



Steering Council Meeting Agenda

April 18, 2025 ▫ 8:30 – 10:30am

Zoom

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of March 21, 2025 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. Shelter Capacity Update – *standing item*
9. Introduction of New Steering Appointment - *Thelma Ensink*
10. Budget Approval*
11. Overview of HUD Funding Impact Survey Results
12. SPMs
13. Any other matters by Steering Council Member(s)
14. Public Comment on Any Matter (Limit 3 minutes ea.)
15. Adjournment

Next meeting: May 16, 2025

* denotes potential action item



STEERING COUNCIL MEETING MINUTES

March 21, 2025

8:30am – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<p>Elizabeth Stoddard, Ryan VerWys, Tenisa Frye, Gustavo Perez, Alonda Trammell, Adrienne Goodstal, Paul Smith, Monique Carter, Raymond King (VAB), Miracle Watkins (YAB), Sam Westhouse, Casey Gordon, Kate Berens, Lindsey Reames, Mark Contreras, Ryan Kilpatrick</p> <p>Community Members: Josh (Calvin - documentary), Kiersten Beck (Calvin - documentary), Brooklynn Yahsha (YAB), Callie (intern - KCCA), Nelson Soto (VAB)</p> <p>Staff: Courtney Myers-Keaton, Ronan Parmenter, Brianne Robach, Alyssa Anten</p>		
Time Convened:	8:35am	Time Adjourned:	10:30am

Approval of Agenda – <i>standing item</i>			
Motion by:	Kate Berens	Support from:	Paul Smith
Discussion			
Amendments			
Conclusion	Approved		
Approval of Minutes – <i>standing item</i>		February 21, 2025	
Motion by:	Sam Westhouse	Support from:	Adrienne Goodstal
Discussion			
Amendments			
Conclusion	Approved		
Approval of Consent Agenda – <i>standing item</i>			
Motion by:	Ryan VerWys	Support from:	Tenisa Frye
Discussion			
Amendments			
Conclusion	Approved		
Public Comment on Any Agenda Item – <i>standing item</i>			
Discussion			
None			
CoC Director’s Report – <i>standing Item</i>			
Discussion			
Personnel – The CoC has completed first round interviews for the Program Manager position and hopes to have an offer out by the end of next week.			
Federal Updates – Grant agreements for contracts that need to be executed from January to April are going out, and we have received the official reward notice for Supportive Services. There has been			



STEERING COUNCIL MEETING MINUTES

March 21, 2025

8:30am – 10:30am

news of some CoCs across the country who have had their grant agreements pulled after it's been signed due to some state lawsuits against the federal government. A continuing resolution was passed for one year, keeping federal funding at the same level as FY24; Courtney noted without the cost of living increases to keep up with fair market rate increases, fewer people will likely be served through this funding. Courtney noted the CoC will send out a survey soon to better understand how the HUD funding delays are affecting the community.

Action Items	Person Responsible	Deadline
Send survey to HUD funding recipients	CoC Staff	

Coordinated Entry – standing item

Discussion

The CoC is waiting for additional information from Community Rebuilders regarding a CHC 2.0 roadmap. The Coordinated Entry Committee has discussed changes that can be made to the CE system to make it more efficient with the resources we have now. There have been some initial planning meetings to determine gaps and how to best fill those; we will bring an update to the next Steering meeting.

Action Items	Person Responsible	Deadline
Bring update to April Steering meeting	CoC Staff	

Shelter Capacity Update – standing item

Discussion

Tenisa provided a verbal update on the overflow list, which is currently at 16. She spoke to challenges for chronic families, which include disabilities and language barriers. She also noted a fair housing concern regarding a local motel evicting families. There was discussion around developing a plan of action to address families in crisis, and it was determined to hold a preliminary meeting with a subcommittee to identify stakeholders and next steps. Tenisa Frye, Ryan VerWys, and Casey Gordon noted interest.

Action Items	Person Responsible	Deadline
Schedule preliminary family homelessness subcommittee meeting	CoC Staff	

QSOBAA Addition*

Discussion

With the approval of the Data Quality Workgroup, CoC staff recommended Steering Council approve adding Catherine's Health Center to the QSOBAA and the HMIS Sharing Plan. At this time, Catherine's does not plan to enter data into HMIS but instead utilize the sharing agreement to coordinate care for individuals and families who are being processed for housing resources and provide ongoing and long-term medical care. Current QSOBAA participants are excited to see where this partnership and level of coordination could go in the future. **Kate Berens motioned to add Catherine's Health Center to the QSOBAA and the HMIS Sharing Plan, with support from Paul Smith; all in favor.**

