazz McKinney, Karen Tjapkes, Lisa Knight, Monique Carter, Paul Smith, Gustavo Perez, Kate Berens</p> <p>Community Members: Wende Randall, Brianne Jurs</p> <p>Staff: Courtney Myers-Keaton, Ronan Parmenter, Brianne Robach, Alyssa Anten</p>		
Time Convened:	8:34am	Time Adjourned:	10:19am

<b>Approval of Agenda – <i>standing item</i></b>			
Motion by:	Adrienne Goodstal	Support from:	Tenisa Frye
Discussion			
Amendments			
Conclusion	Approved		
<b>Approval of Minutes – <i>standing item</i></b>		<b>March 21, 2025</b>	
Motion by:	Lauren VanKeulen	Support from:	Alonda Trammell
Discussion	Tenisa noted a correction under the Shelter Capacity Update to correctly attribute a fair housing concern discussion raised by Courtney.		
Amendments			
Conclusion	Approved		
<b>Approval of Consent Agenda – <i>standing item</i></b>			
Motion by:	Adrienne Goodstal	Support from:	Lauren VanKeulen
Discussion			
Amendments			
Conclusion	Approved		
<b>Public Comment on Any Agenda Item – <i>standing item</i></b>			
Discussion			
None			
<b>CoC Director’s Report – <i>standing Item</i></b>			
Discussion			
Hiring – We will be reposting the CoC Program Manager role and posting the CE Admin Associate role. Two or three Executive or Steering members will need to be part of the interview rounds to ensure quality candidates, and the CoC will follow up with scheduling when more information is available.			
100 in 100 – A press release went out this week noting 92 housed. Case conferencing is working closely to verify chronic status for individuals. Students from a local college are producing a			



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documentary on 100 in 100, and Courtney and other 100 in 100 leaders will be presenting on the initiative at upcoming conferences. There continue to be discussions around how to scale this up in the community.

Death of Youth Action Board Member – Diamond, a Youth Action Board member, has sadly passed away unexpectedly. AYA Youth Collective is planning a memorial in Grand Rapids. Additional details will be made available soon.

MDOC Workgroup – The CoC was invited to an MDOC (Michigan Department of Corrections) workgroup and will participate in the next steps identified to improve this area for our community.

Funding Committee Action Steps – The CoC is meeting with agencies to review annual performance reports, working to identify areas of improvement and assistance. Courtney gave context around the unique data quality challenges faced by domestic violence providers.

EOS – The Devos Family Foundation is supporting the CoC with a consultant to go through EOS, which will help with managing workload, communications, and strategy.

UW/CoC MOU – We are working to strengthen language and update the MOU to include CE Coordination and HMIS Lead.

Nominating Committee – Two additional members are needed, more follow up to come as available. The Nominating Committee is scheduled to meet in May.

Shelter Capacity Update – We will ask to remove this as a standing item from the agenda for now, but a workgroup meeting on Family Homelessness is scheduled for mid-May.

Action Items	Person Responsible	Deadline
<b>Coordinated Entry – standing item</b>		
Discussion		
CoC staff Courtney, Brianne, and Alyssa have been working with Sam Westhouse from The Salvation Army to identify features we would like to see in our CE system, and have created a document highlighting what it would take to have those features available, whether they will be available through CHC 2.0, and whether they can be accompanied with human processes. This document was shared with Executive Committee, and will continue to be built out and presented to Steering Council at a later meeting. Lauren VanKeulen and Elizabeth Stoddard voiced excitement for the review of the CE system as a whole, and for the opportunity to improve on person-centered processes.		
Action Items	Person Responsible	Deadline
<b>Shelter Capacity Update – standing item</b>		
Discussion		



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A workgroup has been formed to meet for Family Homelessness and Courtney asked this committee to remove this standing item from the agenda, and the workgroup will provide a report-out at the next Steering meeting. Kate Berens noted interest in identifying a month to discuss winter shelter and emergency bed capacity; Courtney recommended August. The workgroup will identify how often they will meet, and provide a committee update to Steering in the consent agenda as available.

Action Items	Person Responsible	Deadline

### Introduction of New Steering Appointment – Thelma Ensink

#### Discussion

After Charisse Mitchell's resignation from her position at the YWCA, the Executive Committee appointed a new Steering member based on the next highest number of votes from the December 2024 Steering Council vote. Thelma Ensink introduced herself and shared her background, noting her interest in finding creative ways to address the need for more shelter capacity and day centers in the community.

Action Items	Person Responsible	Deadline

### Budget Approval\*

#### Discussion

Courtney noted staffing costs were updated since the review in March, and she is excited to use Devos EOS implementation funding to cover a large portion of the match funding shortfall in the budget. The United Way already approved this budget, and Steering needs to review and ensure alignment with the goals we've set for ourselves. **Adrienne Goodstal motioned to approve the budget with support from Monique Carter; all in favor.**

Action Items	Person Responsible	Deadline

### Overview of HUD Funding Impact Survey Results

#### Discussion

A survey of HUD funding delay impacts went out to partners, and Evan presented the results to this committee for review, along with a brief staff analysis. Courtney noted the CoC is working with Housing Kent on strategic planning around funding and prioritization as a community, and invitations will go out to the community when finalized. Tenisa Frye expressed appreciation for the information and encouraged continued advocacy by this committee. Thelma Ensink noted Mel Trotter and Degage Ministries are hosting a conversation on May 2 with area churches to discuss scenario planning at a congregational level; Courtney asked if the result of that meeting could be brought to Steering in the future.

Action Items	Person Responsible	Deadline
Share HUD Funding Impact Survey results document with Steering Council	Ronan	

### System Performance Measures (SPMs)

#### Discussion



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Alyssa reviewed the SPMs as they compared to previous years since 2020 and discussed each one in context of program competition and how it may affect us during a future NOFO. There was further discussion around length of time persons remain homeless, and the role of case management in successful placements and retention of PSH. Alyssa noted this year's data shows areas we can improve at the CoC level, but some dynamics in the community are outside of our control. CoC staff have identified areas to work on as a system, but are looking for guidance from Steering on next steps. Mark Contreras recommended further discussion to identify items to take action on, as the data is very complex and nuanced; Tenisa Frye noted the Data Analysis Committee is also eager for further discussion. Alyssa will identify some people to continue discussion on SPMs and determine next steps. There was additional conversation about program competition and how the SPMs affect whether the full annual renewal demand is awarded, as well as bonus project funding. Courtney noted our community tends to fall around average compared to others, and she has strong confidence in our community's service provision.

Action Items	Person Responsible	Deadline
Identify people to continue discussion on SPMs and determine next steps	Alyssa	
<b>Any Other Matters by Steering Council Members</b>		
Discussion		
Elizabeth Stoddard – April is Fair Housing Month! The Fair Housing Center of West Michigan will have their annual workshop series next Thursday, April 24 virtually, with sponsored seats available. She noted one of the workshops will cover the new source of income protection laws, which are now in place in Michigan.		
Action Items	Person Responsible	Deadline
<b>Public Comment on Any Item</b>		
Discussion		
Wende Randall – ENTF is hosting an advocacy 101 training; she shared a registration link in the chat.		
<b>Adjourn</b>		