GRAND RAPIDS AREA
COALITION TO END
HOMELESSNESS

Steering Council Meeting Agenda
July 18, 2025 ▫ 8:30 – 10:30am
Zoom

1. Call to Order/Introductions

2. Approval of the Agenda*

3. Approval of May 16, 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*

    a. Federal funding and advocacy work

    b. CoC program competition

7. CE Workplan

8. Nominating committee

9. EOS Update

10. MSHDA ESG application

11. Any other matters by Steering Council Member(s)

12. Public Comment on Any Matter (Limit 3 minutes ea.)

13. Adjournment

Next meeting: September 19, 2025

* denotes potential action item

STEERING COUNCIL
MEETING MINUTES
May 16, 2025
8:30am – 10:30am

Facilitator:	Lauren VanKeulen		
Meeting Attendees:	Lauren VanKeulen, Thelma Ensink, Casey Gordon, Nicole Hofert, Ryan VerWys, Tenisa Frye, Karen Tjapkes, Nelson Soto (VAB), Ray King (VAB), Alonda Tramell, Sam Westhouse, Brianne Jurs, Jazz McKinney, Christie White, Lisa Knight, Adrienne Goodstal, Lindsey Reames, Gustavo Perez, Ryan Kilpatrick, Kate Berens Community Members: Wende Randall, Robyn Van Dyke, Maranda VanZegeren Staff: Courtney Myers-Keaton, Alyssa Anten, Ronan Parmenter, Evan Hile		
Time Convened:	8:34am	Time Adjourned:	10:19am

Approval of Agenda – *standing item*			
Motion by:	Ryan VerWys	Support from:	Tenisa Frye
Discussion			
Amendments			
Conclusion	Approved		
Approval of Minutes – *standing item*		**April 18, 2025**	
Motion by:	Adrienne Goodstal	Support from:	Alonda Trammell
Discussion			
Amendments			
Conclusion	Approved		
Approval of Consent Agenda – *standing item*			
Motion by:	Karen Tjapkes	Support from:	Adrienne Goodstal
Discussion			
Amendments			
Conclusion	Approved		
Public Comment on Any Agenda Item – *standing item*			
Discussion			
None			
CoC Director's Report – *standing Item*			
Discussion			

- We have surpassed the goal for 100 Housed in 100 Days, and a celebration is planned for June 18.
- The CoC has joined the youth cohort for Built for Zero, and this will be a good way to segue the work we've done with chronic homelessness and apply it to youth. Participation is low in Youth Committee and this cohort might change the rhythm of meetings; further discussion will happen at Youth Committee.

- Ronan has accepted the position as CE Admin Associate, and the CoC is in the process of interviewing for a new admin coordinator. The CoC also just started EOS coaching.
- CoC staff attended several conferences in the past month and made some good contacts and connections. We will not present the CE document discussed last month, but will bring to a future Steering Council meeting.
- Outreach has been working to improve collaboration and coordination, and had a meeting two months ago facilitated by RDV Corp to figure out next steps. Providers are meeting to discuss a more highly coordinated housing-focused system for outreach and determine gaps. Method & Craft may be assisting with this as well.
- Scenario Planning – The CoC remains updated on the federal level, with no new information since the last update. Courtney recommended this committee continue advocacy efforts, and there was discussion around specific opportunities and how to best concentrate efforts. Courtney noted she could connect with Wende Randall (ENTF) on this.

Action Items	Person Responsible	Deadline
- Send 100 in 100 Celebration invite to Steering Council and newsletter - Bring CE document to future Steering Council meeting - Connect with Wende around specific advocacy opportunities and efforts	- Ronan - CoC Staff - Courtney	

Coordinated Entry – *standing item*		
Discussion		
The Coordinated Entry Committee requested Steering Council approve the policy document with changes as written, and this committee reviewed those edits. **Kate Berens motioned to approve this recommendation from Coordinated Entry, with support from Tenisa Frye; all in favor, motion passes.**		
Action Items	Person Responsible	Deadline

