



Steering Council Meeting Agenda
January 17, 2025 ▫ 8:30 – 10:30am
Fair Housing Center of West Michigan
20 Hall Street SE

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of December 13, 2024 Meeting Minutes*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda*
 - a. Steering Calendar
 - b. Committee & Initiatives Updates
 - c. Budget Report: Statement of Activity
 - d. Data Reports: None
6. Director's Report – *standing item*
7. Coordinated Entry – *standing item*
8. Shelter Capacity Update – *standing item*
9. Welcome Back
10. Executive Elections*
11. PIT Count Presentation
12. MSHDA HCV Update - *The requested prioritization policy from MSHDA has been postponed and vouchers are not yet released.*
13. Annual Steering Council Membership Meeting - *discuss potential dates and timeframe*
14. Any other matters by Steering Council Member(s)
15. Public Comment on Any Matter (Limit 3 minutes ea.)
16. Adjournment

Next meeting: February 21, 2025

* denotes potential action item



**STEERING COUNCIL
MEETING MINUTES**

December 13, 2024

8:30am – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Elizabeth Stoddard, Kate Berens, Lindsey Reames, Lauren VanKeulen, Karen Tjapkes, Raymond King, Alonda Trammell, Gustavo Perez, Ryan VerWys, Paul smith, Sam Westhouse, Casey Gordon		
	Community Members: Dan Lee, Jim Davis, Christie White, Anna Diaz		
	Staff: Courtney Myers-Keaton, Ronan Parmenter, Brianne Robach, Alyssa Anten		
Time Convened:	8:37am	Time Adjourned:	10:37am

Approval of Agenda – standing item			
Motion by:	Ryan VerWys	Support from:	Paul Smith
Discussion			
Amendments			
Conclusion	Approved		
Approval of Minutes – standing item		November 15, 2024	
Motion by:	Lauren VanKeulen	Support from:	Kate Berens
Discussion			
Amendments			
Conclusion	Approved		
Approval of Consent Agenda – standing item			
Motion by:	Karen Tjapkes	Support from:	Lauren VanKeulen
Discussion			
Amendments			
Conclusion	Approved		
Public Comment on Any Agenda Item – standing item			
Discussion			
None			
CoC Director’s Report – standing Item			
Discussion			
Covered in other areas of the agenda			
Action Items	Person Responsible	Deadline	
Coordinated Entry – standing item			
Discussion			
Sam Westhouse and Courtney met to discuss a joint CE budget between The Salvation Army and Heart of West Michigan United Way. Some additional funds need to be spent down, and UW has a plan for most of those funds through training opportunities. Courtney shared we are working to			



STEERING COUNCIL MEETING MINUTES

December 13, 2024

8:30am – 10:30am

identify our ideal budget. She noted areas in which the CoC is understaffed, particularly around referral support and CHC data entry, and shared considerations for solutions. These discussions have also happened at a smaller CE workgroup, which is considering changes to the HAP phone line and ways people enter the Coordinated Entry system. Courtney noted United Way has taken on a prevention role and should be brought into the conversation to discuss more high-level coordination. Sam Westhouse shared data around Acuity calls and appointments, noting the system seems to be working well overall for connecting someone to a live person for additional support. She noted no one has been attending walk-in appointments now, but there is a consideration for staff outreach in the community at key locations for in-person support. Further consideration and discussion with the community and persons with lived experience is needed before moving forward. A small CE workgroup is meeting to begin discussions on this matter before the new year.

There was additional discussion around the coordination of prevention resources, and Courtney would like to bring someone from the Eviction Prevention taskforce into the conversation in the new year, as well as better understand how CHC 2.0 will help in this area.

CHC 2.0 Development – There is no presentation available at this time, but Courtney spoke to significant steps happening behind the scenes and is hopeful that a presentation will be available in the new year. Ryan VerWys asked if the estimated cost of CHC 2.0 (up-front and annualized) will be available at the presentation.

