



**Grand Rapids/Wyoming/Kent County CoC  
Coordinated Entry Committee  
MEETING MINUTES**

August 3, 2021  
2:00-3:00

Meeting Attendees:	Victoria Sluga, Berniz Terpstra, Brian Bruce, Tammy Britton, Chelsea Knott, Gaby Guzman, Laurie Eldred, Zenaida Jimenez, Jameela Maun, Christina Slofstra, Molly Weirsma, Emily Schichtel, Angela Gillisse, Samantha Westhouse, Tanesha Jordan, Vera Beech, Marissa Lee, Julie Kendrick, Kendra Avila, Sherrie Gillespie (late) Staff: Courtney Myers-Keaton, Brianne Czyzio Robach		
Time Convened:	2:04	Time Adjourned:	3:02

<b>Introductions</b>			
<b>Approval of Agenda</b>			
Motion by:	Victoria Sluga	Support from:	Brian Bruce
Discussion			
Amendments	Add Built for Zero Update		
Conclusion	All in favor, motion passes		
<b>Approval of Last Month's Minutes</b>		<b>July 20, 2021</b>	
Motion by:	Brian Bruce	Support from:	Tammy Britton
Discussion	A small group convenes to further discuss updating the design of the system, this detail is included in the July minutes.		
Amendments			
Conclusion	All in favor, motion passes		
<b>Prioritization for Emergency Housing Vouchers</b>			
Discussion			
<p>This topic was discussed during the last meeting. GRHC and MSHDA both received vouchers allocations for our community. When the first round rolled out, the community prioritized those experiencing chronic homelessness. At this point, due to the number of vouchers in our community, the community is at a point where we may have to expand prioritization. Last month, this group discussed expansion to specific criteria for families based on a presentation on best practices from the National Alliance to End Homelessness. The group also discussed potentially using to shift some households from RRH into PSH but Move Up vouchers are available for those ready to move out of PSH. Communication has gone out from The Salvation Army (TSA) around these Move Up vouchers.</p> <p>GRHC referrals expended to families as of yesterday. EHV's were placed on a program recommendation sheet and supportive solutions specialists are able to make referral for these openings. Courtney will send a communication to Solutions Specialists around how to determine if this resource is best suited for a family. GRHC then connects with families for eligibility interview to gather information and documentation. Criteria for eligible families:</p> <ul style="list-style-type: none"> <li>- Families with at least 1 child age 6 and under</li> <li>- Families with 2 or more episodes of literal homelessness</li> </ul> <p>Service staff working hard to make contact with any provider a household is working with to ensure they have support in getting their packet completed. Sam recommended that staff complete the HCV</p>			



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pre-application with any clients so they are part of that second pull. Conversation around how to quickly refer folks to the EHV's. For those who are unsheltered or chronic, they need to have an assessment through CE. CE staff are making referrals for openings as clients are being assessed. For those with new assessments or on the housing priority list, CE staff try to connect with them through contact info listed in HMIS or through StreetReach staff. Agreement that it is important that everyone understands the process for both sources. Sam and Courtney will share the process with the group. HAP recently sent communication to shelters around the workflow for ensuing assessments are visible. Tammy noted that this feels similar to difficulties with HOT and FUSE. She asked for a process for those who are not in HMIS to connect with EHV's to be included with the process. The process will help identify gaps and opportunities to be more dynamic with how vouchers are issued.

Vera noted that NAEH has been providing feedback and guidance to support households quickly leasing up with more expected soon. She finds it concerning that the community has not leased up any vouchers as of yet, and that a low number of packets have been filled out. Sam will share the numbers of households pulled, applications returned, households deemed inactive, and households waiting to lease up. Anecdotally, finding/connecting with households who have been pulled is the primary barrier. Another concern is the lack of available housing. Community Housing Advocates, ICCF, and TSA are working to build relationships with landlords, but are seeing landlords unwilling to rent with these vouchers.

Victoria suggested to have days and times available at a central location for folks to help fill out voucher applications. The outreach workgroup may be able to discuss strategies for locating and assisting individuals with completing packets during the outreach workgroup this week, but only agencies on the QSOBAA. Brian asked what processes are needed to get network180 on the MOU and QSOBAA. The QSOBAA is not a quick process to get signed but sharing agreements between community partners can be put in place. The QSOBAA should be updated soon. In the past, Courtney has heard from community partners that would want network180 staff involved with HOT on HMIS, but not GRPD/GRFD staff. The QSOBAA will be added to the September agenda to discuss any concerns with adding new community partners.

Courtney indicated that the CoC will a meeting for community partners within the next few weeks to discuss strategies to increase connecting with households and completing packets. Vera noted that there may be some best practice strategies, potentially targeting those who are currently engaged with outreach staff with the GRHC allocation. MSHDA allocation may be difficult given the process that they have outlined, but may be an opportunity for further engagement. The Housing Choice Voucher list currently has 160 names. Shelter staff can help households get on the HCV list as HAP adds to the EHV list for those who are chronic, families, and cat 4 on the HCV list. CoC staff to share invite to community conversation around EHV's in the next few weeks.

Action Items	Person Responsible	Deadline
Share information on how to determine if this resource is best suited for a family with Solutions Specialists	Courtney	
Share process for accessing both allocations of EHV's	Courtney & Sam	
Share invite to community EHV meeting	CoC staff	



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<b>Coordinated Entry Design Update</b>		
Discussion		
Courtney shared that the workgroup is meeting again this week and should have better clarification after that. The hope to have something to present to the committee in September.		
Action Items	Person Responsible	Deadline
<b>Coordinated Entry Concerns</b>		
Discussion		
There was a concern brought to Courtney's attention around when shelter openings are made available to families. She is working with the appropriate parties to ensure a smooth process without duplication and how to support families if duplication does happen.		
Action Items	Person Responsible	Deadline
<b>Next Steps</b>		
Discussion		
Election of vice chair and secretary for future meetings when the chair (Tom) is not able to be present.		
<b>Adjourn</b>		
Motion by:	Tammy Britton	Support from: Chelsea Knott