



Steering Council Meeting Agenda  
November 21, 2025 ▫ 8:30 – 10:30 am  
Heart of West Michigan United Way – 118 Commerce Ave SE

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of October 24, 2025 Meeting Minutes\*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda\* – *stand*
  - a. Committee & Initiatives Updates
  - b. Budget Report: Statement of Activity
  - c. Data Reports: None
6. CHC Update
7. PIT Count Planning Update
8. Steering Council Elections Process
9. CoC Program Competition
  - a. CoC Staff Time and Priorities until Jan 14
10. Strategic Planning and V/TO
11. Director's Report – *standing item*
12. Federal Updates
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

October 24, 2025

8:30am - 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Elizabeth Stoddard, Marsha Mooney, Michelle Van Dyke, Casey Gordon, Adrienne Goodstal, Thelma Ensink, Gustavo Perez, Wende Randall, Lindsey Reames, Tenisa Frye, Maranda VanZegeren, Mark Contreras, Ryan VerWys, Christie White, Alonda Trammell, Jazz McKinney, Sam Westhouse, Nelson Soto, Ray King, Monique Carter, Kate Berens  Staff: Courtney Myers-Keaton, Alyssa Anten, Ronan Parmenter, Robyn Van Dyke		
Time Convened:	8:34 am	Time Adjourned:	10:13am

Approval of Agenda			
Motion by:	Adrienne Goodstal	Support from:	Thelma Ensink
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Minutes		9/19/2025	
Motion by:	Casey Gordon	Support from:	Ray King
Discussion	<ul style="list-style-type: none"><li>- Correct it to motion to provide a letter of support for Woda Cooper</li><li>- Ryan VW asked about CHC 2.0 budget instead of HSA</li></ul>		
Amendments			
Conclusion	All in favor, motion passes		
Public Comment on Any Agenda Item			
Discussion			
Action Items		Person Responsible	Deadline
Approval of Consent Agenda			
Motion by:	Ray King	Support from:	Adrienne Goodstal
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Director's Report			
Discussion			
<ul style="list-style-type: none"><li>- Courtney wants to revisit the anticipated Steering topics slated for fall. The Governance charter will be under review in addition to a fiduciary review and lead agency review, etc. to keep things updated<ul style="list-style-type: none"><li>o Will add revisiting Steering's anticipated topics to Executive Committee's agenda so it stays on their radar</li></ul></li></ul>			
Data Report:			



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- There is currently nothing to submit to HUD. This time of year, the Coalition should be in an LSA planning period but the government shutdown has complicated things. We are keeping an eye out for HUD guidance and hoping to stay on track.
- PIT count planning is underway. There is uncertainty about when submissions are due, but we're hoping to hold the count as planned. Courtney acknowledged the community concerns and confirmed that the count is still happening, but if concerns come up, the count may be halted.
  - o It was explained that the count is required every other year, but the Coalition performs it annually.
  - o Courtney reassured that HMIS data is protected if the government asked for client information.
- There will be an email sent out for Steering Council elections in 2 months
- The State of Youth Homelessness event is taking place on November 13<sup>th</sup> with AYA, Covenant House, Arbor Circle, YAB, and the COC. The plan is to talk about where the Coalition has been, where we are, and where we're going with youth homelessness to energize the youth space.
  - o Reimagining the youth committee, brainstorming on a new name.

Action Items	Person Responsible	Deadline
Will add Steering's anticipated topics to Executive's agenda Send out notifications for Steering Council elections	CoC Team	November 12 <sup>th</sup>
<b>Steering Council Attendance and Participation</b>		
Discussion		
<ul style="list-style-type: none"> <li>- Courtney brought this up to define the role of Steering Council for the Coalition. There was a rough draft of a Steering Council roster attached in October's packet. This is to note attendance and act as a reminder to participate in one committee outside of Steering (General Membership does not count), and to keep accountability.</li> </ul>		
<b>Federal Updates</b>		
Discussion		
<ul style="list-style-type: none"> <li>- There was an exposé about changes to COC program funding and how it's allowed to be utilized. Most notably, they want to cap PSH projects at 30% -- which means the COC would have to cut \$7 million from projects and reallocate it somewhere else. YHDP funds could be eliminated from the NOFO, resulting in losing \$1.8 million YHDP restricted funding.               <ul style="list-style-type: none"> <li>o Applications will be based on response rate and yes/no answers.</li> <li>o Courtney suspects that mention of harm reduction and equity measures will most likely not be allowed.</li> <li>o We will be seeing significant changes across the country due to this.</li> </ul> </li> <li>- In addition to the restrictions above, if HUD were to release a NOFO, the timeline would put contracts that renew in January in danger since projects wouldn't be awarded until we're well into 2026.</li> </ul>		



