



Steering Council Meeting Agenda
October 24, 2025 □ 8:30 – 10:30 am
Virtual - Zoom

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of September 19, 2025 Meeting Minutes*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda*
 - a. Committee & Initiatives Updates
 - b. Budget Report: Statement of Activity
 - c. Data Reports: None
6. Director's Report – *standing item*
7. Steering Council Attendance and Participation
8. Federal Updates
9. CHC 2.0 Update
10. YAB Facilitation Proposal – *AYA Youth Collective*
11. Nominating Committee
12. MSHDA HCV Prioritization
13. Any other matters by Steering Committee Member(s)
14. Public Comment on Any Matter (Limit 3 minutes ea.)
15. Adjournment



**STEERING COUNCIL
MEETING MINUTES**
September 19, 2025
8:30am - 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Lauren VanKeulen, Christina White, Tenisa Frye, Wende Randall, Lindsey Reames, Mark Contreras, Greg Mustric, Ryan VerWys, Casey Gordon, Thelma Ensink, Adrienne Goodstal, Ray King, Samantha Westhouse, Karen Merrill (Tjapkes), Kate Berens, Monique Carter, Alonda Trammell, Miranda VanZegeren, Paul Smith, Staff: Alyssa Anten, Courtney Myers-Keaton, Brianne Robach, Robyn Van Dyke, Ronan Parmenter		
Time Convened:	8:33 am	Time Adjourned:	10:01

Approval of Agenda			
Motion by:	Karen Merrill	Support from:	Support Ensink
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Minutes		8/15/2025	
Motion by:	Adrienne Goodstal	Support from:	Lindsey Reames
Discussion			
Amendments	- Replace Lauren with Elizabeth as facilitator		
Conclusion	All in favor, motion passes		
Public Comment on Any Agenda Item			
Discussion			
Action Items		Person Responsible	Deadline
Approval of Consent Agenda			
Motion by:	Ryan VerWys	Support from:	Tenisa Frye
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Director's Report			
Discussion	<ul style="list-style-type: none">- Staff change and next steps to keep data transparency since Evan's gone. Alyssa will help to fill gaps- Shortfall in HUD spending and not enough match for this upcoming grant. Will send out an MOU with the Chamber to count hours on 100 in 100. Came up with some ideas to address ideas.- Website revamp and rebranding the CoC<ul style="list-style-type: none">o Bringing attention to awards		



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- RFP for YAB facilitation
- C. Myers-Keaton is out of office next week for NAHRO conference
- Selected as a finalist for US Citizens award

Action Items	Person Responsible	Deadline
Woda Cooper LIHTC Presentation		
Discussion		
- Greg Mustric from Woda Cooper Development, Inc. shared a summary of their work.		
- He presented an overview of the Bradley Commons development at 3801 Lake Eastbrook Blvd SE with 50 units and 18 PSH units. There will also be local service providers on-site.		
- Shared that Community Rebuilders has been assisting in this development.		
- Letter of intent and visuals were included in agenda packet.		
- Greg requested feedback from the CoC regarding the development and letter of support to include with his application to MSHDA.		
- Opened up to member questions		
Woda Group Bradley Commons project		
Motion by:	Paul Smith	Supported by: Kate Berens
Discussion		
Amendments		
Conclusion	Motion to provide letter of support approved	
Steering Council Attendance and Participation		
Discussion		
- Went over Steering Council attendance and requirements <ul style="list-style-type: none"> o 75% attendance in Steering Council meetings with participation in at least 1 committee 		
Action Items	Person Responsible	Deadline
Making the roster public	CoC Staff	
MSHDA ESG Funding Review Committee Recommendation		
Discussion		
- Funds are available, just above 90k. RFP has been released to utilize the funding.		
- Pine Rest is still being covered for street outreach, and allocated 40% to The Salvation Army and an additional 40% to RRH		
- Mel Trotter Ministries will be receiving funding – adding a full-time employee to outreach team		
Support for Funding Review's Recommendation for MTM to Receive Funding		
Motion by:	Thelma Ensink	Supported by: Sam Westhouse
Discussion		
Amendments		
Conclusion	All in favor, project is approved	
Federal Updates		
Discussion		



