



Steering Council Meeting Agenda  
February 16, 2024 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda\*
3. Approval of January 19, 2024 Meeting Minutes\*
4. Public Comment on Agenda Items (Limit 3 minutes ea.)
5. Approval of Consent Agenda\*
  - a. Steering Calendar
  - b. ESG Financial Assistance Report
  - c. Committee & Initiatives Updates
  - d. Budget Report: Statement of Activity
  - e. Data Reports: None
6. Director's Report - *standing item*
  - a. Coordinated Entry Structure Update
7. Funding Review Committee Appointment\* – Adrienne Goodstal, Jazz McKinney
8. Longitudinal Systems Analysis Presentation
9. Committee Updates
  - a. Coordinated Entry Committee
  - b. Youth Action Board
10. Strategic Plan Update
11. Any other matters by Steering Council Member(s)
12. Public Comment on Any Matter (Limit 3 minutes ea.)
13. Adjournment

**Next meeting:** March 15, 2024 at Fair Housing Center of West Michigan (20 Hall St SE, Grand Rapids, MI 49507)

\* denotes potential action item



## STEERING COUNCIL MEETING MINUTES

January 26, 2024 - **DRAFT**

8:30 – 10:30am

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Casey Gordon, Elizabeth Stoddard, Ryan VerWys, Ryan Kilpatrick, Gustavo Perez, Adrienne Goodstal, Nicole Hofert, Lindsey Reames, Tenisa Frye, Fran Dalton, Mary Carter, Kate Berens, Karen Tjapkes, Mark Contreras, Alonda Trammell, Lauren VanKeulen, Charisse Mitchell, Lisa Knight, Jazz McKinney <u>Steering members absent with notification:</u> Victoria Arnold <u>Community Members:</u> Alex Kontras, Qianna Decker, Kathy Besaw, Carolyn Allen <u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Ronan Parmenter, Justin Brownlee, Craig Heerema, Brianne Robach		
Time Convened:	8:32am	Time Adjourned:	9:50am

<b>Approval of Agenda</b>			
Motion by:	Lauren VanKeulen	Support from:	Ryan VerWys
Discussion	Add Standing Item: CoC Director's Report – to include CHC 2.0 update, discussions around emergency shelter for asylum seekers, and current shelter capacity.		
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>December 15, 2023</b>	
Motion by:	Kate Berens	Support from:	Lindsey Reames
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Public Comment on Any Agenda Item</b>			
Discussion			
None			
<b>Approval of Consent Agenda</b>			
Motion by:	Lauren VanKeulen	Support from:	Kate Berens
Discussion			
Conclusion	All in favor, motion passes.		
<b>Executive Committee Election</b>			
Discussion			
<p>Nicole Hofert from the Nominating Committee introduced the slate of nominees and made three calls for additional nominees from the floor; no additional nominees were presented. Ryan VerWys motioned to accept the recommended slate of nominees as presented for Executive Committee; Lauren VanKeulen seconded the motion. All in favor, motion carries.</p> <p>2024 Executive Committee Members:            Chair: Elizabeth Stoddard, Directory of Advocacy at Fair Housing Center of West Michigan            Vice Chair: Lauren VanKeulen, CEO at AYA Youth Collective</p>			



## STEERING COUNCIL MEETING MINUTES

January 26, 2024 - **DRAFT**

8:30 – 10:30am

Secretary: Kate Berens, Deputy City Manager at City of Grand Rapids		
Treasurer: Lindsey Reames, Executive Director at Grand Rapids Housing Commission		
Member at Large: Charisse Mitchell, Executive Director at YWCA		
Action Items	Person Responsible	Deadline
<b>CoC Director's Report</b>		
Discussion		
<ul style="list-style-type: none"> <li>- CHC 2.0 Updates: Community Rebuilders has moved out of consent building sessions and moving into user testing, with group sessions held over the next few months. This committee was reminded that this product is not being launched as the Coordinated Entry system for access, assessment, prioritization and referral at this point. Community Rebuilders provided a recommended governance structure for CoC Staff and Coordinated Entry Committee to review and edit according to collective community values; this will come to Steering members after the initial round of edits. Courtney asked Steering members to participate in these conversations if they do not feel they have proper representation at the Coordinated Entry Committee. Courtney reviewed the CHC 2.0 Implementation Recommendations document, and recommended separate subcommittees be formed for collaborative governance.</li> <li>- Emergency Shelter: Courtney spoke to concerns around proper supports in place for refugee or asylum-seeking households coming into Kent County, and the potential for an increase in arrival due to the political environment in Texas. A meeting has been coordinated between key community partners, and these will continue as needed to discuss solutions and diversion tactics. Courtney also spoke to concerns around single shelter capacity, noting staffing shortages and full shelters, noting the opportunity for advocacy at the state level. There were discussions around data modeling and shelter reports.</li> <li>- PIT Count: This happened this past week; staff anticipate bringing draft numbers to the February Steering meeting. Thank you to Outreach workers for their time, effort, and energy to make this happen.</li> <li>- Longitudinal Systems Analysis (LSA): This was completed and submitted, with a draft going to the Data Analysis Committee. A report will be brought to the February Steering meeting for review, and is also available in Stella. The CoC recommends Steering Council members have an account with Stella.</li> </ul>		
Action Items	Person Responsible	Deadline
Send recommended governance structure for feedback to Steering Council	CoC Staff	
Share information for Stella account creation	CoC Staff	
<b>Introduction of New Steering Council Members</b>		
Discussion		
The newly elected Steering Council members were introduced: <ul style="list-style-type: none"> <li>- Lisa Knight</li> <li>- Tenisa Frye</li> <li>- Jazz McKinney</li> </ul>		
Action Items	Person Responsible	Deadline