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- **Thelma Ensink:** Asked to confirm which projects will not be renewed regarding PSH's. Courtney suspects there may be different terminology, but we do not provide the supportive services they've been tiptoeing around.
- **Ryan VerWys:** Asked about Housing Solutions funding, specifically about the clarification of unsupported housing and if we were to see an increase in evictions within 3 months. Courtney thinks that both will be the reality. Overall, there's uncertainty about what it will exactly look like, but this will be a community conversation with non-profit leaders happening at the end of 2025 or beginning of 2026. Ryan advocates, the sooner the conversations can happen, the better. Courtney suggests that Kate can provide more information about this.
- **Alonda Trammell:** Wants to make sure that The Dwelling Place is on the list as they want to stay ahead of this as much as possible.
- **Casey Gordon:** Asked how transitional housing impacted, but we're unsure still. Courtney suspects that the joint projects would fall under the transitional housing umbrella.

Action Items	Person Responsible	Deadline
Courtney will share the document she presented. Alyssa is pulling how many households would be impacted.	CoC Team	
<b>CHC 2.0 Update</b>		

### Discussion

- There's been a few CHC 2.0 demo presentations over the past few weeks at Executive and Coordinated Entry committee that received positive responses. Details are still being finalized about how CHC operates within the context of the CE system. What will most likely happen is that we get a contract/agreement with Community Rebuilders (a whole process in itself). Currently, CR is working with partners to get feedback on finalizing things.
- Hoping to have a presentation in November and present it in December.
- Courtney talked about potentially seeking some funding opportunities, although Liz said there's no proposed agreement yet. We're planning to look ahead to a Community Rebuilders presentation at November Steering Council, but in the interim, we asked if they would be willing to provide community demo sessions as informational sessions are for Steering Council only.
- **Ryan VerWys:** Asked if those documents could be shared. Courtney said the draft is still under legal review so we're unable to respond yet. Hoping to reframe the governance document as an operational guide for CHC 2.0 in our system.
- **Casey Gordon:** Asked about the annual subscription regarding packages, payment, and fees beyond general subscription, in addition to where we would potentially place the cost of CHC 2.0 in the COC's current budget. Courtney says we would have to seek additional funding to support staff.
  - o There were some follow-up questions about payments and cancellations. There's a need to start seeing things in writing as it's hard to react to something we don't have.
- **Ryan VerWys:** Asked if the value of CHC 2.0 will diminish if not everyone participates. Courtney answered that if we use it for Coordinated Entry, it will be required of us to use CHC



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2.0 and it will diminish it if not everybody participates. Ryan invites Executive Committee to do some scenario planning in case there's a split vote on it.		
<ul style="list-style-type: none"><li>- Courtney encouraged all to go to the community demos for CHC 2.0 and Tenisa seconded that, especially for those working on the front end.</li></ul>		
Action Items	Person Responsible	Deadline
Invite CR to present on CHC 2.0 in November to present in December Share Courtney's documents	CoC Team	
YAB Facilitation Proposal	AYA Youth Collective	
Discussion		
<ul style="list-style-type: none"><li>- An RFP went out for YAB facilitation which includes stipends. AYA was the only one that submitted the proposal.<ul style="list-style-type: none"><li>o The proposal went to Executive which led us to ask how we deal with these processes. There is a need to document this process to bring to Steering.</li></ul></li><li>- <b>Liz Stoddard:</b> Suggested that we start with United Way's procurement policies and procedures, then Steering Council, and then the Coalition.</li></ul>		
Action Items	Person Responsible	Deadline
Create standard process for contractual agreements above 10k		
Nominating Committee		
Discussion		
<ul style="list-style-type: none"><li>- Courtney brought up the confusing language in our charter surrounding nominating committee. She went over what the outdated charter said about the roles and expressed interest in an open election for candidates based on nominating committee recommendations.</li><li>- There is a need to have a full nominating committee before Steering elections in 2 months. Liz asked if the governance charter gives Executive the power to appoint two seats. There seems to also be a need to revise the language.</li><li>- The motion for the governance charter will be reviewed by January</li></ul>		
Motion to Review Governance Charter before January		
Motion by:	Jazz McKinney	Support from: Kate Berens
Discussion		
Amendments		
Conclusion	All in favor, motion passes	
Action Items	Review Governance Charter before January	
MSHDA HCV Prioritization		
Discussion		
<ul style="list-style-type: none"><li>- The prioritization process is based off the workgroup made to discuss this. At the beginning of the year, a prioritization process was created for MSHDA HCV's instead of using a lottery system. There were concerns with previous pulls about the effects specifically around people</li></ul>		



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with fixed income and on RRH lists. It presented challenges to track, administrate, and concerns about how it was impacting RRH services.