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- Courtney gave context behind the re-issued CoC Builds NOFO by the SNAPS office two weeks ago (originally posted summer of 2024, then the administration decided all CoC Builds applications be resubmitted, and then two weeks ago another notification went out about re-releasing the NOFO).
- She informed the council of significant and concerning changes like recently not meeting the criteria due to yes/no language and law enforcement compliance, tent bans, and a focus on faith-based organizations.
 - o May be an indicator of the new CoC program competition. Anticipate releasing the NOFO which was initially unexpected. Unprecedented changes regarding HUD's misalignment with advocacy work.
 - o There is a lawsuit against HUD, but unsure if there are long-term solutions in motion.
- **E. Stoddard:** Federal Updates will be a standing item for a hot minute. Encouraging us to stay on top of things to avoid gaps.

Action Items	Person Responsible	Deadline

October Steering Council Date

Discussion

- Courtney has a scheduling conflict, moving next Steering to October 24th

Action Items	Person Responsible	Deadline
Move October Steering meeting to 10/24	Robyn Van Dyke	Completed

Presentation on Outreach Process Report

Discussion

- Courtney shared pain points and data from the Outreach Process Report
 - o Overview of prioritized pain points: Capabilities, Workflow, Strategy, and Requirements
- Intent is to create standards across all providers for baseline consistency

Action Items	Person Responsible	Deadline

Any other matters by Steering Committee Member(s)

Discussion

- **T. Ensink:** Community/Service center opening soon with meals provided.
- **R. VerWys:** Asked about the CHC 2.0 budget

Action Items	Person Responsible	Deadline
Sending info about the new center to CoC Newsletter	Thelma Ensink	

Public Comment on Any Item

Discussion

- **W. Randall:** Expressed gratitude for those who are actively advocating for funding and policies that support our community members.
- **C. White:** StreetReach at Pine Rest is SAMHSA funded and are unsure how to approach this work with half of the outreach team.



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Adjourn	
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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	First	Last	Organization	Term End	January	February	March	April	May	July	August	September	October	Meetings Not Attended	Meetings Attended	% Attendance to Date	Committees
2	Ryan K	Kilpatrick	Facing Home Initiative - DeVos Family Foundation	Dec-25		x	x	x	x	x				4	5	63%	
3	Thelma	Ensink	Degage Ministries	Dec-25	x			x	x	x	x	x	x	2	7	88%	Built for Zero
4	Lindsey	Reames	Grand Rapids Housing Commission	Dec-25	x	x	x		x	x	x	x	x	1	8	100%	Finance, Executive, Coordinated Entry
5	Lauren	VanKeulen	AYA Youth Collective	Dec-25	x	x		x	x	x	x	x		2	7	88%	Executive
6	Adrienne	Goodstal	North Kent Connect	Dec-26	x		x	x	x	x		x	x	2	7	88%	Coordinated Entry
7	Karen	Tjapkes	Legal Aid of West Michigan	Dec-26	x	x	x	x	x	x		x		2	7	88%	
8	Alonda	Trammell	Dwelling Place	Dec-26		x	x	x	x	x		x	x	2	7	88%	Coordinated Entry
9	Tenisa	Frye	Family Promise of West Michigan	Dec-26	x	x		x	x		x	x	x	2	7	88%	Executive, Data Analysis
10	Lisa	Knight	Girls Choral Academy	Dec-26	x	x		x	x	x	x			3	6	75%	
11	Jazz	McKinney	Grand Rapids Pride Center	Dec-26			x	x	x	x	x		x	3	6	75%	
12	Mark	Contreras	Catherine's Health Center	Dec-27	x	x	x	x		x	x	x	x	1	8	100%	
13	Monique	Carter	Arbor Circle	Dec-27	x	x	x	x		x	x	x	x	1	8	100%	
14	Casey	Gordon	Kent Intermediate School District	Dec-27	x	x	x	x	x	x		x	x	1	8	100%	Finance
15	Elizabeth	Stoddard	Fair Housing Center of West Michigan	Dec-27	x	x	x	x		x	x	x	x	1	8	100%	Executive
16	Ryan V	VerWys	Inner City Christian Federation	Dec-27	x	x	x	x	x	x	x	x	x	0	9	113%	Finance
17	Samantha	Westhouse	The Salvation Army / HARA*	N/A	x	x	x		x	x	x	x	x	1	8	100%	Coordinated Entry
18	Paul	Smith	City of Wyoming*	N/A	x	x	x	x	x	x	x			1	8	100%	
19	Gustavo	Perez	Kent County* Community Action	N/A	x	x	x	x	x	x	x		x	1	8	100%	
20	Kate	Berens	City of Grand Rapids*	N/A		x	x	x	x	x	x	x	x	1	8	100%	Executive
21			Youth Action Board*	N/A			x		x					7	2	25%	
22	Raymond	King	Veterans Action Board*	N/A	x	x	x	x	x	x	x	x	x	0	9	113%	VAB
23	*permanent, non-rotating member organizations														Average Steering Council attendance:		90%
24																	
25															Number of members with ≥75% attendance:		19
26															Total percentage with ≥75% attendance:		90%
27																	