## STEERING COUNCIL MEETING MINUTES

January 26, 2024 - DRAFT

8:30 – 10:30am

<b>Steering Council Member Roles and Responsibilities</b>			
Discussion			
Courtney reminded Steering members of Steering Council responsibilities, including participation on a committee, and encouraged members to learn more about them, participate in the conversations, and have representation in various spaces. She also noted the upcoming mandatory annual membership meeting, with more information to come. Courtney noted looking to form a new implementation team to redefine and reevaluate milestones and goals, and this committee is encouraged to participate.			
Action Items		Person Responsible	Deadline
Share committee rosters and descriptions		CoC Staff	
<b>Any Other Matters:</b>			
<b>Any Other Matters:</b>			
Discussion			
<ul style="list-style-type: none"> <li>- Kate Berens: City of GR is pursuing zoning changes related to housing and density, and recommendations have been sent to the city commission. She anticipates policy-level work related to state law regarding the pilot and land banks, and she will update this group on timing when that is available.</li> </ul>			
Action Items		Person Responsible	Deadline
<b>Public Comment on Any Item</b>			
Discussion			
<b>Adjourn</b>			
Motion by:	Adrienne Goodstal	Support from:	Lauren VanKeulen



GRAND RAPIDS/WYOMING/KENT COUNTY  
STEERING COUNCIL ANNUAL CALENDAR  
Updated December 2023

**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 (dependent on City of Grand  
Rapids timeline)  
Data Review  
Budget Presentation and Approval

**March**

Project Performance Discussion  
Data Quality Committee Report  
CoC and ESG Mid-Term Monitoring

**April**

LIHTC Developer Presentations to Steering  
(October Round)  
Point in Time Count Submitted to HUD  
Strategic Plan Review

**May**

Nominating Committee forms  
Governance Charter Recommended Changes to  
CoC Membership  
Staff Evaluations Initiated by Fiduciary

**June**

Steering Council Funding Process Review  
Budget Review  
Open Call for New CoC Members  
PIT Data Released

**July**

NAEH Annual Conference  
Strategic Plan Review

**August**

HUD CoC Program Funding Vote (Dependent on  
release of Program Competition)  
System Performance Measures Reported to CoC  
CoC, Fiduciary, HARA MOU for ESG Execution

**September**

MSHDA Emergency Solutions Grant Application  
HUD CoC Program Application Due (Anticipated)  
PIT Planning Begins

**October**

LIHTC Developer Presentations to Steering  
(April Round)  
Governance Charter Review, including Fiduciary  
MOU  
Strategic Plan Review

**November**

**December**

Steering Council elections (at CoC meeting)  
Staff Evaluations Concluded by Fiduciary  
Budget Preparation Begins  
Strategic Plan: Review & Update Annual  
Priorities

## ESG Financial Assistance Report

Recipient/Subrecipient	Grant Term	Total Grant Amount	Direct Financial Assistance Amount	Activities Funded	% of Grant Term Complete	Total Amount Spent	% Spent	Planned # of Households Served	# of Households Served Grant Term to Date	Special Population(s) Served	Data Reported as of
<b>MSHDA*</b>											
ESG - ICCF	10/1/2022-12/31/2023	\$133,334	\$84,700	RRH	80%	\$133,334.00	100%	not currently available	not currently collected		12/31/2023
ESG - Pine Rest	10/1/2022-12/31/2023	\$100,409	\$0	Outreach	75%	\$100,409.00	100%	not currently available	not currently collected		11/30/2023
ESG - The Salvation Army	10/1/2022-12/31/2023	\$190,883	\$38,000	RRH, Prevention	75%	\$190,883.00	100%	not currently available	not currently collected		11/30/2023
<b>City of Grand Rapids**</b>											
ESG - The Salvation Army	7/1/2023 - 6/30/2024	\$302,754	\$250,000	Rapid Re-housing	50%	\$88,849.00	29%	40	28		12/31/2023
ESG-CV - The Salvation Army	3/1/2023 - 2/29/2024	\$156,689	\$98,714	Eviction Prevention Program	83%	\$134,096.00	86%	35	82		12/31/2023
<b>Kent County***</b>											
ESG-CV	4/01/20 - 9/30/23	\$1,511,168	\$1,411,199.30	Prevention/Hotel/Motel	100%	\$1,511,167.72	100%	231	245		9/30/2023
ESG 21	7/01/21 - 6/30/23	\$148,422	\$142,291	Prevention	100%	\$148,422.00	100%	n/a	0		9/30/2023
ESG 22	7/01/22 - 6/30/24	\$148,716	\$137,563	Prevention/HMIS Support	63%	\$43,408.40	29%	n/a	0		12/31/2023

**Notes**

\*MSHDA reports are submitted quarterly. Grant amendments are in progress to add additional awarded funds to The Salvation Army

\*\*City of Grand Rapids payment requests and reports are due monthly.

