



Grand Rapids/Wyoming/Kent County – MI 506 CoC  
Coordinated Entry Committee  
March 11, 2025 – 2:00pm – 3:30pm

1. Welcome & Introductions
2. Approval of the Agenda
3. Approval of Last Month's Minutes – January 21, 2025
4. MSHDA HCV Prioritization Process\* - *Proposed document will be shared with the committee ahead of the meeting*
5. Family Functional Zero By-Name List - Family Functional Zero (FFO) By Name List Provider Page – *This is a non-voting item, staff are seeking committee input before making a decision on whether to stop using the FFO provider page (#12298) for referrals to family-specific resources. The FFO provider page serves as the by name list for families experiencing homelessness for the past few years and is currently managed by CoC staff. Currently, staff use system-wide reports to prioritize households across the system while continuing to maintain the FFO provider page for the prioritization of family resources. Shifting to the existing process for family specific resources would reduce the need to enter data in multiple places, thus reducing staff time needed to manage the by name list and the possibility of data entry errors. Additionally, this will ensure that only households with an active CHC score (within last 90 days) will be prioritized for resources. The current recommendation from CoC staff is to stop using the FFO BNL provider page (#12298) for referrals to family-specific resources. This is a non-voting item on the agenda, staff are seeking input before making a final decision.*
6. Referral Contact Discussion - *discussion around ways to improve the process for attempting to contact participants who are prioritized for a referral*
7. Coordinated Entry Concerns – *standing agenda item for community partners to bring concerns to the table*
8. Action Items & Next Steps
9. Adjournment
10. CE Workgroup Updates – *written update only (see next page)*



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- a. CE Marketing – *workgroup met and developed content for a business card for marketing CE processes and language for a website landing page. CoC staff are developing drafts for the workgroup to review with a plan to present at the April CE meeting.*
- b. CE Evaluation – *workgroup is meeting the morning on 3/11 and anticipates a report out at the April CE meeting.*
- c. CE Process Workgroup – *conversations to follow up on the last action steps identified by the ongoing. Progress may be delayed due to leadership time being dedicated to planning for potential federal funding changes*

Next Meeting: April 8, 2025

Purpose statement: To ensure our community experiences equitable access to housing resources, the committee will develop, evaluate, and continually improve our coordinated entry system.



Grand Rapids/Wyoming/Kent County CoC  
Coordinated Entry Committee  
**MEETING MINUTES - DRAFT**  
January 21, 2025 2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Brian Bruce, Tammy Vincent, Rebecca Long, Felicia Clay, Shakerah McRae, Stephanie Collier, Zenaida Jimenez, Alyssa Bryan, Dani Shields, Bryan Holt, Hannah Hooley, Veronica Arvizu, Neddie Moore, Sam Westhouse, Rachel Siebert, Meselech Beld, Molly Wiersma, Li Kaplan, Abbey Wallace, Tyler Kregel, Marissa Lee		
	Staff: Brianne Robach, Ronan Parmenter		
Time Convened:	2:03pm	Time Adjourned:	3:18pm

<b>Approval of Agenda</b>			
Motion by:	Tammy Vincent	Support from:	Sam Westhouse
Discussion	Brianne would also like to discuss a flyer in the CE Business Card section.		
Amendments			
Conclusion	All in favor, motion passes.		

<b>Approval of Minutes</b>		<b>December 10, 2024</b>	
Motion by:	Dani Shields	Support from:	Molly Wiersma
Discussion	Some individuals were not reflected in the attendance; Ronan will review and update.		
Amendments			
Conclusion	All in favor, motion passes		

<b>Coordinated Entry Elections*</b>		
Discussion		
Each January, this committee elects a chair, vice chair, and secretary; Brianne gave an overview of responsibilities for these positions, and nominations were received ahead of the meeting for Brian Bruce and chair and Tammy Vincent as vice chair. The floor was opened for nominations, and Molly Wiersma nominated Hannah Hooley as secretary; Hannah accepted the nomination. A final call was made and <b>this committee voted on the slate of nominees: Brian Bruce as chair, Tammy Vincent as vice chair, and Hannah Hooley as secretary. All in favor.</b>		
Action Items	Person Responsible	Deadline

<b>Coordinated Entry Quarterly Data Report-out</b>		
Discussion		
Brianne provided a report for referral data from the last quarter of 2024, noting this is more comprehensive than previous reports to consider length-of-time metrics and other points.		
Referrals Made – Brian asked if PSH referrals are higher than normal due to the 100 in 100 initiative; Brianne noted we will follow up with that in a later report.		
Referral Outcomes: All Referrals – Brianne noted 1% of referrals were accepted on a waitlist, and will follow up on that for the next quarterly report. She also noted there is not currently a system standard timeframe for open referrals, but work is being done to create standards.		



