



STEERING COUNCIL MEETING MINUTES

August 23, 2024

8:30am – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Elizabeth Stoddard, Casey Gordon, Ryan VerWys, Kate Berens, Adrienne Goodstal, Paul Smith, Lauren VanKeulen, Lindsey Reames, Karen Tjapkes, Sam Westhouse, Maranda VanZegeren, Ryan Kilpatrick, Gustavo Perez, Alonda Trammell, Perla Douglas Community Members: Wende Randall Staff: Craig Heerema, Justin Brownlee, Courtney Myers-Keaton, Evan Hile, Brianne Robach, Ronan Parmenter		
Time Convened:	8:33am	Time Adjourned:	9:53am

Approval of Agenda – standing item			
Motion by:	Karen Tjapkes	Support from:	Ryan VerWys
Discussion			
Amendments			
Conclusion	Approved		
Approval of Minutes – standing item		July 19, 2024	
Motion by:	Adrienne Goodstal	Support from:	Kate Berens
Discussion			
Amendments			
Conclusion	Approved		
Approval of Consent Agenda – standing item			
Motion by:	Lauren VanKeulen	Support from:	Ryan VerWys
Discussion			
Amendments			
Conclusion	Approved		
Public Comment on Any Agenda Item – standing item			
Discussion:			
None			
CoC Director's Report – standing Item			
Discussion			
Nothing additional – everything is on the agenda.			
Action Items	Person Responsible	Deadline	
Coordinated Entry – standing item			
Discussion			
This group discussed the current system of CE referrals to the CoC. There have been discussions around establishing official assessors across the community to conduct Coordinated Entry			



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assessments. Discussions are underway to ensure that prevention funds are effectively utilized, though these are still in the early stages. Kate inquired about the discussion process, which Courtney confirmed would involve CE, 211, and Executive committees. Gustavo and Adrienne expressed a desire to be involved. Additionally, Casey suggested exploring a ChatBot for our website to enhance support, with CHC 2.0 potentially incorporating this feature in the future. We aim to have a concrete plan in place by the end of the year.

Action Items	Person Responsible	Deadline

Nominating Committee Steering Council Member Appointment*

Discussion

Nominating Committee has a vacancy and needs to appoint one representative from Steering Council. Jazz McKinney nominated themselves from the floor. Lauren VanKeulen motioned to appoint Jazz McKinney to the Nominating Committee, with support from Adrienne Goodstal; all in favor, motion carries.

Action Items	Person Responsible	Deadline

100 in 100 Updates

Discussion

The 100 in 100 planning team is actively advancing the new housing initiative set to launch on September 1st, with ongoing refinements as needed. There were discussions around coordination with landlords as well as furniture donations. Case management is being addressed by evaluating existing community resources and best practices, with additional funding secured for four more case managers dedicated to this initiative, and this group discussed case management staffing structure models.

Gustavo highlighted available funding for security deposits and tenant-based rental assistance, noting a lower number of referrals, and offered to meet with Courtney to discuss additional funding opportunities.

Action Items	Person Responsible	Deadline

HUD Finalized PIT Count

Discussion

In the latest update provided by Alyssa, it was discussed that the Point-in-Time count draft numbers, which are subject to HUD's final review, have shown some discrepancies due to changes in data collection methods. Historical context for these methods was provided, and differences to the new approach were highlighted. To improve accuracy, the CoC plans to run a report after the PIT count to identify and case conference the individuals affected. Alyssa's update outlined this plan, and a full data report and summary will be presented at the next Steering meeting. Additionally, Adrienne suggested reviewing cases potentially categorized under 24-hour no-service for further insights.

Action Items	Person Responsible	Deadline



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MSHDA ESG Update		
Discussion		
<p>It was reported that the ESG application has been submitted and an award allocation of approximately \$440,000 has been received, divided into two grants for various grantees, including ICCF, Pine Rest, and The Salvation Army. We did not receive the Pay for Performance award this year and this group discussed advocating for a review of the calculations used, particularly regarding how project transfers are accounted for in the metrics. Concerns were raised about the reliance on statewide averages for measuring overall length of time homeless, which may not accurately reflect the realities faced by different communities. There is a plan to reach out to other CoCs to collaborate in advocating with MSHDA regarding Pay for Performance metrics and alignment with HUD standards.</p>		
Action Items	Person Responsible	Deadline
CoC Program Competition NOFO		
Discussion		
<p>It was noted that the current NOFO represents a two-year funding cycle, with potential opportunities for renewal and additional bonus funding in the second year, although further information is still pending. Courtney shared an anticipated timeline for the application process, which will be distributed to the full CoC membership. Elizabeth highlighted the community's successful management of these funds, noting significant growth from under \$500,000 to \$3 million over the past five years. Courtney mentioned the possibility of seeking additional members for the Funding Committee to assist in reviewing applications, ideally individuals already familiar with the process. Key figures were discussed, including an annual renewal demand of \$9.3 million, with \$8.1 million allocated for Tier 1 and a notable increase in Tier 2 funding this year. The CoC Bonus and Domestic Violence Bonus amounts were also outlined, with expectations for multiple project funding requests. Lauren inquired about the component types for the General Bonus, and Courtney indicated that further information would be provided.</p>		
Action Items	Person Responsible	Deadline
CoCBuils NOFO		
Discussion		
<p>The group discussed the CoCBuils funding opportunity, which is designated for PSH development or renovation, with some limited funding available for supportive services. This one-time funding, amounting to \$5 million based on the community's annual renewal demand, is not renewable. The group considered two options for application management: releasing a Request for Proposals and have Funding Committee score applications, or conducting a Lead Agency Request for Qualifications to assess the suitability of an agency to submit a strong application. After discussion, it was recommended to proceed with a Lead Agency RFQ, noting that the chosen agency would be expected to lead the project while still receiving feedback from the CoC prior to submission. A motion to support the pursuit of a Lead Agency RFQ for the purposes of the CoCBuils NOFO was made by Lauren VanKeulen with support from Kate Berens, and the motion carried. The RFQ will be developed by CoC staff, including a rubric for evaluation.</p>		
Action Items	Person Responsible	Deadline



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Updates from Steering Council members		
Discussion		
<ul style="list-style-type: none"> - Lindsey Reames reported that the Grand Rapids Housing Commission has completed the RFP process for project-based vouchers, successfully funding all submitted applications, with three receiving conditional approvals contingent on additional technical assistance. However, she noted a national voucher shortfall that will delay the execution of HAP contracts for existing projects until December or January. - Casey Gordon addressed the ongoing back-to-school effort, highlighting existing supports through school-based family homeless liaisons to assist in the enrollment of children from displaced families. Additionally, she noted the upcoming liaison meeting to discuss community-wide processes and reminded those working with families about the expiration of summer EBT benefits. Adrienne inquired about a potential announcement to inform families, and Casey agreed to prepare a communication. 		
Action Items	Person Responsible	Deadline
Public Comment on Any Item		
Discussion		
None		
Adjourn		