\*\*\*Kent County's data reported quarterly. The direct assistance portions have been fully committed to programming through subrecipients for all ESG grants, the remaining grant amount has been held for Kent County administrative expenses associated with each grant.

**Continuum of Care Grant Financial Status**

12/31/2023

Grant	Grant Award Amount	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
MSHDA Pass Thru Grants					
2022 MSHDA ESF	\$ 226,076	\$ 217,042	\$ (9,034)	3/31/2024	Filed Q4 2023 Final FSR for \$9,016
2023 MSHDA ESM	\$ 236,292	\$ 233,063	\$ (3,229)	3/31/2024	Filed Q4 2023 FSR - Grant final and fully spent
2022 MSHDA EHV	\$ 100,000	\$ 70,444	\$ (29,556)	3/31/2024	Filed Q4 2023 FSR for \$14,130 - \$29,556 remaining
MSHDA 2023 ESF	\$ 212,175	\$ 100	\$ (212,075)	9/30/2024	spent
MSHDA 2023 ESM02	\$ 206,292	\$ -	\$ (206,292)	9/30/2024	Waiting on FSR templates - will begin spending now that 3/31/24 is fully spent
HWMUW (Match)	\$ 17,000	\$ 17,000	\$ (0)	6/30/2024	
City of GR CDBG (Match)	\$ 20,000	\$ 20,000	\$ 0	6/30/2024	
City of Wyoming CDBG (Match)	\$ 5,000	\$ 5,000	\$ (0)	6/30/2024	
HUD Planning 11.30.23	\$ 217,358	\$ 217,358	\$ 0	11/30/2023	
HUD Planning 11.30.24	\$ 221,829	\$ 195,727	\$ (26,102)	11/30/2024	Assumes SSO grants renew and pick up \$15k in monthly personnel costs
HUD SSO 5.31.2024 #1	\$ 228,488	\$ 231,562	\$ 3,074	5/31/2024	Partial subaward to TSA
HUD SSO 5.31.2024 #2	\$ 65,950	\$ -	\$ (65,950)	5/31/2024	Subawarded to TSA
HUD SSO 1.31.2024 #3	\$ 210,139	\$ 113,098	\$ (97,041)	1/31/2024	\$160k for TSA, \$58k will be unspent at 1/31/24
Kent County CUNP 9.30.24 (Match)	\$ 20,000	\$ 20,000	\$ (0)	9/30/2024	
Frey Foundation (CoC Transition)	\$ 75,000	\$ 62,133	\$ (12,867)	2/28/2024	
Kent County CUNP 9.30.23 (Match)	\$ 14,850	\$ 14,850	\$ -	9/30/2023	
DeVos/Trillium Foundation 22.23	\$ 330,000	\$ 198,759	\$ (131,241)	1/31/2026	3 year award to fund Data Analyst. Forecasted through Dec 2024.
HMIS, HUD 11.30.24	\$ 100,000	\$ 93,277	\$ (6,723)	11/30/2024	Received award letter - Requested budget amendment to allow 10% Admn
HMIS, HUD 11.30.23	\$ 100,000	\$ 100,000	\$ 0	11/30/2023	
YHDP Grant	\$ 100,000	\$ 96,407	\$ (3,593)	9/30/2024	
Homelessness Prevent Pgm 23.24	\$ 303,631	\$ 232,907	\$ (70,724)	4/30/2025	
Housing Navigation Pgm 23.25	\$ 225,000	\$ 18,658	\$ (206,342)	6/30/2024	
HUD SSO 1.31.2025 #3	\$ -	\$ 88,481	\$ 88,481	1/31/2025	Expecting award to renew.
<b>Total</b>	<b>\$ 3,235,080</b>	<b>\$ 2,245,865</b>	<b>\$ (989,215)</b>		
<b>CoC Fund Balance</b>					
<b>Fund Balance @ 6/30/20</b>	\$ -				
Add:					
HWMUW grant fye 6.30.21 (not spent)	6,600				
Mission Matters - Strategic planning	(4,000)				
Comm Solutions Int'l income	1,000				
<b>CoC Fund Balance 6/30/23</b>	<b>\$ 3,600</b>				
NPTA remaining	100				
Kent County ESG (admin)	(909)				
Misc small grant closeout adj	(591)				
<b>CoC Fund Balance 12/31/2023</b>	<b>\$ 2,200</b>				