



Steering Council Meeting Agenda  
November 17, 2023 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions
2. Approval of the Agenda\*
3. Approval of October 20 2023 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. Summer PIT
7. Committee Updates
  - a. Nominating Committee
  - b. Youth Action Board
8. CHC 2.0 Update
  - a. Perceived Conflict of Interest
  - b. Design Team Advisory Council
9. HMIS/Wellsky Ongoing Issues
10. Winter Shelter Update
11. Any other matters by Steering Council Member(s)
12. Public Comment on Any Matter (Limit 3 minutes ea.)
13. Adjournment

**Next meeting: December 15, 8:30 – 10:30am, Zoom**

\* denotes potential action item



## STEERING COUNCIL MEETING MINUTES

October 20, 2023 - **DRAFT**

8:30 – 10:30am

Facilitator:	Elizabeth Stoddard		
Meeting Attendees:	<p><u>Steering members present:</u> Elizabeth Stoddard, Mary Carter, Karen Tjapkes, Ryan Kilpatrick, Adrienne Goodstal, Alonda Trammell, Christie White, Ryan VerWys, Fran Dalton, Charisse Mitchell, Kate Berens, Nicole Hofert, Gustavo Perez, Victoria Arnold, Mark Contreras, Lauren VanKeulen, Lindsey Reames</p> <p><u>Steering members absent with notification:</u> Holly Wilson, Jose Salinas</p> <p><u>Community Members:</u> Alex Kontras (Housing Kent), Greg Mustric (Woda Cooper Companies), Sam Elliott-Mosley (Community Rebuilders), Vera Beech (Community Rebuilders), Maranda VanZegeren (Community Rebuilders), Lisa Cruden (Family Promise)</p> <p><u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Evan Hile, Ronan Parmenter, Justin Brownlee, Craig Heerema</p>		
Time Convened:	8:35 am	Time Adjourned:	10:20 am

<b>Approval of Agenda</b>			
Motion by:	Adrienne Goodstal	Support from:	Ryan VerWys
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
<b>Approval of Minutes</b>		<b>September 15, 2023</b>	
Motion by:	Lauren VanKeulen	Support from:	Kate Berens
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:	Adrienne Goodstal
Discussion			
Conclusion	All in favor, motion passes.		
<b>Petitions and Communications</b>			
Discussion			
<b>Woda Shea Ravines Apartments</b>			
Discussion			
Greg Mustric of Woda Cooper Companies provided an overview of the Shea Ravines Apartments site plan for Wyoming, MI. The City of Wyoming’s City Council will have a second reading of this pilot at 7pm November 20 at Wyoming City Hall; the Special Use review will be at 7pm November 21 at Wyoming City Hall. Support by CoC and community members is requested at these events.			
Action Items		Person Responsible	Deadline



## STEERING COUNCIL MEETING MINUTES

October 20, 2023 - **DRAFT**

8:30 – 10:30am

<b>QSOBAA Process</b>		
Discussion		
Alyssa gave an overview of the QSOBAA Policy which has been reviewed by this council previously. The document presented today incorporates changes discussed at prior meetings. There was a brief overview of the HMIS Agency Access Policy.		
<b>Lauren motions to adopt both the QSOBAA and HMIS policies as presented today, with support by Kate Berens. All in favor, motion carries.</b>		
Action Items	Person Responsible	Deadline
<b>CHC 2.0 Update</b>		
Discussion		
Vera Beech of Community Rebuilders shared information about the launch slated for December 2023, and noted continued engagement in consensus building groups with community partners, people with lived experience, Coordinated Entry Committee members, and the CoC. There was discussion around discomforts shared by members of this committee, and follow up will include creating opportunities to discuss these further.		
Action Items	Person Responsible	Deadline
Schedule time to discuss discomforts around CHC 2.0	CoC Staff	
Include CHC 2.0 Updates on Steering agendas for the next few months	CoC Staff	
<b>Winter Shelter Update</b>		
Discussion		
Courtney spoke to concerns that have been raised around nightly shelter availability and staffing capacity for this winter. Conversations and data projecting are ongoing, and the CoC is working with the city, providers, and funders to come to a solution that is cost-effective and safe for all. Mel Trotter has committed to a 50:1 guest to staff ratio, and they are working on increasing staff to meet capacity demands. Other homeless providers that have part-time staff who may be interested in taking on additional hours are encouraged to reach out to Mel Trotter.		
Action Items	Person Responsible	Deadline
Put out call to CoC providers for part-time staffing at Mel Trotter	CoC Staff	
<b>Any Other Matters:</b>		
Discussion		
Lindsey Reames: The GRHC HCV Wait list opens Monday. Ryan VerWys: ICCF opened their waitlist last week; all 600 spots filled in 10 minutes. Skyler Boeve: YAB updates Courtney Myers-Keaton: YHDP Implementation meeting is next week during the General Membership meeting; please consider staying after for the full event. Elizabeth Stoddard: Fair Housing Center is hiring an Enforcement Coordinator.		
Action Items	Person Responsible	Deadline



GRAND RAPIDS AREA  
COALITION TO END  
HOMELESSNESS

**STEERING COUNCIL  
MEETING MINUTES**

October 20, 2023 - **DRAFT**

8:30 – 10:30am

<b>Public Comment on Any Item</b>			
Discussion			
<b>Adjourn</b>			
Motion by:	Skyler Boeve	Support from:	Adrienne Goodstal