Action Items	Person Responsible	Deadline
HCVs		
Discussion		
<p>a. MSHDA Homeless Preference Process – Courtney gave an overview of the process for accessing HCV vouchers with MSHDA, noting vulnerabilities and homeless history were not previously considered and communities have been advocating for the ability to prioritize vouchers based on community need at any point in time. On December 3, we received notice from MSHDA that the community will have 96 vouchers on January 1, 2025 that can be prioritized, with a community prioritization plan submitted to MSHDA and added to our policies by January 1. Courtney noted this is not enough time to make a change to our policies and recommended against adding the process to our policies. This committee discussed an interim prioritization process that would prioritize the chronically unhoused only if case management is available; if unavailable households would be prioritized based on the CE assessment score, which considers length of time homeless. Karen voiced support in providing case management through the housing process, and suggested reviewing the divergence between households suitable for RRH/shorter term intervention versus longer-term prevention. Lauren noted public shelter data in relation to prioritization of families, and Courtney encouraged taking additional time to review data and discuss further in the new year. Sam advocated for determining quarter one prioritization and formalizing a process, and Kate voiced support of a time-bound review to look at data in the first quarter of the year.</p>		



STEERING COUNCIL MEETING MINUTES

December 13, 2024

8:30am – 10:30am

She spoke to the focus of 100 in 100 on chronicity and the need to expand this to other populations, as well as build understanding and confidence in the community. Courtney noted messaging could be available by February or March. Ryan and Casey both expressed feeling rushed in the decision due to receiving the information last-minute. **Gustavo Perez motioned to approve an interim process for prioritization of the 98 vouchers from MSHDA for quarter one, and to reevaluate prior to quarter two, with support from Ryan VerWys; all in favor, motion passes.**

- b. Kent County Vouchers – Courtney shared that these vouchers came with a huge administrative cost burden that was taken on by Kent County to maintain, and it was decided they were no longer able to administer these vouchers, which have now been relinquished to MSHDA. Courtney noted the Executive Committee had discussed concerns that this leaves very little local control over the process. Gustavo gave context and history for the decision, noting the discussion has been happening for several years and the transfer was approved in the summer after a public hearing and a vote by the Housing Commission. An MOA was created with MSHDA, and they received a letter from HUD mandating how the vouchers are to be used. He noted the vouchers are mandated to stay in the same geographic area and population that we serve, primarily veterans or families. MSHDA is taking the prior waiting list and prioritizing those first, with 548 vouchers in this round. He emphasized that they could not afford to issue that number of vouchers on their own. Lauren asked why the vouchers had not been transferred to the Grand Rapids Housing Commission, and Gustavo noted they had recommended either GRHC or MSHDA, and the Housing Commission board voted. Courtney spoke to the surprise around this and noted many of our provider agencies didn't learn about it until last week, and communication was not transparent. She noted receiving a lot of questions and concerns from the community, and Lindsey said she has also received a lot of calls from landlords seeking clarity. Courtney asked for these items to be brought to the CoC for further conversation in the future.

Action Items	Person Responsible	Deadline
Strategic Plan		
Discussion		
A new Strategic Plan needs to be developed since the current one is ending this year, and Courtney asked this committee to consider objectives and key results and the process for how to get there. There was discussion around hiring a consultant or convening a small workgroup to then bring a plan forward to the full CoC for review and comment. Lauren and Karen voiced concerns around CoC staff capacity in the process. Consensus was reached around forming a small workgroup.		
Action Items	Person Responsible	Deadline
PIT Count Planning		
Discussion		
PIT Count will be held January 29, 2025, and planning efforts are underway with outreach teams to ensure a robust count. More information will be shared at the next Steering Council meeting, and		



