



Steering Council Meeting Agenda
March 15, 2024 ▫ 8:30 – 10:30am ▫ Fair Housing Center of West Michigan

1. Call to Order/Introductions
2. Approval of the Agenda*
3. Approval of February 16, 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: None
 - e. Governance Charter Update – still in process; scheduling next meeting.
6. Director's Report - *standing item*
7. CoC Annual Budget*
8. CHC 2.0 – *standing item*
9. Draft PIT Review and Draft HIC Walkthrough
10. Strategic Plan Update
11. CoC Program Competition 2023 Review
12. Any other matters by Steering Council Member(s)
13. Public Comment on Any Matter (Limit 3 minutes ea.)
14. Adjournment

Next meeting: April 19, 2024

* denotes potential action item



STEERING COUNCIL MEETING MINUTES

February 16, 2024 - **DRAFT**

8:30 – 10:30am

Facilitator:	Casey Gordon		
Meeting Attendees:	<p><u>Steering members present:</u> Elizabeth Stoddard, Casey Gordon, Nicole Hofert, Ryan VerWys, Tenisa Frye, Charisse Mitchell, Jazz McKinney, Fran Dalton, Lindsey Reames, Karen Tjapkes, Mark Contreras, Christie White, Ryan Kilpatrick, Mary Carter, Victoria Arnold</p> <p><u>Steering members absent with notification:</u> Adrienne Goodstal, Alonda Trammell, Lisa Knight, Lauren VanKeulen</p> <p><u>Community Members:</u> Emily Madsen (ENTF)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Evan Hile, Brianne Robach, Justin Brownlee, Craig Heerema, Ronan Parmenter</p>		
Time Convened:	8:34am	Time Adjourned:	10:31am

Approval of Agenda			
Motion by:	Casey Gordon	Support from:	Karen Tjapkes
Discussion	Courtney added a Director's Report item with the following: CoC Annual Budget, Annual Count Universe, PIT Count Preliminary Report, CoC Governance Charter Update, ESG Financial Assistance Report.		
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Minutes		January 19, 2024	
Motion by:	Charisse Mitchell	Support from:	Lindsey Reames
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Public Comment on Any Agenda Item			
Discussion			
None			
Approval of Consent Agenda			
Motion by:	Lindsey Reames	Support from:	Karen Tjapkes
Discussion			
Conclusion	All in favor, motion passes.		
Director's Report – standing item			
Discussion	<p>a. Coordinated Entry Structure Update: Courtney noted working to incorporate CHC 2.0 into the CE process, which was brought to the Coordinated Entry Committee for comments and feedback this week. Due to the number of comments and the desire to make more significant changes, a subcommittee was formed to review before the next CE meeting, which has been delayed by two weeks to accommodate the review process. It was noted that the CoC does</p>		



STEERING COUNCIL MEETING MINUTES

February 16, 2024 - **DRAFT**

8:30 – 10:30am

not have editing permission at this time, and is working with the document owner to remove the copyright. Next steps for CHC 2.0: Community Rebuilders is moving to user testing, and an update on that progress will be provided when available.

- b. CoC Annual Budget: CoC staff have been meeting with the Finance Team, and will meet with the Finance Committee prior to bringing back to Steering Council for discussion at the March meeting.
- c. Annual Count Universe: Courtney noted issues with how reporting has changed through MCAH and Wellsky, emphasizing the need for consistency and accurate data. Evan shared an initial draft model. There was discussion around incorporating data elements, alignment with future HUD reporting, and what this committee can expect as the report is developed further.
- d. PIT Count Preliminary Report: a very preliminary count overview was shared with this committee, and CoC staff shared some initial observations. There was discussion of concerns from outreach staff around the hesitancy of many individuals to engage with outreach teams due to encampment clean-ups.
- e. CoC Governance Charter Update: skipped
- f. ESG Financial Assistance Report: There was a brief discussion around grant term spending.

Action Items	Person Responsible	Deadline
Share document with Steering Council, for discussion at the March Steering meeting	CoC Staff	
Note on future ESG reports who provides oversight for different grants	CoC Staff	

Funding Review Committee Appointment

Discussion

Adrienne Goodstal and Jazz McKinney noted interest in Funding Review Committee. This committee discussed any potential conflicts of interest, and responsibilities of the Funding Review Committee.

Ryan Verwys motioned to appoint Jazz McKinney to serve on the Funding Review Committee, with support from Kate Berens. All in favor, motion carries.

Ryan VerWys motioned to appoint Adrienne Goodstal to serve on the Funding Review Committee, with support from Lindsey Reames. All in favor, motion carries.