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<p>Referral Outcomes by Resource Type – There was discussion around the high numbers of declined and canceled referrals, and Brianne believes it is due to high barriers (including documentation) among the chronically unhoused population. Brianne will add a running line chart of the percent between accepted and declined for the next report.</p>		
Action Items	Person Responsible	Deadline
Add additional information to the next quarterly report	Brianne	
<b>Family Shelter Long-stayers Prioritization Pool*</b>		
Discussion		
<p>In June, this group voted to enact a prioritization pool that was specific to families staying in shelter for six or more months due to concerns that families staying in shelter for long periods of time were not being connected to resources; it was determined to revisit this pool in January 2025. Changes were made to the scoring portion of the CHC assessment to equalize scoring for length-of-time regardless of whether someone is staying in shelter or outside. Brianne recommends deactivating the prioritization pool as it is no longer needed with updated scoring. There was discussion around concerns that this scoring change does not address those issues, and this group ultimately decided to put the pool on pause and reevaluate the CHC scoring changes after the quarter. There was further discussion around the frequency of reassessments for people in shelter, and Brianne noted we could bring together data to review in April.</p> <p><b>Tammy Vincent motioned to deactivate the family shelter long-term prioritization pool once the current openings in progress are filled, with support from Molly Wiersma; all in favor, motion carries.</b></p>		
Action Items	Person Responsible	Deadline
Bring family shelter long-stayer report to April CE meeting	Brianne	
<b>Coordinated Entry Marketing – Flyer and Business Cards</b>		
Discussion		
<p>Brianne noted the Coordinated Entry marketing flyer is now available in Spanish, and is available in the CoC newsletter and on the CoC website. There was discussion around creating business cards to give out to individuals looking to get connected to resources. This committee reviewed the flyer to determine necessary information, and there was discussion around what size product (business card, postcard, brochure) would be best. It was determined that a small workgroup would form to continue this planning, and Brian Bruce, Li Kaplan, and Tyler Kregel volunteered for that.</p>		
Action Items	Person Responsible	Deadline
Schedule meeting for CE Marketing Workgroup	Ronan	
<b>Coordinated Entry Annual Self-Evaluation</b>		
Discussion		
<p>Every year HUD requires communities to assess and evaluate their CE system to ensure compliance with policy and processes; previously a small group has gone through HUD’s self-assessment tool, then report out to the larger group with recommendations for changes. Brianne recommended a small group, and Abbey Wallace, Tammy Vincent, Brian Bruce, and Alyssa Bryan volunteered for that.</p>		
Action Items	Person Responsible	Deadline



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Schedule meeting for CE Self-Evaluation Workgroup		
<b>MSHDA HCV Follow-up</b>		
Discussion		
<p>Last month an interim prioritization process for MSHDA HCV vouchers was discussed, and it was anticipated we would receive those in January. MSHDA provided an update that they anticipate allocating vouchers potentially in March, however a final timeline is dependent on finalizing federal contracts. There is a plan to use the interim prioritization process for that batch of vouchers, and we will update this committee when more information is available. There was also discussion around Move-Up vouchers, and Brianne noted that the policy is written so that vouchers go to chronic households as long as case management is available to the household.</p>		
Action Items	Person Responsible	Deadline
<b>Coordinated Entry Concerns – standing item</b>		
Discussion		
<p>Tammy asked about the quarterly data report-out and wondered about the process for making suggestions for improvement. Brianne clarified that if this committee recognizes problem areas, they may elevate those to Steering Council to address.</p>		
Action Items	Person Responsible	Deadline
<b>Action Items &amp; Next Steps</b>		
Discussion		
Action Items	Person Responsible	Deadline
<b>Adjournment</b>		