CoC Program Competition Debrief		
Discussion		
Courtney reviewed the scorecard from HUD on the CoC Program Competition, noting we scored 170 out of 200, which is significantly above median and an improvement on previous years for this community. Courtney noted areas to review for improvement for the next program competition.		
Action Items	Person Responsible	Deadline

MSHDA Updates		
Discussion		
- MSHDA ESG Exhibit 1 and ESG NOFO – due June 6 – will be shared for public comment prior to submission - MSHDA S2S (Steps 2 Stability) – due July 11 – recommendations for the application will be brought to Steering Council at a future date		
Action Items	Person Responsible	Deadline

Any Other Matters by Steering Council Members		
Discussion		
- Alonda noted Dwelling Place's board will be reviewing the CE process for PSH because vacancies have been very high. There was discussion around the timing, as well as challenges for populations who use PSH and the potential to go through the IDS process, with Ryan VerWys, Thelma, and Alonda interested in participating. Courtney and Brianne will connect on this further. - Thelma noted Degage is creating a template to get feedback on the resource count to assist in making strategic plans as a community. - Tenisa noted summer weather usually sees increases in unsheltered individuals; there was also a brief conversation around chronic families.		
Action Items	Person Responsible	Deadline
- CE Process for PSH	- Courtney, Brianne	
Public Comment on Any Item		
Discussion		
Wende noted ENTF has been working with Catherine's on Medicaid advocacy and she shared a link to the Protect Medicaid landing page.		
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
July 2025

DATA ANALYSIS
No update received

OUTREACH
No update received

YOUTH COMMITTEE
- The Youth Committee has established smaller committees to focus specifically on implementing the individual goals outlined in the Coordinated Community Plan.
- Broader priorities, such as expanding YAB membership and re-engaging community partners, continue to be addressed collectively by the full committee.

VETERANS ACTION BOARD/ENDING VETERANS HOMELESSNESS COMMITTEE
- Getting ready for Stand Down for Homeless Veterans on September 11 from 10:00 AM - 2:00 PM with Kent County Veteran Services (KCVS)
- Participated in the Michigan Campaign to End Homelessness (MCTEH) action plan focus group
- Preparing to develop and execute their own focus group for VA projects
- Continuing to attend and participate in community outreach and resource meetings

Continuum of Care Grant Financial Status

As of 6/30/2025

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	$ 6,891	3%	$ 80,085	$ (164,915)	9/30/2025	Next FSR due July 2025
MSHDA 2024 ESF-02	$ 172,185	$ 72,852	42%	$ 74,487	$ (97,698)	9/30/2025	Next FSR due July 2025
MSHDA 2024 ESM02	$ 221,386	$ 221,386	100%	$ 221,386	$ (0)	4/30/2025	Extended and awarded an add'l $15,094
MSHDA 2023 ESF	$ 212,175	$ 212,175	100%	$ 212,175	$ -	12/31/2024	Extended and fully spent
HWMUW (Match)	$ 7,000	$ 4,751	68%	$ 4,751	$ (2,249)	6/30/2025	Underspend needed to cover admin on DeVos Family Foundation grant
City of GR CDBG (Match)	$ 20,000	$ 20,000	100%	$ 20,000	$ -	6/30/2025	
City of Wyoming CDBG (Match)	$ 5,000	$ 5,000	100%	$ 5,000	$ (0)	6/30/2025	
HUD Planning 11.30.25	$ 395,557	$ 139,679	35%	$ 356,150	$ (39,407)	11/30/2025	
HUD Planning 11.30.24	$ 221,289	$ 221,289	100%	$ 221,289	$ 0	11/30/2024	
HUD SSO 5.31.2026 #1	$ 239,368	$ 9,698	4%	$ 203,796	$ (35,572)	5/31/2026	Underspend needed to cover est 2026 expenses (fcst thru Dec 2025)
HUD SSO 5.31.2026 #2 (assumed)	$ 68,593	$ -	0%	$ 68,593	$ -	5/31/2026	Award letter not yet received
HUD SSO 1.31.2026 (assumed)	$ 219,696	$ 24,764	11%	$ 219,696	$ 0	1/31/2026	Award letter not yet received
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	$ 17,435	73%	$ 22,546	$ (1,454)	9/30/2025	
DeVos Family Foundation	$ 26,000	$ 13,000	50%	$ 26,000	$ -	12/31/2025	
DeVos/Trillium Foundation 22.23	$ 330,000	$ 260,647	79%	$ 319,891	$ (10,109)	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	$ 75,180	54%	$ 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	$ 240,000	$ 235,729	98%	$ 235,729	$ (4,271)	8/31/2025	TSA still tracking for complete spend down.
HUD SSO 5.31.2025 #1 (HAP)	$ 228,488	$ 228,488	100%	$ 228,488	$ 0	5/31/2025	Subawarded $180,000 to TSA.
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	
Total	$ 3,833,761	$ 2,588,685		$ 3,478,087	$ (355,674)		

