



Steering Council Meeting Agenda  
January 26, 2024 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda\*
3. Approval of December 15, 2023 Meeting Minutes\*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda\*
  - a. Steering Calendar
  - b. ESG Financial Assistance Report
  - c. Committee & Initiatives Updates
  - d. Budget Report: Statement of Activity
  - e. Data Reports: None
6. Executive Committee Election\*
7. Introduction of New Steering Council Members
8. Steering Council Member Roles and Responsibilities
9. Any other matters by Steering Council Member(s)
10. Public Comment on Any Matter (Limit 3 minutes ea.)
11. Adjournment

**Next meeting:** February 16, 2024

\* denotes potential action item



## STEERING COUNCIL MEETING MINUTES

December 15, 2023 - **DRAFT**

8:30 – 10:30am

Facilitator:	Casey Gordon		
Meeting Attendees:	<p><u>Steering members present:</u> Casey Gordon, Holly Wilson, Elizabeth Stoddard, Karen Tjapkes, Lauren VanKeulen, Alonda Trammell, Fran Dalton, Kate Berens, Gustavo Perez, Ryan VerWys, Lindsey Reames, Adrienne Goodstal, Mark Contreras, Charisse Mitchell, Tenisa Frye, Christie White, Ryan Kilpatrick, Mary Carter</p> <p><u>Steering members absent with notification:</u> Victoria Arnold, Jose Salinas</p> <p><u>Community Members:</u> Alex Kontras (Housing Kent), Vera Beech Community Rebuilders), Wende Randall (ENTF)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Ronan Parmenter, Justin Brownlee, Craig Heerema</p>		
Time Convened:	8:33 am	Time Adjourned:	10:40 am

<b>Approval of Agenda</b>			
Motion by:	Lindsey Reames	Support from:	Adrienne Goodstal
Discussion	Removing Built for Zero update from the agenda due to Brianne's absence		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>November 17, 2023</b>	
Motion by:	Lauren VanKeulen	Support from:	Kate Berens
Discussion	Courtney noted the minutes should reflect the discussion under CHC was around the process for a conflict of interest, and not an actual conflict of interest.		
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:	Adrienne Goodstal	Support from:	Lindsey Reames
Discussion			
Conclusion	All in favor, motion passes.		
<b>Committee Updates</b>			
Discussion			
<p>Data Analysis: Alyssa shared that three new members have been onboarded to Data Analysis Committee, and another will be joining in the coming weeks. This group will be implementing a more regular calendar of report viewing starting in January. There was an overview of the approved calendar. There was discussion around potential reports this committee would like to see come from Data Analysis. Courtney also noted the upcoming Steering Council Orientation as an opportunity to review the Strategic Plan, reporting, and data measures.</p>			



## STEERING COUNCIL MEETING MINUTES

December 15, 2023 - **DRAFT**

8:30 – 10:30am

2024 Steering Council New Member Announcements: Tenisa Frye, Adrienne Goodstal, Lisa Knight, Jazz McKinney, Karent Tjapkes, Alonda Trammell		
Action Items	Person Responsible	Deadline
Share Steering Orientation invitation to this committee	Ronan	Early January
<b>CHC 2.0 Update</b>		
Discussion		
<p>Courtney shared highlights from the CHC 2.0 update provided at the 12/14 General Membership meeting:</p> <ul style="list-style-type: none"> <li>- Soft launch is planned for January; this will be a time for more user testing for consumers and providers. A demo will be available once the testing phase has been completed. The community will continue to use CHC 1.0 as the assessment tool during this time.</li> <li>- CoC and Community Rebuilders staff continue to meet regularly to discuss moving CHC 2.0 forward, including coordinating the by name list and review current processes to ensure alignment.</li> <li>- The initial assessment will be generated from a picklist of questions chosen by CoC staff and the chairs of the Coordinated Entry Committee. A committee will then be convened to review the full list of questions and determine areas to prioritize as a community based on shared values, ethics, and the Strategic Plan.</li> </ul> <p>It was noted that providers will be able to log in to the platform and input resources; community partners are invited to attend weekly meetings to learn more.</p>		
Action Items	Person Responsible	Deadline
<b>Year-End Recap/Celebration</b>		
Discussion		
<p>Kate Berens: Youth Homelessness Demonstration Project grant, the Coordinated Community Plan, and follow-through with the youth. Celebrating staff additions at the CoC.</p> <p>Justin Brownlee: YHDP Kickoff, challenging thinking patterns of our community, coaching up young people and collaborating together.</p> <p>Courtney Myers-Keaton: Collaboration with housing-focused street outreach teams, aligning efforts, understanding roles in the community, reporting data, measuring specific outcomes. Celebrating all involved in these efforts.</p> <p>Alyssa Anten: Dwelling Place is seeing successes with the changes to our Coordinated Entry system, resulting in faster move-ins, successful leasing, etc.</p>		
Action Items	Person Responsible	Deadline
<b>Any Other Matters:</b>		
Discussion		



