



STEERING COUNCIL MEETING MINUTES

July 18, 2025

8:30am - 10:30am

Facilitator:	Lauren VanKeulen		
Meeting Attendees:			
Time Convened:	8:30am	Time Adjourned:	10:30 am

****Designated minute takers were out of office or missed part of the meeting****

Approval of Agenda			
Motion by:		Support from:	
Discussion			
Amendments			
Conclusion			
Approval of Minutes			
Motion by:		Support from:	
Discussion			
Amendments			
Conclusion			
Approval of Consent Agenda			
Motion by:		Support from:	
Discussion			
Amendments			
Conclusion			
Public Comment on Any Agenda Item			
Discussion			
Action Items		Person Responsible	Deadline
Director's Report			
Discussion			
<u>Federal Funding and Advocacy Work</u>			
<u>CoC Program Competition</u>			
Action Items		Person Responsible	Deadline
CE Workplan			
Discussion			



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Brianne Robach shared the CE Improvement Plan based on her experience with the CE team. Designed for continuous improvement, it focuses on improving experience and outcomes for those eligible for coordinated entry. It covers areas of access, assessment, prioritization, and referral. BR highlighted components and explained the rationale behind improving this work.

Feedback:

- YAB: Create a form to collect feedback, potential \$5 gift card for completion. Mandatory for people to have two contact points?
- T. Ensink: Mel's and Degage have prepared for the CE improvement plan and are merging info systems. Thinks that accountability around an MOU and common standards will be important. She noted that they are working through how to conduct the housing readiness interview but there have been difficulties in asking only future-focused questions. Suggests incorporating questions about prior experience and previous outcomes to better counsel individuals. Asks about how to utilize client-centered motivational interviewing but will still allow the case manager to guide the client to success.
- MKB: Asks for Steering to stay updated on the progress and how to remove barriers for items that require provider buy-in/changes.
- C. Gordon: Suggested translation for the talking points and vetting it with native speakers
- VAB: Noted they would like to be involved in the exit process to ask about client experience. Could use that as an opportunity to ask if they would like to stay involved in the program or when they have the capacity/interest
- LVK: Shared their appreciation. Observed that this is the time to ensure that everyone understands the work plan and is clear about what needs to be done to support it. Ensure we get the right eyes on it so there's a system in place.

Action Items	Person Responsible	Deadline
Nominating Committee		
Discussion		
Update will need to take place next meeting due to attendance.		
There will be changes in the Governing Charter due to confusing language.		
Steering voiced a need to elevate the function of the committee to fill seats for Steering Council and Executive Committee.		
Action Items	Person Responsible	Deadline
EOS Updates		
Discussion		
The goal of EOS is to help connect everyday work to the organization's big picture and provide a team update. Staff changes have impacted how information is shared. Identified a leadership team to help provide clarity: Courtney Myers-Keaton, Brianne Robach, Alyssa Anton, as well as the future Operations Director.		



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Courtney notes that funding is stable for FY2025 as well as the 2026 calendar year but is waiting on a way to facilitate YAB meetings.		
Action Items	Person Responsible	Deadline
MSHDA ESG Application		
Discussion		
Funding committee is reviewing current recipients to see if there is continuation or a decision to go out for an RFP. If an RFP is recommended, Steering would need to approve the process. The allocation is currently unknown.		
Action Items	Person Responsible	Deadline
Updates from Steering Council members		
Discussion		
<ul style="list-style-type: none"> - <u>L. Reames</u>: There is an RFP out for project-based vouchers with an information session coming next week Monday. It's been posted on the Grand Rapids Housing Commission website. - <u>T. Frye</u>: Shared that there are currently 41 families on the overflow list. Conversations are being held but weather is having an impact on the list. 		
Public Comment on Any Item		
Discussion		
Adjourn		
Motion by:		Support from: