



Steering Council Meeting Agenda  
December 15, 2023 ▫ 8:30 – 10:30am ▫ Zoom

1. Call to Order/Introductions
2. Steering Council New Member Announcements
3. Approval of the Agenda\*
4. Approval of November 17, 2023 Meeting Minutes\*
5. Public Comment on Agenda Items (Limit 3 minutes ea.)
6. 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
7. Committee Updates
  - a. Data Analysis Update
  - b. Built for Zero Update
8. CHC 2.0 Update
9. Year-end Recap/Celebration
10. Any other matters by Steering Council Member(s)
11. Public Comment on Any Matter (Limit 3 minutes ea.)
12. Adjournment

**Next meeting:** January 19, 2024

\* denotes potential action item



## STEERING COUNCIL MEETING MINUTES

November 17, 2023

8:30 – 10:30am

Facilitator:	Casey Gordon		
Meeting Attendees:	<u>Steering members present:</u> Casey Gordon, Elizabeth Stoddard, Holly Wilson, Karent Tjapkes, Lindsey Reames, Adrienne Goodstal, Alonda Trammell, Mary Carter, Christie White, Gustavo Perez, Ryan VerWys, Vera Beech, Mark Contreras, Victoria Arnold <u>Steering members absent with notification:</u> Jose Salinas <u>Community Members:</u> Alex Kontras (Housing Kent), Lisa Cruden (Family Promise), Wende Randall (ENTF) <u>Staff:</u> Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Evan Hile, Ronan Parmenter, Justin Brownlee, Craig Heerema		
Time Convened:	8:35 am	Time Adjourned:	9:45 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>October 20, 2023</b>	
Motion by:	Ryan VerWys	Support from:	Alonda Trammell
Discussion	Add that a subcommittee was recommended for exploring CHC concerns, and note that Kate Berens and Lindsey Reames volunteered. Steering members absent with notification: Casey Gordon		
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:	Ryan VerWys	Support from:	Adrienne Goodstal
Discussion			
Conclusion	All in favor, motion passes.		
<b>Summer Pit</b>			
Discussion	<p>There was discussion around Wellsky issues that have caused issues with running reports, leading to difficulties getting accurate numbers for the Summer PIT Count. No significant changes noted, though increases in unsheltered families were reported through Family Promise. CoC Staff is working with Family Promise’s outreach workflow to ensure families are accounted for. Additionally it was noted that the Outreach Workgroup is uncomfortable conducting two annual PIT counts due to the strain on staffing and on clients.</p>		
Action Items	Person Responsible	Deadline	
<b>Committee Updates</b>			



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<b>Discussion</b>		
<p>Nominating Committee: The Steering Committee election will be held at the General Membership meeting on December 14. Nominations will be open until December 4. This committee has also reached out to those with terms expiring this year to determine continued interest in serving.</p> <p>Youth Action Board: This board is finalizing their governance charter, working with YHDP service providers to create equal opportunity statements for job descriptions, and engaging in board trainings. YAB membership will be increased through recruiting. There is a vacancy for one of the co-chair positions that this board is looking to fill as well.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>CHC 2.0 Update</b>		
<b>Discussion</b>		
<p>Perceived Conflict of Interest: Conversation was tabled until the next meeting; this group has not yet been able to meet, but is scheduled for December 5.</p> <p>Design Team Advisory Council: Small group has met twice now; the group consists of Vera Beech, Angela Gillisse, Anna Diaz, Sam Elliot-Mosley (all attending as staff, speaking to talking points), Eureka People, Michelle VanDyke, Jeremy DeRoo, Victoria Arnold, Kate Berens, Laurie Craft, Ryan Kilpatrick, Jennie James, and Win Irwin. There was a review of their elevator pitch/talking points document. It was noted that the system is unclear for people at the front door. The soft launch for CHC 2.0 is set for January.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Presentation update at next Steering Council meeting	Community Rebuilders/CoC Staff	
<b>HMIS/Wellsky Ongoing Issues</b>		
<b>Discussion</b>		
<p>Courtney noted that because the vendor cannot keep up with mandated changes that HUD requires for data elements, these reports are now significantly broken and staff cannot run APRs, PIT, CAPER, etc. Alyssa noted there is a workaround available through another vendor, but custom reports are still broken. The CoC has been working with the director of HMIS at MCAH to discuss concerns around data quality and report running. HUD has not granted extensions on deadlines, which is a particular concern with LSA season coming up and submitting data in a timely manner. There was discussion around asking MCAH to consider another vendor.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
<b>Winter Shelter Update</b>		
<b>Discussion</b>		
<p>No significant updates. There was discussion around concerns regarding lack of staffing capacity, and Adrienne noted that Mel Trotter is working with the city and county to share job postings with seasonal workers, retired police officers, etc. There was also discussion around flexible funding for delayed diversion, as well as an overflow warming center supported through the city at LaGrave</p>		