**STEERING COUNCIL  
MEETING MINUTES**

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Courtney Myers-Keaton: Executive Committee Elections happening in January. Interested individuals may reach out to Courtney for additional information.

Casey Gordon: Reminders of quorum and the power to act as a community. Interest in looking for shared solutions around attendance and engagement in committees.

Action Items	Person Responsible	Deadline
Executive Committee elections reminder email	Ronan	1/5/24
<b>Public Comment on Any Item</b>		
Discussion		
<b>Adjourn</b>		
Motion by:		Support from:

DRAFT



GRAND RAPIDS/WYOMING/KENT COUNTY  
STEERING COUNCIL ANNUAL CALENDAR  
Updated December 2023

**January**

Executive Officer Elections  
Point in Time Count  
Steering Council Annual Conflict of Interest  
Forms Completed  
Strategic Plan: Review and Update

**February**

Steering Council Annual Membership Meeting  
City of Grand Rapids Emergency Solutions Grant  
Application (dependent on City of Grand  
Rapids timeline)  
Data Review  
Budget Presentation and Approval

**March**

Project Performance Discussion  
Data Quality Committee Report  
CoC and ESG Mid-Term Monitoring

**April**

LIHTC Developer Presentations to Steering  
(October Round)  
Point in Time Count Submitted to HUD  
Strategic Plan Review

**May**

Nominating Committee forms  
Governance Charter Recommended Changes to  
CoC Membership  
Staff Evaluations Initiated by Fiduciary

**June**

Steering Council Funding Process Review  
Budget Review  
Open Call for New CoC Members  
PIT Data Released

**July**

NAEH Annual Conference  
Strategic Plan Review

**August**

HUD CoC Program Funding Vote (Dependent on  
release of Program Competition)  
System Performance Measures Reported to CoC  
CoC, Fiduciary, HARA MOU for ESG Execution

**September**

MSHDA Emergency Solutions Grant Application  
HUD CoC Program Application Due (Anticipated)  
PIT Planning Begins

**October**

LIHTC Developer Presentations to Steering  
(April Round)  
Governance Charter Review, including Fiduciary  
MOU  
Strategic Plan Review

**November**

**December**

Steering Council elections (at CoC meeting)  
Staff Evaluations Concluded by Fiduciary  
Budget Preparation Begins  
Strategic Plan: Review & Update Annual  
Priorities



**Grand Rapids/Wyoming/Kent County CoC – MI 506  
Steering Council Committee & Initiative Reporting – January 2024**

**Data Analysis –**

- No updates

**Outreach –**

- The Outreach Workgroup are in the final planning stage for this year's PIT count. We appreciate all those organizations that have been able to assist with the planning and the collection of items to be distributed during PIT count day.

**Ending Veterans Homelessness Committee & Veteran's Action Board –**

- The Ending Veteran Homelessness Committee work groups continue to meet monthly and the EVHC larger committee meets quarterly.
- The Maintaining Functional Zero workgroup continues to review the USICH Benchmarks & Criteria for maintaining functional zero. Public facing dashboards on community level data and the USICH criteria and benchmarks remain available and updated monthly. Veteran returns to homelessness within the calendar year have been added to the dashboard to align with the VA's Homelessness Goals, including the goal to ensure that at least 90% of Veterans who have returned to homelessness are rehoused.
- Veterans at emergency shelter are directed to complete Community Housing Connect and meet with a Veteran outreach worker. Ipad kiosks have been set up by the Veteran outreach team at MTM and in person outreach is completed biweekly at the shelter.
- The Veteran Action Board is actively recruiting for new members! Contact [mvanzegeren@communitybuilders.org](mailto:mvanzegeren@communitybuilders.org) to nominate someone for membership.