- Another work group came together to talk about what would be best. They were determined to equally split allocations between those who are chronically homeless and those that are on the active prioritization list who returned to homelessness after 24 hours of exiting a program due to not being stabilized on their own after 2 years.
  - o There was no vote due to not having enough time to process. Does not need to be approved until November.
- There were multiple questions about this, ranging from what committee discussions look like, if GR Attrition voucher preferences change, and what happens when there isn't an even number to vote to approve a new policy.
- Courtney confirmed that it will be MSHDA only
- **Sam Westhouse:** Talked about her involvement in the meetings and wanting to create movement as the people need a longstanding resource. She also brought up unintended consequences, where Courtney brought up a document that lists additional consequences.
- **Liz Stoddard:** Asked if there's a chairperson for CE.

Action Items	Person Responsible	Deadline
Put October CE minutes in for the November Steering packet	Robyn Van Dyke	
<b>Any other matters by Steering Committee Member(s)</b>		
Discussion		
Action Items	Person Responsible	Deadline
<b>Public Comment on Any Item</b>		
Discussion		
<ul style="list-style-type: none"> <li>- ENTF sent out information regarding the impact of SNAP and WIC benefits. Also had opportunities for support and advocacy for what could be done.</li> </ul>		
Action Items	Person Responsible	Deadline
Add ENTF's info about SNAP and WIC to the newsletter	Robyn Van Dyke	
<b>Adjourn</b>		



**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 2025

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#### **DATA ANALYSIS**

- Planning on meeting every other month with the next meeting on January 15th
- Figuring out next steps for future responsibilities of the committee

#### **OUTREACH**

- Bi weekly 30 minute case conferencing (only those doing outreach HOT, PR, MTM)
- New HMIS doc workflow demonstration- Alyssa
- Cold weather planning
- Centralized POC- open brainstorm
- Clarify referral processes (stabilization CM)
- Tackling those falling off due to inactivity

#### **WE EXIST: YOUTH SOLUTIONS COUNCIL**

- Youth Committee has been renamed and reimagined to We-Exist: Youth Solutions Council and the first meeting will be December 12th 9:30am-11am.

#### **VETERANS ACTION BOARD/ENDING VETERANS HOMELESSNESS COMMITTEE**

- No current updates, preparing for 2026 initiatives



Continuum of Care Grant Financial Status

As of 10/31/2025

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	\$ 245,000	100%	\$ 245,000	\$ -	9/30/2025	Fully spent, final FSR filed.
MSHDA 2024 ESF-02	\$ 172,185	\$ 172,185	100%	\$ 172,185	\$ -	9/30/2025	Fully spent, final FSR filed.
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	\$ 23,098	15%	\$ 23,098	\$ (126,902)	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	\$ 5,900	30%	\$ 20,000	\$ 0	6/30/2026	
City of Wyoming CDBG (Match)	\$ 5,000	\$ 962	19%	\$ 5,000	\$ (0)	6/30/2026	
HUD Planning 11.30.25	\$ 395,557	\$ 288,725	73%	\$ 395,557	\$ (0)	11/30/2025	Will spend \$74k in Nov in addition to personnel expenses to fully spend the grant down.
HUD Planning 11.30.26	\$ 467,490	\$ -	0%	\$ 423,699	\$ (43,791)	11/30/2026	
HUD SSO 5.31.2026 #1	\$ 239,368	\$ 33,085	14%	\$ 239,368	\$ 0	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	\$ 183,703	84%	\$ 219,696	\$ 0	1/31/2026	
Kent County CUNP 9.30.26 (Match)	\$ 20,000	\$ 655	3%	\$ 14,742	\$ (5,258)	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	\$ 271,473	82%	\$ 273,760	\$ (56,240)	1/31/2026	Will need to request an extension due to vacant position.
HMIS, HUD 11.30.25	\$ 138,304	\$ 125,702	91%	\$ 138,304	\$ 0	11/30/2025	
HMIS, HUD 11.30.26	\$ 144,594	\$ -	0%	\$ 144,594	\$ (0)	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	\$ 3,347,103	\$ 1,656,909	50%	\$ 2,290,144	\$ (1,056,959)		