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church, run by Degage. AYA and Family Promise are involved in conversations around medium to long term planning ideas.			
Action Items		Person Responsible	Deadline
<b>Any Other Matters:</b>			
Discussion			
<p>Karen Tjapkes: A new court ruling provides funds for tenants avoiding eviction – If tenants can prove they’ve applied for assistance from HARA, CE, and DHHS, they can get a stay or pause in eviction proceedings to give more time to process applications, get money together to avoid a judgment or writ. Additionally, Legal Aid has several staff attorneys available for expungement and are taking referrals. Staff can speak to organizations about the process of expungement if there is interest.</p> <p>Adrienne Goodstal: Reminder of the Annual Thanksgiving Banquet at DeVos</p> <p>Gustavo Perez: Noted that some RFPs will be going out in December</p> <p>Courtney Myers-Keaton: Elections are coming up for Steering and Executive; connect with Courtney if interested.</p>			
Action Items		Person Responsible	Deadline
<b>Public Comment on Any Item</b>			
Discussion			
<b>Adjourn</b>			
Motion by:	Adrienne Goodstal	Support from:	Alonda Trammell



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%	\$130,272.26	98%	not currently available	not currently collected		9/30/2023
ESG - Pine Rest	10/1/2022-12/31/2023	\$100,409	\$0	Outreach	75%	\$91,724.90	91%	not currently available	not currently collected		9/30/2023
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		9/30/2023
<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	\$1,411,199.30	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%	\$115,305.99	100%	n/a	0		9/30/2023
ESG 22	7/01/22 - 6/30/24	\$148,716	\$137,563	Prevention/HMIS Support	63%	\$31,118.16	21%	n/a	0		9/30/2023

**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.

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

Grant Number	Award Period	Award Amount	Latest FSR In Process/Compl'd	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 #7	09/01/23-09/30/23	\$ -	YES	\$ 56,314.00	FRS#7 Check Cut 12/7/23 #284837
HML-2022-HEART OF-1148-ESF	10/1/22 - 09/30/23	\$ 226,076.00	FSR #3	08/01/23-09/30/23	\$ 133,217.00	NO	\$ 83,825.00	Waiting on MSHDA to Cut Check; Appv'd for Payment; Next Qtr End 12/31/23 Due 1/14/24
HML-2023-HEART OF-1148-ESM	10/1/22 - 12/31/23	\$ 216,292.00	FSR #2	07/01/23-09/30/23		YES	\$ 213,063.00	FRS #2 Check Cut 12/1/23 #284797; Next Qtr End 12/31/23 Due 1/14/24
HML-2023-HEART OF-1148-ESF	10/1/23 - 09/30/24	\$ 212,175.00						Awards are Fully Executed
HML-2024-HEART OF-1148-ESM	10/1/23 - 09/30/24	\$ 206,292.00						
HML-2023-HEART OF-1148-HPP	6/8/23 - 03/31/24	\$ 303,631.00	FSR #1	07/01/23-09/30/23	\$ 232,907.00	YES	\$ 232,907.00	Next Qtr End 12/31/23 due 1/14/24
HML-2023-Heart of-1148-HNP	6/13/23-04/30/25	\$ 225,000.00	FSR #1	07/01/23-09/30/23	\$ 18,657.00	YES	\$ 18,657.00	Next Qtr End 12/31/23 due 1/14/24
<b>Total Active Grant Awards</b>		<u>\$ 1,489,466.00</u>						