## Continuum of Care Grant Financial Status

11/30/2023

Grant	Grant Award Amount	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
MSHDA Pass Thru Grants					
2021 MSHDA ESF	\$ 207,049	\$ 207,049	\$ -	6/30/2023	Received extension to fully spend out.
2022 MSHDA ESF	\$ 226,076	\$ 217,042	\$ (9,034)	3/31/2024	Extended to 3/31/24 from 9/30/23
2022 MSHDA ESF	\$ 298,000	\$ 298,000		6/30/2023	Received extension to fully spend out.
2023 MSHDA ESF	\$ 236,292	\$ 233,063	\$ (3,229)	3/31/2024	Extended to 3/31/24 from 9/30/23
2022 MSHDA EHV	\$ 100,000	\$ 56,314	\$ (43,686)	9/30/2023	Grant reduced to \$100k from \$174k. TSA expected to spend this out.
MSHDA 2023 ESF	\$ 212,175	\$ -	\$ (212,175)	9/30/2024	Cannot submit FSR until PY fully spent.
MSHDA 2023 ESM02	\$ 206,292	\$ -	\$ (206,292)	9/30/2024	Cannot submit FSR until PY fully spent.
HWMUW (Match)	\$ 17,000	\$ 17,000	\$ (0)	6/30/2024	
City of GR CDBG (Match)	\$ 20,000	\$ 20,000	\$ 0	6/30/2024	
City of Wyoming CDBG (Match)	\$ 5,000	\$ 5,000	\$ 0	6/30/2024	
HUD Planning 11.30.23	\$ 217,358	\$ 217,358	\$ 0	11/30/2023	
HUD Planning 11.30.24	\$ 221,829	\$ 197,384	\$ (24,445)	11/30/2024	
HUD SSO 5.31.2024 #1	\$ 228,488	\$ 85,351	\$ (143,137)	5/31/2024	
HUD SSO 5.31.2024 #2	\$ 65,950	\$ -	\$ (65,950)	5/31/2024	
HUD SSO 1.31.2024 #3	\$ 210,139	\$ 7,349	\$ (202,790)	1/31/2024	\$160k for TSA, \$40k for Community Rebuilders to spend by Jan 31.
Kent County CUNP 9.30.24 (Match)	\$ 20,000	\$ 17,219	\$ (2,781)	9/30/24	
Frey Foundation (CoC Transition)	\$ 75,000	\$ 70,722	\$ (4,278)	2/28/2024	
Kent County CUNP 9.30.23 (Match)	\$ 14,850	\$ 14,850	\$ -	9/30/23	
DeVos/Trillium Foundation 22.23	\$ 330,000	\$ 187,647	\$ (142,353)	1/31/2026	3 year award to fund Data Analyst. Forecasted through Dec 2024.
HMIS, HUD 11.30.24	\$ 100,000	\$ 97,778	\$ (2,222)	11/30/2024	Awaiting new award letter.
HMIS, HUD 11.30.23	\$ 100,000	\$ 100,000	\$ 0	11/30/23	
YHDP Grant	\$ 100,000	\$ 96,565	\$ (3,435)	9/30/2024	
<b>Total</b>	<b>\$ 3,211,498</b>	<b>\$ 2,145,691</b>	<b>\$ (1,065,807)</b>		
<b>CoC Fund Balance</b>					
<b>Fund Balance @ 6/30/20</b>	<b>\$ -</b>				
Add:					
HWMUW grant fye 6.30.21 (not spent)	6,600				
Mission Matters - Strategic planning	(4,000)				
Comm Solutions Int'l income	1,000				
<b>CoC Fund Balance 6/30/22</b>	<b>\$ 3,600</b>				
NPTA remaining	100				
Kent County ESG (admin)	(909)				
Misc small grant closeout adj	(591)				
<b>CoC Fund Balance 6/30/2023</b>	<b>\$ 2,200</b>				



Grand Rapids/Wyoming/Kent County CoC - MI506  
2024 Executive Committee Nominations Slate

\* Indicates incumbent

**Chair:**

\*Elizabeth Stoddard, Director of Advocacy at Fair Housing Center of West Michigan

**Vice Chair:**

\*Lauren VanKeulen, CEO at AYA Youth Collective

**Secretary:**

Kate Berens, Deputy City Manager at City of Grand Rapids

**Treasurer:**

Lindsey Reames, Executive Director at Grand Rapids Housing Commission

**Member at Large:**

Charisse Mitchell, Executive Director at YWCA