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



Grand Rapids/Wyoming/Kent County CoC  
Coordinated Entry Committee  
**MEETING MINUTES – DRAFT**  
October 21, 2025 2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Brian Bruce, Tammy Vincent, Brian Sommer, Tyler Kregel, Marsha Mooney, Emily Stroka, Meselech Beld, Brody Ennis, Lila Carson, Gaby Guzman, Hannah Salas, Moriah DeJesus, Shakerah McRae, Sam Westhouse, Marissa Lee, Eileen McKeeever, Fallon Lee, Becky Nespital, Rachel McDowell, Dani Shields, Heather Nyenhuis, Frieda Campos, Felicia Clay, Zenaida Jimenez, Angela Gillisse, Brianne Jurs  Staff: Courtney Myers-Keaton, Brianne Robach, Ronan Parmenter		
Time Convened:	2:09pm	Time Adjourned:	3:07pm

Approval of Agenda			
Motion by:	Hannah Salas	Support from:	Tammy Vincent
Discussion			
Amendments	Adding November CEC Meeting as agenda item		
Conclusion	All in favor with amendment, motion passes		
Approval of Minutes		August 12, 2025	
Motion by:	Hannah Salas	Support from:	Becky Nespital
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
HCV Pre-Application Processes – <i>informational only</i>			
Discussion			
Brienne shared a presentation overviewing the process.			
Action Items		Person Responsible	Deadline
Email presentation slides to this committee		Ronan	11/1/2025
HCV Prioritization Process*			
Discussion			
<p>A small workgroup was formed in August to develop a prioritization process for HCVs. The workgroup met over the last few months and came up with considerations based on feedback from previous rounds of applications as well as staff recommendations. The prioritizations considerations identified by the workgroup include:</p> <ul style="list-style-type: none"><li>- Cannot screen people out due to perceived barriers</li><li>- Criteria is identifiable based on HMIS data due to sustainability</li><li>- Consider effects on permanent housing projects</li><li>- Keep it simple</li><li>- Ensure the most vulnerable are connected</li><li>- Focus on maintaining long term housing stability</li><li>- Prevent returns to homelessness</li><li>- Consider all populations</li></ul>			



Grand Rapids/Wyoming/Kent County CoC  
Coordinated Entry Committee  
**MEETING MINUTES – DRAFT**  
October 21, 2025 2:00-3:30 pm

Workgroup determined two potential buckets for criteria, recommending that this committee have discussion around determining which buckets to recommend to Steering Council:

- Chronically homeless households
- Households are on the active prioritization list who have returned to homelessness within 24 months after exiting from any program to a permanent destination
- OR split the prioritization 50/50 to avoid overloading shelter and ensure that single, youth, and family households are served

Brianne reviewed the Stella P dashboard

- Number of households that have exited and number who have returned to homelessness within 12 months, 24 months

Discussion:

- Concerns about unintended consequences; Brianne noted this workgroup put a lot of thought into that piece
- Concerns around the pre-application process and completing it in a reasonable time
- Discussion around how this process aligns with the current CE Policy
- Several noted concerns for long-term shelter stayers, particularly families
- Brianne noted MSHDA has requested that we do not screen anyone out, but leave that to MSHDA (while also being transparent about the possibilities with clients)

**Hannah Salas, Shakerah McRae – Motion to recommend the 50/50 split prioritization process to Steering Council, with 24 votes in favor and 2 votes against; the 2 dissenting voters noted they do not support due to it being too much of a diversion from the current process. This prioritization will move forward to Steering.**

Action Items	Person Responsible	Deadline
<b>Youth Inactive Contact Process – <i>informational only</i></b>		
Discussion		
Recently expanded BFZ for youth, with one requirement that if exiting someone, we are attempting to contact them to determine whether they are inactive or still in need of support.		
Brianne reviewed the policy, noting that youth providers are currently piloting this with youth. When nearing the inactive date (approximately 60-75 days), providers are asked to follow up with that youth and track data to ensure they are still residing in Kent County and still experiencing literal homelessness.		
Action Items	Person Responsible	Deadline
<b>November CEC Meeting Reschedule</b>		
Discussion		



Grand Rapids/Wyoming/Kent County CoC  
Coordinated Entry Committee  
**MEETING MINUTES – DRAFT**  
October 21, 2025 2:00-3:30 pm

November meeting scheduled for Veteran’s Day; Brianne wanted to get a sense of whether we should reschedule or cancel.		
Action Items	Person Responsible	Deadline
Cancel November CEC meeting	Ronan	11/1/2025
<b>Coordinated Entry Concerns – <i>Standing Item</i></b>		
Discussion		
None		
Action Items	Person Responsible	Deadline
<b>Action Items and Next Steps</b>		
Discussion		
Action Items	Person Responsible	Deadline
<b>Adjournment</b>		