Action Items	Person Responsible	Deadline

Longitudinal Systems Analysis Presentation

Discussion

Alyssa reviewed the Stella P visualization and LSA, including the dashboard and data elements. This committee is encouraged to log in to HDX to review individually. There was discussion around the data reviewed, Functional Zero metrics, and annual benchmarks named in the CoC's Strategic Plan.

Action Items	Person Responsible	Deadline

Committee Updates

Discussion



STEERING COUNCIL MEETING MINUTES

February 16, 2024 - DRAFT

8:30 – 10:30am

<p>a. Coordinated Entry Committee: Courtney shared about work done by the CEC on the Coordinated Entry marketing flyer, the subcommittee formed to review the CHC 2.0 governance documents, the small group formed to review the self-assessment on the Coordinated Entry evaluation, homelessness verification discussions, committee elections, and the approval of the Grand Rapids Housing Commission’s Homeless Preference HCV process.</p> <p>b. Youth Action Board: Mary Carter shared about the YAB’s involvement in YHDP staffing interviews, collaboration with the Youth Action Society, the onboarding of new YAB members, and the February YHDP Convening.</p>			
Action Items		Person Responsible	Deadline
Share the CE Marketing flyer and CE referral process documents		CoC Staff	
Strategic Plan Update			
Discussion			
Courtney shared that the Strategic Plan workgroup met to review the comprehensive strategic plan and CoC scorecard. They will continue to meet and discuss annual priorities. A more comprehensive update is planned for the March Steering Council meeting.			
Action Items		Person Responsible	Deadline
Any Other Matters:			
Discussion			
None			
Action Items		Person Responsible	Deadline
Public Comment on Any Item			
Discussion			
Adjourn			
Motion by:	Ryan VerWys	Support from:	Tenisa Frye



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

Continuum of Care Grant Financial Status

1/31/2024

Grant	Grant Award Amount	Total Projected Expenses	Overspent or (Underspent)	Grant Year End Date	Notes
MSHDA Pass Thru Grants					
2022 MSHDA ESF	\$ 226,076	\$ 226,076	\$ -	3/31/2024	Extended to 3/31/24 from 9/30/23. Fully spent.
2023 MSHDA ESM	\$ 236,292	\$ 236,292	\$ -	3/31/2024	Extended to 3/31/24 from 9/30/23. Fully spent.
2022 MSHDA EHV	\$ 100,000	\$ 70,444	\$ (29,556)	9/30/2023	Grant reduced to \$100k from \$174k. \$29.5k unspent.
MSHDA 2023 ESF	\$ 212,175	\$ 187	\$ (211,988)	9/30/2024	Could not submit FSR until PY fully spent. Will submit for 3/31/2024.
MSHDA 2023 ESM02	\$ 206,292	\$ -	\$ (206,292)	9/30/2024	Could not submit FSR until PY fully spent. Will submit for 3/31/2024.
HWMUW (Match)	\$ 17,000	\$ 16,615	\$ (385)	6/30/2024	
City of GR CDBG (Match)	\$ 20,000	\$ 19,258	\$ (742)	6/30/2024	
City of Wyoming CDBG (Match)	\$ 5,000	\$ 4,808	\$ (192)	6/30/2024	
HUD Planning 11.30.23	\$ 217,358	\$ 217,358	\$ 0	11/30/2023	Fully spent.
HUD Planning 11.30.24	\$ 221,829	\$ 213,189	\$ (8,640)	11/30/2024	
HUD SSO 5.31.2024 #1	\$ 228,488	\$ 140,784	\$ (87,704)	5/31/2024	
HUD SSO 5.31.2024 #2	\$ 65,950	\$ 65,950	\$ -	5/31/2024	
HUD SSO 1.31.2024 #3	\$ 210,139	\$ 151,618	\$ (58,521)	1/31/2024	Remaining \$58k unspent.
Kent County CUNP 9.30.24 (Match)	\$ 20,000	\$ 17,702	\$ (2,298)	9/30/24	
Frey Foundation (CoC Transition)	\$ 75,000	\$ 75,000	\$ (0)	2/28/2024	
DeVos/Trillium Foundation 22.23	\$ 330,000	\$ 190,536	\$ (139,464)	1/31/2026	3 year award to fund Data Analyst. Forecasted through Dec 2024.
HMIS, HUD 11.30.24	\$ 100,000	\$ 100,000	\$ (0)	11/30/2024	
HMIS, HUD 11.30.23	\$ 100,000	\$ 100,000	\$ 0	11/30/23	Fully spent.
YHDP Grant	\$ 100,000	\$ 100,000	\$ (0)	9/30/2024	

Total current funding (excluding completed grants) \$ 2,374,241 \$ 1,628,458 \$ (745,783)

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 6/30/2023

\$ 2,200