DRAFT



GRAND RAPIDS/WYOMING/KENT COUNTY  
STEERING COUNCIL ANNUAL CALENDAR  
Updated November 2021

**January**

Steering Council Orientation  
Executive Officer Elections  
Point in Time Count  
Draft Budget Presentation  
Steering Council Annual Conflict of Interest  
Forms Completed  
Strategic Plan: Review of Q4 Rocks and  
Introduction of Q1 Rocks

**February**

City of Grand Rapids Emergency Solutions Grant  
Application  
Reallocation Discussion  
Budget Approval

**March**

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  
Budget Review  
Strategic Plan: Review of Q1 Rocks and  
Introduction of Q2 Rocks

**May**

Nominating Committee forms

**June**

Steering Council Funding Process Review  
Governance Charter Recommended Changes to  
CoC membership  
Open Call for New CoC Members  
PIT Data Released

**July**

NAEH Annual Conference  
Strategic Plan: Review of Q2 Rocks and  
Introduction of Q3 Rocks

**August**

HUD CoC Program Funding Vote (Anticipated)  
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 of Q3 Rocks and  
Introduction of Q4 Rocks

**November**

Staff Evaluations Initiated by Fiduciary

**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	10/1/2022-9/30/2023	\$133,334	\$84,700	RRH	83%	\$76,582.39	57%	not currently available	not currently collected		6/30/2023
ESG - Pine Rest	10/1/2022-9/30/2023	\$100,409	\$0	Outreach	75%	\$63,693.00	63%	not currently available	not currently collected		7/31/2023
ESG - The Salvation Army	10/1/2022-9/30/2023	\$190,883	\$38,000	RRH, Prevention	75%	\$50,632.06	27%	not currently available	not currently collected		6/30/2023
<b>City of Grand Rapids**</b>											
ESG - The Salvation Army	7/1/2022 - 6/30/2023	\$295,902	\$255,069	Rapid Re-housing	100%	\$ 295,902.00	100%	40	52		7/30/2023
<b>Kent County***</b>											
ESG-CV	4/01/20 - 9/30/23	\$1,511,168	\$1,433,517.24	Prevention/Hotel/Motel	92%	\$1,388,291.33	92%	231	245		6/30/2023
ESG 21	7/01/21 - 6/30/23	\$148,422	\$142,291	Prevention	96%	\$115,305.99	78%	100	0		6/30/2023
ESG 22	7/01/22 - 6/30/24	\$148,716	\$137,563	Prevention/HMIS Support	50%	\$11,002.00	7%	100	0		6/30/2023

**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 programing through subrecipients for all ESG grants, the remaining grant amount has been held for Kent County administrative expenses associated with each grant.



**Grand Rapids/Wyoming/Kent County CoC – MI 506  
Steering Council Committee & Initiative Reporting – November 2023**

**Data Analysis -**

- Recent Activity and Ongoing Projects
  - The Data Analysis Committee met in August, September and October. The committee has ramped up its access to information due to the welcome addition of new CoC/CTEH staff, particularly Data & Analytics Manager Evan Hile, and up-to-date monthly data regarding families from Family Promise and Francisco Calderon, VP of Business Intelligence. Currently, the committee is familiarizing itself with data from sources including CoC/CTEH, Housing Kent, and quarterly LSA/System Performance Data. Future committee work is planned to focus on metrics related to homelessness as rare, brief, and non-recurring, and re-orient its role to apply data to operational questions to feed back into system performance.

**Outreach -**

- Recent Activity and Ongoing Projects
  - The Outreach workgroup is in the process of utilizing the CHC prioritization tool along with incorporating the new Coordinated Entry into our normal workflows. We have been maintaining a consistent line of communication with the United Way team with any issues that have come up while using this new tool. The Outreach workgroup have also started the planning of this year's PIT count. Staff from various agencies have volunteered to help plan. Thank you to those that volunteered.

**Ending Veterans Homelessness Committee -**

- No update

**Veterans Action Board -**

- No update

**ACTIVE MSHDA ESG/EHV/C19 GRANTS**

Grant Number	Award Period	Award Amount	Latest FSR In Process/Compl't	Period	Amount	Paid by MSHDA?	Total Amount Received	Notes
HML-2021-HEART OF-1148-EHV	06/1/21 - 09/30/23	\$ 100,000.00	FSR #6	07/01/23-08/31/23	\$ 3,003.00	<b>in process</b>	\$ 51,113.00	<b>FSR #6 Submitted for Review/Approval</b>
HML-2022-HEART OF-1148-ESF	10/1/22 - 09/30/23	\$ 226,076.00	FSR #2	07/01/23-07/31/23	\$ 20,333.00	<b>YES</b>	\$ 83,825.00	<b>Received Pymt 10/3/23. NCTE will be underway.</b>
HML-2023-HEART OF-1148-ESM	10/1/22 - 09/30/23	\$ 216,292.00	FSR #1	10/1/22 - 6/30/23	\$ 114,653.00	<b>YES</b>	<b>In Process; 100%</b>	<b>Check Cut on 10/4/23; NCTE will be underway.</b>
HML-2023-HEART OF-1148-ESF	10/1/23 - 09/30/24	\$ 212,175.00						
HML-2024-HEART OF-1148-ESM	10/1/23 - 09/30/24	\$ 206,292.00						<b>Just approved 9/11/23</b>
HML-2023-HEART OF-1148-HPP	6/8/23 - 03/31/24	\$ 303,631.00	FSR #1	07/01/23-09/30/23	\$ 232,906.53	<b>In process</b>		<b>FSR Qtr. 2 due 10/14/23</b>
HML-2023-Heart of-1148-HNP	6/13/23-04/30/25	\$ 225,000.00						
<b>Total Active Grant Awards</b>		<u>\$ 1,489,466.00</u>						