



Steering Council Meeting Agenda
November 15, 2024 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of October 18, 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. Steering Council Elections – *discussion only*
9. MSHDA Shelter Diversion Project Update
10. CoC Program Competition Review and Learnings
11. Winter Shelter Capacity
12. Any other matters by Steering Council Member(s)
13. Public Comment on Any Matter (Limit 3 minutes ea.)
14. Adjournment

Next meeting: December 13, 2024

* denotes potential action item



STEERING COUNCIL MEETING MINUTES

October 18, 2024

8:30am – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Elizabeth Stoddard, Lindsey Reames, Kate Berens, Casey Gordon, Charisse Mitchell, Ryan VerWys, Adrienne Goodstal, Ryan Kilpatrick, Mark Contreras, Carolyn Allen, Alonda Trammell, Lisa Knight, Paul Smith, Sam Westhouse, Joyce Williams, Tenisa Frye, Gustavo Perez		
	Community Members: Maranda VanZegeren, Christie White, Rachael Buck		
	Staff: Alyssa Anten, Craig Heerema, Courtney Myers-Keaton, Ronan Parmenter		
Time Convened:	8:33am	Time Adjourned:	10:30am

Approval of Agenda – standing item			
Motion by:	Adrienne Goodstal	Support from:	Ryan VerWys
Discussion			
Amendments			
Conclusion	Approved		
Approval of Minutes – standing item		September 20, 2024	
Motion by:	Lisa Knight	Support from:	Adrienne Goodstal
Discussion			
Amendments	Include the names of the individuals on the slate for nomination. Note that Tenisa shared 33 families were unsheltered in her update.		
Conclusion	Approved		
Approval of Consent Agenda – standing item			
Motion by:	Adrienne Goodstal	Support from:	Lindsey Reames
Discussion			
Amendments			
Conclusion	Approved		
Public Comment on Any Agenda Item – standing item			
Discussion:			
None			
CoC Director's Report – standing Item			
Discussion			
Courtney noted everything is on the agenda and has no further information for the director's report.			
Action Items	Person Responsible	Deadline	
Coordinated Entry – standing item			
Discussion			
Coordinated Entry committee decided to form a subcommittee to discuss some potential options to consider for the CE process, and Courtney reiterated that this workgroup will present their ideas for			



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feedback to the Coordinated Entry Committee before going to the full CoC to make a determination. The community, including Persons With Lived Experience in Homelessness, will have an opportunity to provide feedback in the process as well. There was discussion around possible options and the challenges with the current process. Courtney noted that several Coordinated Entry Committee members have already signed onto the workgroup, and welcomed members of this committee to also join; Lindsey Reames expressed interest.

Courtney also shared about a training to be provided to our membership to discuss homeless verification and documentation for HUD programing. More information will be shared once scheduled.

Action Items	Person Responsible	Deadline

CoC Program Competition Update

Discussion

The Funding Review Committee, consisting of seven members, reviewed applications and Courtney noted that scores were consistent across reviewers. She highlighted emerging challenges with the score cards and project data, and recommended potential solutions for future funding rounds. No appeals were made, and Courtney welcomed follow-up with agencies after the competition is complete. Funding Review Committee put forth their Project Priority Listing, and Courtney reviewed the document with this committee. **Casey Gordon motioned to approve the Project Priority Listing as recommended by the Funding Review Committee, wish support by Paul Smith; all in favor, motion passes.**

Action Items	Person Responsible	Deadline

CoC MOUs

Discussion

Courtney reviewed the current MOU the CoC has with HWMUW and made suggestions to change it to provide more clarity around responsibilities of CoC Staff. She recommended bringing a draft proposal of one singular MOU to discuss further with Executive Committee before bringing back to Steering Council for further discussion in December; Kate Berens offered assistance in drafting an MOU.

There was additional discussion around consideration of a two-year MOU agreement, and Courtney provided further information around the current MOUs shared by the CoC and HWMUW, including the Fiduciary, HMIS Lead Agency, and Coordinated Entry.

Action Items	Person Responsible	Deadline

CoC Funding Reallocation Process Draft Recommendation

Discussion

Courtney noted this came from a conversation about how to make the reallocation policy more robust and evidence-based, and gave context around the current policy that operates on a more voluntary process. She recommended consideration of an involuntary reallocation process, with a



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goal to provide more oversight of CoC Projects through a quarterly APR review process to ensure projects are meeting expectations and are effective and align with community needs. Courtney recommends Steering reviews this by the end of December.

Action Items	Person Responsible	Deadline
100 in 100 Update		
Discussion		
<p>Thirteen have been housed and 54 are in the process, working with case managers to find housing. Courtney shared challenges around matching unit sizes to households, and there was discussion around the flexible pool of funding and solving for an anticipated gap in vouchers. Ryan VerWys expressed a desire to expand capacity for this type of initiative to other populations in our community, and Courtney agreed, noting plans to learn from and scale up this effort beyond December. This committee discussed the amount of effort required to provide this type of unfunded work and how to effectively move forward with it as a community. Kate Berens referenced the conversations that have been happening around this across the whole CoC and affirmed the city's commitment to continuing to identify techniques, strategies, and resources to affect systems change; Gustavo echoed this from the county's perspective.</p>		
Action Items	Person Responsible	Deadline
Shelter Diversion Pilot Project		
Discussion		
<p>Courtney provided information on this proposal which is due in November, noting that a community wide application is not required. After discussions at Executive Committee and Coordinated Entry Committee, Courtney recommends requesting applications for review by CoC Staff and Executive Committee, with decisions finalized by November 1.</p>		
Action Items	Person Responsible	Deadline
Governance Charter Review		
Discussion		
<p>A workgroup met to review the governance charter, and will be meeting again before bringing this back to Steering. Tabling this matter to January for final review.</p>		
Action Items	Person Responsible	Deadline
Any Other Matters by Steering Council Members		
Discussion		
<ul style="list-style-type: none"> - Tenisa Frye shared that Family Promise has had to pause their Interfaith Hospitality Network (IHN) program, which provides overnight emergency shelter. They did receive six additional shelter rooms through Mel Trotter, so the families in the IHN program were able to remain in emergency shelter. She said they are working closely with churches to explore reimagining the program, and noted this does not reduce Family Promise's overall capacity. 		



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- Elizabeth Stoddard shared about a free Fair Housing breakfast event next week, October 24, and shared the link with this committee to register and join.
- Casey Gordon noted that Kent ISD lost their Family Support Specialist through Family Promise due to the American Rescue Plan grant funding ending.

Action Items	Person Responsible	Deadline
Public Comment on Any Item		
Discussion		
None		
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

November 2024

DATA ANALYSIS

September 2024 –

DA Committee met 9/19/24. Two items of note:

- The ad hoc group discussing potential formats for an equity framework paused temporarily to evaluate progress, and to figure out a way forward toward presentation, analysis, and use of information toward system improvement.
- The committee reviewed the Family Shelter dashboard provided by Family Promise, noting a 91% positive result in exits to permanent placements, and the estimate of \$4,000/month cost of basic lodging and needs of a family. Using that figure, the cost of housing 35 families waiting for shelter was estimated at \$140,000/month.

October 2024 –

- DA Committee met 10/17/24. In an effort to align the committee's work with its stated purpose, a meeting schedule allowing for review of data to be submitted to HUD was adopted, with the next committee meeting scheduled for December 2024.

OUTREACH WORKGROUP

No update received

ENDING VETERANS HOMELESSNESS COMMITTEE/VETERANS ACTION BOARD

No update received