MSHDA Homeless Preference HCV Prioritization Process

Grand Rapids/Wyoming/Kent County CoC – MI 506

MSHDA's Housing Choice Voucher (HCV) program aims to assist low-income families and individuals in paying a portion of their rent. Participants are usually responsible for paying approximately 30-40% of their income toward rent. All rental units are subject to a housing inspection by the subsidy provider and both the participants and landlords are bound by the rules and regulations of the HCV Program. Since housing assistance is provided on behalf of the household, participants are able to find their own housing, including single-family homes, townhouses, and apartments. The MSHDA HCV program includes a homeless preference, referrals based on this preference are managed locally. A prospective household must meet the following definition of homeless to qualify:

1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings including a car, park, abandoned building, bus or train station, airport, or camping ground.
2. Individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements
3. Individual who resided in a shelter or place not meant for human habitation & exiting an institution where he/she temporarily resided
 - a. The individual must have been homeless prior to entering the institution
 - b. “temporarily resided” now means a period of 90 days or less

HCVs become available within a county through attrition and MSHDA notifies Coordinated Entry (CE) of the number of households which may be added to the HCV waitlist to be drawn for a voucher. Coordinated Entry will prioritize households who are in need of long-term support to maintain stable housing. This will be implemented by equally splitting the number of allocated vouchers between the priority pools following the order of priority below:-

<u>Chronically homeless households</u>	<u>Households are on the active prioritization list who have returned to homelessness within 24 months after exiting from any program to a permanent destination</u>
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1. ~~Households with an adult member(s) who have a fixed income in a Rapid Re-Housing (RRH) project, prioritized by CE assessment score and length of time homeless, THEN~~
2. ~~Households with an adult member(s) who have a fixed income and who are on the active prioritization list (enrolled in Street Outreach [SO], Emergency Shelter [ES], Transitional Housing [TH], and/or Coordinated Entry [CE]), prioritized by CE assessment score and length of time homeless, THEN~~
3. ~~Households in RRH or on the active prioritization list (in SO, ES, TH, CE) with 3+ persons and adult member of the household has a fixed income or household is under 30% AMI, prioritized by CE assessment score and length of time homeless.~~

Within each of the priority populations pools, households will be prioritized based on the most recent CE assessment score. To be on the active prioritization list, households must have a CE

assessment within the last 90 days. ~~For households enrolled in RRH, their CE assessment score may be more than 90 days old. This score will still be considered as it reflects vulnerability at the time they were connected to the housing resource.~~ In the case where multiple households have the same score, length of time homeless will be used as a tie breaker.

DRAFT



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

October 2025

COORDINATED ENTRY

- Celebrated the success of the first round of allocated 48 HCV vouchers with the new prioritization tiers designed by the CE committee.
- Discussed the unattended consequences of that new prioritization to RRH programs and CoC staff suggested changes that were approved by the committee.
- Also discussed creating a smaller workgroup within the committee to evaluate and suggest changes as needed to the prioritization tiers as more HCV's are obtained from MSHDA.

YOUTH ACTION BOARD

No current updates.

FAMILY FUNCTIONAL ZERO

Currently not meeting.

