



Grand Rapids/Wyoming/Kent County – MI 506 CoC  
Coordinated Entry Committee  
June 17, 2025 – 2:00pm – 3:30pm

1. Welcome & Introductions
2. Approval of the Agenda\*
3. Approval of Last Month's Minutes – May 13, 2025\*
4. Quarterly Data Referral Report
5. Youth-Specific Referral Process
6. MSHDA HCV Prioritization
7. Coordinated Entry Concerns – *standing agenda item for community partners to bring concerns to the table*
8. Action Items & Next Steps
9. Adjournment

Next Meeting: July 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**  
May 13, 2025 2:00-3:30 pm

|                    |  |                 |        |
|--------------------|--|-----------------|--------|
| Facilitator:       | Brian Bruce  |                 |        |
| Meeting Attendees: | Brian Bruce, Sam Westhouse, Eileen McKeever, Lisa Hartemen (YWCA), Amy Lloyd, Tammy Vincent, Zenaida Jimenez, James Schuen, Bryan Holt, Neddie Moore, Tyler Kregel, Meselech Beld, Alyssa Bryan, Becky Nespital (Fair Housing Center West Michigan), Hannah Hooley, Moriah (Family Promise), Jess Verville, Stephanie Collier<br><br>Staff: Courtney Myers-Keaton, Alyssa Anten, Ronan Parmenter |                 |        |
| Time Convened:     | 2:07pm   | Time Adjourned: | 3:00pm |

|  |  |                              |          |
|--|--|------------------------------|----------|
| Approval of Agenda   |  |                              |          |
| Motion by:   |  | Eileen McKeever              |          |
| Support from:  |  | Bryan Holt                   |          |
| Discussion   |  |                              |          |
| Amendments   |  |                              |          |
| Conclusion   |  | All in favor, motion passes. |          |
| Approval of Minutes  |  | April 8, 2025                |          |
| Motion by:   |  | Amy Lloyd                    |          |
| Support from:  |  | Hannah Hooley                |          |
| Discussion   |  |                              |          |
| Amendments   |  |                              |          |
| Conclusion   |  | All in favor, motion passes  |          |
| CE Evaluation: Recommended Policy Changes*   |  |                              |          |
| Discussion   |  |                              |          |
| Alyssa noted this was touched on briefly in April and gave updates on the workgroup’s recommendation and progress. The updated QSOBAA will be added once signed for this year, which is in progress now. Jessie Verville motioned to recommend the Coordinated Entry policy changes to Steering Council for approval, with support from Sam Westhouse. All in favor, motion passes.                                  |  |                              |          |
| Action Items   |  | Person Responsible           | Deadline |
|  |  |                              |          |
| CE Family Shelter Long-Stayers Data Report   |  |                              |          |
| Discussion   |  |                              |          |
| Last month, data was brought to this committee with the suggestion that we close the pool; this committee asked for additional data around referrals, and Alyssa presented data from quarter 1. She noted referrals seem to be working as expected for this group of people, and stated CoC staff feel comfortable closing the pool after seeing this data. This committee did not request any additional follow-up. |  |                              |          |
| Action Items   |  | Person Responsible           | Deadline |
|  |  |                              |          |
| CE Marketing Workgroup Updates: Business Cards & Website   |  |                              |          |
| Discussion   |  |                              |          |
| This committee reviewed the draft Resources webpage on the CoC website, as well as informational business cards. Brianne noted the CoC will print the business cards and make them available for   |  |                              |          |



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| organizations to pick up from the CoC, or organizations can print directly from the Canva link or document.   |                    |          |
|---|--------------------|----------|
| Action Items  | Person Responsible | Deadline |
| Send link and password to review the website to committee members   | Ronan              |          |
| Print business cards  | CoC Staff          |          |
| <b>Reschedule June Meeting</b>  |                    |          |
| Discussion  |                    |          |
| Due to CoC staff attending an all-day training, this committee discussed alternate dates for rescheduling. They determined to meet June 17 from 2-3:30pm                                  |                    |          |
| Action Items  | Person Responsible | Deadline |
| Update CE meeting invitation  | Ronan              |          |
| <b>Coordinated Entry Concerns – standing item</b>   |                    |          |
| Discussion  |                    |          |
| We received word that 48 HCVs are now available to us and will be prioritized using the process this committee voted on previously.   |                    |          |
| Tammy asked about updates on CHC 2.0, and Courtney noted the Executive Committee is receiving updates and will determine when to bring to Steering, but nothing is prepared at this time. |                    |          |
| Action Items  | Person Responsible | Deadline |
|   |                    |          |
| <b>Action Items &amp; Next Steps</b>  |                    |          |
| Discussion  |                    |          |
|   |                    |          |
| Action Items  | Person Responsible | Deadline |
|   |                    |          |
| <b>Adjournment</b>  |                    |          |