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	165.33	
Oct	986.07	$ 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

Coordinated Entry Work Plan - July 2025

Feature	Details/Rationale	Currently included?	Ideal Future State	Potential Action Steps
		Access		
Move-In Readiness *this would increase functionality across homeless response system*	There is a system wide focus on getting households ready to move into housing, including housing via CE resources. This allows households to move more quickly into housing either through system resources or on their own.	Sometimes - dependent on provider and/or program	Everyone in homeless response system is connected to someone to help them navigate the system. Staff are available at all ES/SO providers to do CE assessment and in addition help with housing navigation (vital docs, homeless verification, housing search, etc.) This likely would require increased ES/SO/system staffing capacity.	CoC/system increase funding/staffing capacity and provide training on housing-focused navigation/case management. Once capacity is in place, ES/SO service standards spell out expectations for minimum level of services offered to all participants
Outreach Deployment *this would increase functionality across homeless response system*	Has option for functionality to allow for outreach deployment (dependent on capacity/ structure of local outreach system). This would allow the system to most effectively provide outreach services and document/validate unsheltered homelessness.	No outreach deployment in place but the information exists or could be collected by CE. Notification of encampment clean-ups exists in outreach workflow	Outreach system has on-call, deployable outreach (would require change in existing outreach structures and potentially additional staffing capacity)	CoC Director (and CoC Operations Director?) discuss/implement changes to outreach processes
				Identify outreach staffing levels needed for robust coverage and deployment
				Continue conversations with TSA Director re: intake staffing responsibilities
Clear and transparent for participants	CE effectively screens out household who are not eligible for housing resources through CE and clearly communicates expectations. This ensures clarity for participants and increases data accuracy.	Could be improved	Utilize system-wide language like: "Housing resources are not immediately available and are not guaranteed" "You've completed an assessment and are all set. You will hear from someone if you receive a housing resource. You can re-do an assessment in 30-90 days or if you housing situation changes before then." "if you receive a housing resource, you will need to provide documentation for someone who can verify your housing situation, is there someone who could do this for you?" o Limit to those currently in Kent County	CE Program Manager develop suggested language changes/additions to current assessment form

Green cells indicate initial high priority tasks for CE Program Manager

Access (continued)				
Feature	**Details/Rationale**	**Currently included?**	**Ideal Future State**	**Potential Action Steps**
Accessible	A low-to-no tech option(s) are available to ensure that everyone has access to CE.	Yes - In-person and phone assessments available; screen reader and translation capability with current assessment; CE agencies have translation contracts if needed	Ensure accessibility remains and continually seek opportunities to increase accessibility	Monitor and address as needed
VSP (Victim Service Provider) Integration	Allows for VSPs to easily help survivors access the system, if they choose. This ensures survivors have access to resources throughout the system.	Yes, but room for improvement		Research processes used in other communities
Assessment				
Feature	**Details/Rationale**	**Currently included?**	**Ideal Future State**	**Potential Action Steps**
Assessment Service Standards	MOU or service standards for CE partners with expectations for information completed at CE assessment to ensure that all assessments are completed in the same way.	No, though there is general processes in place	All partners doing CE assessments collect high quality data in a standardized manner.	CE Program Manager develop draft standards
Proactively considers housing choice	Considers a household's desired housing characteristics when determining whether to refer to a resource to ensure all referrals are high-quality	Somewhat, participant is able to decline resource with HAP or housing provider	Housing choice information is collected at assessment and informs prioritization and referral	Consider building assessment in HMIS and/or research other ways to collect this information (including best practices for ensuring accurate information)