STEERING COUNCIL MEETING MINUTES

December 13, 2024

8:30am – 10:30am

flyers will be made available with the details for community-wide distribution. With any questions, please reach out to Craig.		
Action Items	Person Responsible	Deadline
Steering Council Elections		
Discussion		
Next week is the Steering Council election at the General Membership meeting, with five seats open: Mark Contreras, Casey Gordon, Fran Dalton, Ryan VerWys, and Elizabeth Stoddard. Courtney encouraged this committee to submit nominations, and the Nominating Committee has been meeting to identify gaps in representation.		
Action Items	Person Responsible	Deadline
100 in 100 Update		
Discussion		
Courtney updated this group that there are currently 40 housed through this initiative and 69 in process, and work continues around getting individuals connected to resources. MDHHS released a request for PSH services, and Courtney recommended this community put forth a joint proposal. Letters of intent are due January 10. There was discussion around who would lead the application.		
Action Items	Person Responsible	Deadline
Year End Review – Celebrate Successes		
Discussion		
This committee spoke to this community's ability to coalesce around the 100 in 100 initiative, with a lot of excitement for the progress in collaboration across community partners. Kate celebrated the elevation of the CoC in different venues as the authority in homelessness response. There was also celebration for getting YHDP programs launched and running. Lindsey shared successes around project-based vouchers at the Grand Rapids Housing Commission, and Alonda shared improvements Dwelling Place has seen in moving people into supportive housing, decreasing the time from 180 days to 44 days.		
Action Items	Person Responsible	Deadline
Any Other Matters by Steering Council Members		
Discussion		
<ul style="list-style-type: none"> - We will add shelter capacity as a standing update on the Steering agenda, as requested by this committee - Starting January 1, Genesis Properties will no longer receive property management through Dwelling Place; KMG will be the new property management. - City of Grand Rapids is in the midst of the neighborhood plan process; connect with Erin Banchoff or Kate Berens with questions 		
Action Items	Person Responsible	Deadline



STEERING COUNCIL MEETING MINUTES

December 13, 2024

8:30am – 10:30am

Public Comment on Any Item	
Discussion	
Anna Diaz spoke to the earlier conversations around the budget for CHC 2.0 and shared that 1.6 million dollars will be considered a donation to the community, and the operational costs will be shared out. She also shared concerns around removing the Kent County vouchers from local oversight and encouraged collaboration and thorough review to ensure a smooth transfer process.	
Adjourn	



GRAND RAPIDS/WYOMING/KENT COUNTY
 STEERING COUNCIL ANTICIPATED TOPICS FOR DISCUSSION 2024
 Updated annually. These are subject to change.

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*
- Data Review

MARCH

- Project Performance Discussion
- Data Quality Committee Report
- CoC and ESG Mid-Term Monitoring
- Budget Presentation and Approval – *dependent upon fiduciary’s timeline*

APRIL

- Point in Time Count Submitted to HUD*
- Strategic Plan Review

MAY

- Governance Charter Recommended Changes to CoC Membership
- Director Evaluation Initiated by Fiduciary

JUNE

- CoC Program Funding Process Review
- Budget Review
- Open Call for New CoC Members
- Anticipated MSHDA ESG Funding Discussion*
- PIT Data Released*

JULY

- NAEH Annual Conference
- Strategic Plan Review

AUGUST

- Anticipated HUD CoC Program Funding Vote*
- System Performance Measures Reported to CoC
- MSHDA Emergency Solutions Grant Application*

SEPTEMBER

- Anticipated HUD CoC Program Application Due*
- PIT Planning Begins

OCTOBER

- Governance Charter Review
- Fiduciary MOU and HMIS Lead Agency Review
- Strategic Plan Review

NOVEMBER

DECEMBER

- Steering Council elections (*at CoC meeting*)
- Director Mid-Year Evaluation Initiated by Fiduciary
- Budget Preparation Begins
- Strategic Plan: Review & Update Annual Priorities

AS NEEDED

- LIHTC Developer Presentations to Steering
- Formation of Nominating Committee

*dependent on funder (federal, state, city) timelines

Monthly Committee Updates for Steering

January 2025

DATA ANALYSIS

- Update not received

OUTREACH WORKGROUP

- At this time, the Outreach Workgroup is actively planning for this year's PIT count. All teams (Outreach) are continuing their work with connecting individuals to the 100 in 100 initiatives through Case Conferences for both chronically unhoused single adults and youth homelessness.

ENDING VETERANS HOMELESSNESS COMMITTEE/VETERANS ACTION BOARD

- Continues to attend USICH workgroup meetings
- Provide expertise in new Veteran program implementation
- Recruit and develop the board
- Organize and Develop Focus Groups
- Attend and Present at Annual Board Members of Ending Veteran Homelessness Committee

YOUTH COMMITTEE

- In recent months, the Youth Committee has worked on expanding YAB membership, planning for the January 2025 PIT count, and addressing systemic disparities through a review of key demographic data. We remain focused on implementing the Coordinated Community Plan and re-engaging partners to revitalize the committee as an action-oriented space.