Action Items	Person Responsible	Deadline

Data Quality Committee Report

Discussion



STEERING COUNCIL MEETING MINUTES

March 21, 2025

8:30am – 10:30am

Alyssa shared a data quality tool from MCAH for tracking progress and showing hot spots. Alyssa reviewed each of the System Performance Measures (SPMs).		
Action Items	Person Responsible	Deadline
MSHDA HCV Prioritization*		
Discussion		
<p>Brianne gave history around the changes made to the MSHDA HCV Prioritization by this committee in December, and noted that vouchers did not come in January so the interim process was never implemented. A small workgroup met to review the prioritization plan and made recommendations to Coordinated Entry Committee, who revised and voted to send to Steering for consideration. Brianne presented the changes made and the justification for the edits. There was discussion around this document being a living document and revisited and adjusted periodically according to the needs of the community. Adrienne Goodstal motioned to approve to adopt the plan as written, with the understanding it will be reviewed periodically; Casey seconded the motion. All in favor, motion passes.</p>		
Action Items	Person Responsible	Deadline
Budget Presentation		
Discussion		
<p>This item will not be voted on at this time due to challenging scenario planning with the uncertainty of federal grant agreements. This committee reviewed the worst- and best-case scenario budgets. There was discussion around a shortfall in match dollars and how to increase that through tracking Steering Council member time and additional private funding. A final budget will be presented to this committee at a later time.</p>		
Action Items	Person Responsible	Deadline
Any Other Matters by Steering Council Members		
Discussion		
<p>Lindsey Reames – Grand Rapids Housing Commission is in the public comment period for future plans and welcomes participation at a public hearing April 8th. She gave updates on HCV funding, noting they have been released from shortfall and will continue with PBV and other commitments. She also spoke to concerns with federal funding.</p> <p>Kate Berens – The City of Grand Rapids is having a public hearing on the FY26 Neighborhood Investment plan, with staff presenting to the commission next week for expected approval in early May.</p> <p>Gustavo Perez – Kent County is beginning Strategic Plan work and will send more information at a later date for feedback.</p>		
Action Items	Person Responsible	Deadline
Public Comment on Any Item		



STEERING COUNCIL MEETING MINUTES

March 21, 2025

8:30am – 10:30am

Discussion	
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

April 2025

COORDINATED ENTRY COMMITTEE

Discussion Topics:

- Referral Contact Discussion; discussion around ways to improve the process for attempting to contact participants who are being prioritized for a referral.
- Family Shelter Long-Stayers Data Update – data update on family shelter long-stayers 3 months after the end of the prioritization pool
- CE Evaluation Update
- CE Marketing Update: Business Cards
- MSHDA HCV Prioritization Process
- Family Functional Zero By-Name List - Family Functional Zero (FF0) removing the By-Name List Provider Page

Action Items:

- Workgroups have been meeting regarding Marketing and CE Self Evaluation

YOUTH ACTION BOARD

Discussion Topics:

- Mourned the death of Youth Action Board member, Diamond
- Introduction to Continuums of Care
- Introduction to Youth Action Board
- Reviewed YAB agreement document
- Attended nationwide YAB call
- Youth Committee Next Steps

Action Items

- Recruiting new members for a more robust action board - currently 8 total members!
- Representing YAB in community meetings

Continuum of Care Grant Financial Status

As of 3/31/2025

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	\$ 910	0%	\$ 16,419	\$ (228,581)	9/30/2025	Next FSR due April 2025
MSHDA 2024 ESF-02	\$ 172,185	\$ 37,143	22%	\$ 41,372	\$ (130,813)	9/30/2025	Next FSR due April 2025
MSHDA 2024 ESM02	\$ 206,292	\$ 206,293	100%	\$ 206,292	\$ -	12/31/2024	Extended and fully spent
MSHDA 2023 ESF	\$ 212,175	\$ 212,175	100%	\$ 212,175	\$ -	12/31/2024	Extended and fully spent
HWMUW (Match)	\$ 7,000	\$ 5,869	84%	\$ 7,000	\$ (0)	6/30/2025	
City of GR CDBG (Match)	\$ 20,000	\$ 14,888	74%	\$ 20,000	\$ (0)	6/30/2025	
City of Wyoming CDBG (Match)	\$ 5,000	\$ 3,991	80%	\$ 5,000	\$ 0	6/30/2025	
HUD Planning 11.30.25	\$ 395,557	\$ 76,462	19%	\$ 395,557	\$ (0)	11/30/2025	
HUD Planning 11.30.24	\$ 221,289	\$ 221,289	100%	\$ 221,289	\$ 0	11/30/2024	
Kent County CUNP 9.30.24 (Match)	\$ 20,000	\$ 20,000	100%	\$ 20,000	\$ 0	9/30/2024	
Kent County CUNP 9.30.25 (Match)	\$ 24,000	\$ 13,468	56%	\$ 24,000	\$ 0	9/30/2025	
Kent County ESG	\$ -	\$ -		\$ -	\$ -	9/30/2025	Did not accept grant due to not enough match funding available.
DeVos/Trillium Foundation 22.23	\$ 330,000	\$ 226,589	69%	\$ 322,435	\$ (7,565)	1/31/2026	Underspend needed to cover Jan 2026 expenses (fcst only thru Dec 2025)
HMIS, HUD 11.30.24	\$ 100,000	\$ 100,000	100%	\$ 100,000	\$ 0	11/30/2024	
HMIS, HUD 11.30.25	\$ 138,304	\$ 38,892	28%	\$ 138,304	\$ (0)	11/30/2025	
Homelessness Prevent Pgm 23.24	\$ 323,631	\$ 323,631	100%	\$ 323,631	\$ -	9/30/2024	Fully spent.
Housing Navigation Pgm 23.25	\$ 225,000	\$ 163,905	73%	\$ 163,905	\$ (61,095)	4/30/2025	TSA still tracking for complete spend down.
HUD SSO 5.31.2025 #1 (HAP)	\$ 228,488	\$ 149,912	66%	\$ 228,488	\$ (0)	5/31/2025	Subawarded \$180,000 to TSA. On track for complete spend down.
HUD SSO 5.31.2025 #2 (CE)	\$ 65,950	\$ 65,950	100%	\$ 65,950	\$ -	5/31/2025	Subawarded \$63,450 to TSA.
HUD SSO 1.31.2025 #3 (CE)	\$ 210,139	\$ 210,139	100%	\$ 210,139	\$ 0	1/31/2025	Fully spent.
Total	\$ 3,250,010	\$ 2,191,507		\$ 2,821,956	\$ (428,054)		

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	69.33	
Oct	552.07	\$ 970.36
Nov	1,376.51	958.94
Dec	9,094.34	42.61
Jan		4.10
Feb		195.22
Total	\$ 16,352.35	\$ 2,171.23