



# Grand Rapids/Wyoming/Kent County CoC Coordinated Entry Committee MEETING NOTES

October 6, 2020

2:00-3:00

Meeting Attendees:	Brian Bruce, Anna Diaz, Vera Beech, Cathy LaPorte, Angela Gillisse, Victoria Sluga, Susan Cervantes, Tom Cottrell, Jameela Maun, Samantha Westhouse, Johanna Schulte, Sherri Vainavicz, Anna Solomon, Berniz Terpstra, Julie Kendrick, Erin Banchoff, Gayle Witham, Alex Nix (late), Lisa Cruden (late),  Staff: Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	2:04	Time Adjourned:	3:16

<b>Introductions</b>		
<b>Presentation from Community Rebuilders</b>		
Discussion		
<p>Vera Beech from Community Rebuilders presented a process for geographically-targeting outreach and prioritization of housing to folks staying in the Monroe Center area. The project would begin by creating a by-name list of folks staying in the area. Community Rebuilders is proposing using dynamic prioritization for this process. (Informational links are available on page 4 in the link below). This model will also use system case conferencing to fill vacancies. Providers will focus on safety and provide housing options. At the end of the project, the team will partner with law enforcement and determine timelines for enforcement.</p> <p>The <i>Recommended Coordinated Entry Supplemental Protocol/for Set Aside Prioritization Pools</i> document (found on page 6 of the below link) defines terms and documents important aspects of this project. More information on the project can be found at:  <a href="https://communityrebuilders.lessononly.com/preview/lesson/418160-coc-geographically-targeted-resolution-of?section_id=2614822">https://communityrebuilders.lessononly.com/preview/lesson/418160-coc-geographically-targeted-resolution-of?section_id=2614822</a> </p>		
Action Items	Person Responsible	Deadline
<b>Discussion/Q&amp;A on Dynamic Prioritization</b>		
Discussion		
<p>Vera answered questions from attendees regarding the project -- Funds for this project will be specific for this area, but other resources would still be available through normal processes in the community for others not staying in this area. The creation of a by-name list at the beginning of this project will help ensure that folks staying in the area at the beginning of the effort are prioritized.</p> <p>In regard to the CE policies and procedures, Tom noted the desire to ensure that updated policies and procedures are flexible enough to accommodate special projects such as this without the need for a re-write. Today, Community Rebuilders is seeking approval from the CE Committee so the project can move forward in the interim of rewriting policies and procedures.</p> <p><b>Cathy moves that the Coordinated Entry Committee endorse the dynamic prioritization and resource pooling project in the manner it was presented.</b> Victoria second. In favor: 9 Opposed: 0 Abstain: Community Rebuilders staff abstain due to conflict of interest. <b>Motion passes.</b></p>		



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<b>CE Policies and Procedures</b>		
Discussion		
<p>There has been a lot of conversation around updating the current policies and procedures to ensure policies and procedures are compliant and reflect best practices. Staff feel that there is momentum around updating these documents given the influx of funding coming into the community. Staff and committee members will develop a draft update in the next 48 hours and provide to the group. The committee will reconvene next Tuesday at 1:00pm to discuss the draft so it can be brought to Steering Council for review during their October meeting.</p>		
Action Items	Person Responsible	Deadline
<b>CE Committee Structure and Meeting Frequency</b>		
Discussion		
<p>There has been discussion around increasing the frequency of meetings to discuss process and implementation of updated policies and procedures. The committee will discuss the schedule at next week's meeting. In addition, staff have been considering discussing different structure for the committee moving forward and will bring proposed thoughts next week.</p> <p>Concern with quorum given quick turn-around and more frequent meetings. Structural changes may reduce this concern. Courtney suggested that Steering Council guidance for committee membership be updated to include language around attendance requirements for removing someone from a roster. Staff can bring language changes to Steering Council to move forward. For Tuesday, staff will work to ensure quorum and encourage those not able to attend to submit thoughts on the updated policies and procedures.</p>		
Action Items	Person Responsible	Deadline