



## STEERING COUNCIL MEETING MINUTES

May 17, 2024 - **DRAFT**

8:30 – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<p><u>Steering members present:</u> Casey Gordon, Lindsey Reames, Tenisa Frye, Ryan VerWys, Charisse Mitchell, Fran Dalton, Alonda Trammell, Mark Contreras, Lauren VanKeulen, Adrienne Goodstal, Nicole Hofert, Karen Tjapkes, Lesha Love, Kate Berens, Ryan Kilpatrick</p> <p><u>Community Members:</u> Michelle VanDyke, Alex Kontras, Christine White</p> <p><u>Staff:</u> Courtney Myers-Keaton, Brianne Robach, Alyssa Anten, Justin Brownlee, Craig Heerema, Ronan Parmenter</p>		
Time Convened:	8:32 am	Time Adjourned:	10:07 am

<b>Approval of Agenda - standing item</b>			
Motion by:	Ryan VerWys	Support from:	Alonda Trammell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes - standing item</b>		<b>April 19, 2024</b>	
Motion by:	Adrienne Goodstal	Support from:	Charisse Mitchell
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item - standing item</b>			
Discussion			
None			
<b>Approval of Consent Agenda - standing item</b>			
Motion by:	Lindsey Reames	Support from:	Lauren VanKeulen
Discussion			
Conclusion	All in favor, motion passes.		
<b>CoC Director's Report - standing item</b>			
Discussion			
<p>There was discussion around changes to Steering representation and it was decided to delay these changes until the implementation of CHC governance. The recommended steps include opening the discussion for general membership comments, reconvening a small group to incorporate feedback, presenting to Steering, and then seeking full membership adoption.</p> <p>Additionally, it was noted that Justin, Courtney, and Lesha will attend the Point Source Youth conference in Baltimore in June, while Courtney and Brianne will attend a conference in DC in July. There is also a potential fall conference for Built for Zero or MCAH.</p>			
Action Items	Person Responsible	Deadline	



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<b>CHC 2.0 – standing item</b>		
Discussion		
<p>Last month, there was a robust conversation around CHC, which remains a standing item on this agenda. Courtney reviewed the CHC timeline from Summer 2021 to the present, and noted areas of improvement and development necessary prior to implementation, such as ensuring access to human connection throughout the process, addressing development delays, the need for a demo and budget, understanding Community Rebuilder’s role beyond development, vendor/contract agreement examples, an implementation timeline, feedback from consensus-building workgroups and user testing, and community-wide adoption of assessment and prioritization.</p> <p>Recommendations included removing CHC 2.0 from agendas to allow Community Rebuilders to complete their product and for the Steering Council to re-engage once a demonstration and fully developed budget are available. Meanwhile, the system should be improved by consistently connecting households in crisis to case management supports and identifying new assessment and prioritization methods through participation in the MSHDA pilot project. This will be brought to Steering for review at the next meeting.</p> <p>There was also a discussion about potentially voting on SSO funding and subgrants, with Courtney bringing this to the CE Committee for discussion and working with service providers who could be access providers with case management.</p>		
Action Items	Person Responsible	Deadline
<ul style="list-style-type: none"> <li>- Remove CHC 2.0 from agendas</li> <li>- Bring discussion on SSO funding and subgrants to CE Committee</li> </ul>	CoC Staff	
<b>CoC Budget</b>		
Discussion		
<p>Due to receiving the budget this week, it did not go before the finance committee prior to Steering Council. Courtney reviewed the budget and recommended implementing processes for match funding now. <b>Ryan VerWys moved to approve the budget as presented, Casey Gordon seconded; all in favor, motion passes.</b></p>		
Action Items	Person Responsible	Deadline
<b>Built for Zero Update – 100 Housed in 100 Days Campaign</b>		
Discussion		
<p>Courtney announced the 100 in 100 Days initiative, which is moving forward with the support from Devos Family Foundation, Chamber of Commerce, and other parties. She noted this is a community initiative, not just a CoC effort, and will need to have the support of CoC members and partners to succeed. Consultants are being engaged to develop a project map to understand current services, gaps, additional resources needed, strengths, etc. Staff have discussed concerns, roadblocks, opportunities, resources, and roles, which are still being finalized. The planning document was reviewed, and work will continue with the community to identify necessary supports. In order to</p>		



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sustain this work to support people past 100 days, it will be essential to provide supportive services, case management, and case conferencing to avoid recidivism. There have been connections with healthcare providers to support this work, and Mark Contreras will be brought into these discussions to ensure coordination with healthcare in this initiative. A summary timeline of the 100 in 100 initiative will be shared when the implementation/planning document is brought to this committee.

Action Items	Person Responsible	Deadline
Provide a summary timeline and implementation/planning documents to this committee	CoC Staff	
<b>Any Other Matters by Steering Council</b>		
Discussion		
<ul style="list-style-type: none"> <li>- Lindsey Reames: Noted that the Nominating Committee should be noted in the Consent Agenda in the Steering Calendar.</li> <li>- Kate Berens: Restated her standing accessibility to any providers in the community that hear concerns around implementation of excess personal property ordinance. She noted the City of Grand Rapids has shared their training materials with Housing Kent, including a flow chart/decision tree.</li> <li>- Adrienne Goodstal: Noted an interest in having Kate or Tammy attend Outreach meeting to review the workflow noted above. Pine Rest and Mel Trotter have expressed that their outreach teams have not received clarity around this.</li> <li>- Lindsey Reames: RFP for project based voucher has been released; 100 are available to the community, due date is June 25. Includes the ability to apply for PBVs for manufactured and shared housing.</li> </ul>		
Action Items	Person Responsible	Deadline
Outreach meeting – review workflow with City staff	CoC Staff	
<b>Public Comment on Any Item</b>		
Discussion		
<b>Adjournment</b>		