Continuum of Care Grant Financial Status

As of 9/30/2025

Grant	Grant Award Amount	Grant Spend To Date	% Spent	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
MSHDA Pass Thru Grants							
MSHDA 2025 ESM	\$ 245,000	\$ 161,559	66%	\$ 161,559	\$ (83,441)	9/30/2025	Next FSR due Oct 2025
MSHDA 2024 ESF-02	\$ 172,185	\$ 116,984	68%	\$ 116,984	\$ (55,201)	9/30/2025	Next FSR due Oct 2025
MSHDA 2024 ESM-02	\$ 17,304	\$ -	0%	\$ -	\$ (17,304)	9/30/2026	
MSHDA 2025 ESF-02	\$ 400,232	\$ -	0%	\$ (400,232)	\$ (800,464)	9/30/2026	
MSHDA Steps to Stability	\$ 150,000	\$ -	0%	\$ -	\$ (150,000)	9/30/2026	Will be P/T with The Salvation Army
HWMUW (Match)	\$ 7,000	\$ -	0%	\$ -	\$ (7,000)	6/30/2026	Will begin to spend in December - need spend in proper time frame for match.
City of GR CDBG (Match)	\$ 20,000	\$ 3,594	18%	\$ 19,475	\$ (525)	6/30/2026	
HUD Planning 11.30.25	\$ 395,557	\$ 250,602	63%	\$ 396,101	\$ 544	11/30/2025	Need to spend \$78k in Oct & Nov in addition to personnel expenses to fully spend the grant down.
HUD Planning 11.30.26	\$ 467,490	\$ -	0%	\$ 408,887	\$ (58,603)	11/30/2026	
HUD SSO 5.31.2026 #1	\$ 239,368	\$ 30,203	13%	\$ 237,838	\$ (1,530)	5/31/2026	
HUD SSO 5.31.2026 #2	\$ 68,953	\$ -	0%	\$ 68,953	\$ -	5/31/2026	
HUD SSO 1.31.2026 #3	\$ 219,696	\$ 108,621	49%	\$ 219,436	\$ (260)	1/31/2026	
Kent County CUNP 9.30.26 (Match)	\$ 20,000	\$ -	0%	\$ 13,426	\$ (6,574)	9/30/2026	
Kent County CUNP 9.30.25 (Match)	\$ 24,000	\$ 24,000	100%	\$ 24,000	\$ (0)	9/30/2025	
DeVos Family Foundation	\$ 26,000	\$ 26,000	100%	\$ 26,000	\$ -	12/31/2025	
DeVos/Trillium Foundation 22.23	\$ 330,000	\$ 271,300	82%	\$ 273,709	\$ (56,291)	1/31/2026	Will need to request an extension due to vacant position.
HMIS, HUD 11.30.25	\$ 138,304	\$ 114,082	82%	\$ 138,068	\$ (236)	11/30/2025	
HMIS, HUD 11.30.26	\$ 144,594	\$ -	0%	\$ 144,298	\$ (296)	11/30/2026	
DeVos Outreach Coordination Ph I	\$ 16,420	\$ 16,420	100%	\$ 16,420	\$ -	12/31/2025	
Housing Navigation Pgm 23.25	\$ 240,000	\$ 240,000	100%	\$ 240,000	\$ -	8/31/2025	
Total	\$ 3,342,103	\$ 1,363,366	41%	\$ 2,104,923	\$ (1,237,180)		
CoC Fund Balance							
Fund Balance @ 6/30/20	\$ -						
Add:							
HWMUW grant fye 6.30.21 (not spent)	6,600						
Mission Matters - Strategic planning	(4,000)						
Comm Solutions Int'l income	1,000						
CoC Fund Balance 6/30/22	\$ 3,600						
NPTA remaining	100						
Kent County ESG (admin)	(909)						
Misc small grant closeout adj	(591)						
CoC Fund Balance 6/30/23	\$ 2,200						
Misc small grant closeout adj	(1,705)						
CoC Fund Balance 1/31/2025	\$ 495						
Misc small grant closeout adj's	(495)						
CoC Fund Balance 2/28/2025	\$ (0)						

100 in 100 Summary			
Cash Donations		Expenses	
July	\$ 102.50		
August	5,157.60		
Sept	599.33		
Oct	552.07	\$ 970.36	
Nov	1,376.51	958.94	
Dec	9,094.34	42.61	
Jan		4.10	
Feb		195.22	
May	2,000.00	10,000.00	
Total	\$ 18,882.35	\$ 12,171.23	