



Steering Council Meeting Agenda  
December 13, 2024 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda\*
3. Approval of November 15, 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: LSA Submission due in January; Data Analysis reviewed at 12/12 meeting; will send forward in January prior to submission.
6. Director's Report – *standing item*
7. Coordinated Entry – *standing item*
8. HCVs
  - a. MSHDA Homeless Preference Process
  - b. Kent County Vouchers
9. Coordinated Entry Next Steps
  - a. Joint TSA/HWMUW Budget
  - b. CE work group
  - c. CHC 2.0 development
10. Strategic Plan
11. PIT Count Planning
12. Steering Council Elections
13. 100 in 100 Update
14. Year End Review
15. Any other matters by Steering Council Member(s)
16. Public Comment on Any Matter (Limit 3 minutes ea.)
17. Adjournment

**Next meeting:** January 17, 2025

\* denotes potential action item



## STEERING COUNCIL MEETING MINUTES

November 15, 2024

9:00am – 10:00am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	Elizabeth Stoddard, Adrienne Goodstal, Lindsey Reames, Paul Smith, Tenisa Frye, Karen Tjapkes, Raymond King, Mark Contreras, Jazz McKinney, Sam Westhouse, Kate Berens, Alonda Trammell, Fran Dalton, Christie White, Ryan Kilpatrick  Community Members: Wende Randall, Kate Hultquist, Maranda VanZegeren, Michelle VanDyke  Staff: Courtney Myers-Keaton, Ronan Parmenter		
Time Convened:	9:03am	Time Adjourned:	9:57am

<b>Approval of Agenda – standing item</b>			
Motion by:	Adrienne Goodstal	Support from:	Lindsey Reames
Discussion			
Amendments			
Conclusion	Approved		
<b>Approval of Minutes – standing item</b>		<b>October 18, 2024</b>	
Motion by:	Sam Westhouse	Support from:	Paul Smith
Discussion			
Amendments			
Conclusion	Abstention: Jazz McKinney. Approved.		
<b>Approval of Consent Agenda – standing item</b>			
Motion by:	Adrienne Goodstal	Support from:	Lindsey Reames
Discussion			
Amendments			
Conclusion	Approved		
<b>Public Comment on Any Agenda Item – standing item</b>			
Discussion:			
None			
<b>CoC Director’s Report – standing Item</b>			
Discussion			
100 in 100 Update: Courtney gave updated data on those housed and in process for this initiative, and shared about ongoing planning meetings, noting processes that have been identified for further development over the next weeks and months. There was discussion around available units and move-ins that will happen in January due to the holidays, and continued discussion around extending the timeline of the initiative to account for those late move-ins. There has been positive feedback from the community and CoC members around this initiative, and Lindsey and Kate both spoke to the cohesion of the work between organizations and the importance of continuing to support and scale			



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up this work in the community. Kate especially highlighted the importance of change management as we move into the next phase of this initiative and requested this as an agenda topic in the new year.

**Built for Zero Learning Session:** Several CoC staff and community partners attended this learning session and shared takeaways, noting the planning time was especially valuable for integrating into systems work, particularly regarding 100 in 100. There was discussion around working with a consultant to tie together encampment strategies, GTO (geographically targeted outreach) projects, 100 in 100, and Built for Zero. Courtney spoke to the CoC data methodology, noting changes that have been made to the reporting mechanism over the past year. She noted the possibility of scheduling a special meeting for Steering to learn more about Built for Zero and plans to reconvene the Built for Zero group in February to review updates and determine next steps. There was discussion around the importance of community partner involvement to carry the momentum of this work. There was discussion around topics this group would like to learn more about: initiatives and special projects, 100 in 100, by-name lists.

Action Items	Person Responsible	Deadline

### **Coordinated Entry – standing item**

Discussion

No major updates at this time; a CE workgroup will be meeting in December.

Action Items	Person Responsible	Deadline

### **Steering Council Elections – discussion only**

Discussion

There are five openings for nomination this year, with the following individuals' terms ending: Mark Contreras, Fran Dalton, Casey Gordon, Ryan VerWys, and Elizabeth Stoddard. Nominating forms will be sent via email next week, and the election will take place in December. The Nominating Committee will be meeting ahead of the election; Executive Committee elections will happen in January.

Action Items	Person Responsible	Deadline

### **MSHDA Shelter Diversion Project Update**

Discussion

Mel Trotter has put together an application and asked for support from the CoC; Courtney noted the application fit the criteria and Mel Trotter has committed to working closely with the CoC to make any necessary changes, and the CoC submitted a letter of support. An update will likely be available in the next 2-3 weeks.

Action Items	Person Responsible	Deadline

### **CoC Program Competition Review and Learnings**

Discussion

The Program Competition application was submitted and Courtney provided a high-level overview on some key takeaways. There was discussion around data points for VSP (victim service provider) beds, and Courtney shared challenges around the report required by the HUD Exchange, noting other CoC



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applications appeared to have similar issues with the report. CoC staff continue to work with HUD and providers to address areas of challenge and will bring updates to this committee as more is learned. Courtney did note that an AAQ (Ask A Question) was submitted for this. There was also discussion around the two-year NOFO, and Courtney shared that we are unsure what to expect with this but we will continue to do our best to ensure our community is being served in a way that is trauma informed and equitable.

Action Items	Person Responsible	Deadline

### Winter Shelter Capacity

Discussion

Courtney noted CoC staff have been working with Mel Trotter on categorization of bed utilization, highlighting that while the distribution of individuals across locations remains consistent, there is potential for adjustments in the number of emergency shelter beds to maintain alignment with emergency shelter priorities. This committee discussed the importance of clear communication around these changes to continue to build confidence in the community around the system and the data.

There was also discussion around staffing capacity, and there is a meeting scheduled to discuss potential solutions, including volunteer opportunities. The newly opened community center, The Vault, was noted, and early utilization reports show encouraging data, particularly around utilization by several community members who have not interacted with the system in years. Work continues to happen around securing funding through the end of March, and there will be a reevaluation at the end of winter to determine if this is a resource to make available year-round.

Action Items	Person Responsible	Deadline

### Any Other Matters by Steering Council Members

Discussion

None

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

## December 2024

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### **COORDINATED ENTRY COMMITTEE**

- This committee met in October and discussed the CE Data, CE business cards, MSHDA shelter diversion pilot project application, the need for in-person HAP assessments at TSA, and reviewing the current CE process. A sub-committee was developed to review the CE process. This committee did not meet in November due to a lack of pressing agenda items.

### **YOUTH ACTION BOARD**

- This group has been meeting bi-weekly to review the CCP and plan action items for the next six months, plan for recruitment, and prepare for Youth Committee meetings. Members have attended community meetings around the City of Grand Rapids Fair Housing Equity Plan, and have been part of PIT Planning discussions with the CoC.