Green cells indicate initial high priority tasks for CE Program Manager

Assessment (continued)				
Feature	**Details/Rationale**	**Currently included?**	**Ideal Future State**	**Potential Action Steps**
Updated assessment	Staff time spent on data entry decreases, this allows for staff to focus on CE implementation	No	Staff time is spent on implementing CE workflows as well as monitoring data quality	Consider changes to assessment processes to reduce manual data entry.
	Assessment includes risk and vulnerability factors agreed upon by the community.	Yes and there have been requests to revisit assessment factors	Assessment is based on local priorities and initiatives and CE policy	Convene small group to review assessment
Prioritization				
Feature	**Details/Rationale**	**Currently included?**	**Ideal Future State**	**Potential Action Steps**
Based on up-to-date housing status	Temporary or permanent exits are known to the system (may only be realistic if there is increased staff capacity across homeless response system). This ensures that only eligible households are prioritized for resources.	Sometimes, if participants are connected to an agency staff member and other HMIS entries exist	Everyone in homeless response system is connected to someone to help them navigate the system and who is aware of their destination when they are no longer unhoused in Kent County.	CoC/system increase staffing capacity. This likely requires increased funding.
			CE data in HMIS reliably tracks changes in homeless status for all households	Determine next steps to implement HMIS CE entries where participants are enrolled until their housing crisis is resolved.
Referral				
Feature	**Details/Rationale**	**Currently included?**	**Ideal Future State**	**Potential Action Steps**
Referrals are filled quickly	Up-to-date contact information is known to the system including backup and provider contacts	Yes and could be improved	System-wide processes in place where ES/SO staff members are able to assist with referral contact attempts. This is most effective if there is capacity at ES/SO providers for all participants to be connected to a staff member.	For now, ensure more reliably up-to-date contact information (including multiple methods) is included in database along with case manager/ES/SO staff connection, if present. If increased system staff is online, develop updated workflow.

Green cells indicate initial high priority tasks for CE Program Manager

Coordinated Entry Work Plan - July 2025

Referral (continued)				
Feature	**Details/Rationale**	**Currently included?**	**Ideal Future State**	**Potential Action Steps**
Referrals are filled quickly (continued)	Ensure that households spend less time experiencing homelessness and providers spend less time with vacancies.	Could be improved	Reduced length of time from openings submitted to CE and referrals sent to housing provider.	Explore workflow changes to more quickly identify prioritized and eligible households.
Referrals to VSPs	CE refers category 4 households to any DV-specific resource, including those at VSPs	Could be improved - currently requires connection with VSP prior to referral to a VSP	Systems exists where all category 4 households across the system are prioritized and referred to any resource for category 4 households, including resources housed at VSPs	Research processes used in other communities
General				
Feature	**Details/Rationale**	**Currently included?**	**Ideal Future State**	**Potential Action Steps**
System Visibility	Shelter and outreach partners can add/update households in the system as well as access information on next steps This ensures access for all and allows partners to most effectively help clients navigate the system	Yes, can add households via CE entry/exit and/or CHC. Room for improvement with visibility of household status and understanding of next steps.	There is broad understanding of next steps and contacts in the referral process. Participants and providers can reference a listing of all available housing resources including eligibility criteria, services offered, and next steps if connected to that resource.	CE Program Manager continue working on a resource book listing of all CE housing resources and including services offered, eligibility criteria, and next steps/contact information if a referral is made.
			Notification of relevant provider(s) when someone is referred to a resource	Explore workflow where CE Admin Associate regularly communicates with all providers about referrals
Incorporates feedback from those with lived experience	Ensures that our system functions effectively and equitably	Could be improved	Regular, high quality opportunities are available for participants to provide feedback on their experience	Research processes used in other communities, including 90-day follow-up calls.

Green cells indicate initial high priority tasks for CE Program Manager