



Grand Rapids/Wyoming/Kent County – MI 506 CoC

Coordinated Entry Committee
February 14th, 2023 – 2:00pm – 3:30pm

1. Welcome & Introductions
2. Approval of the Agenda
3. Approval of Last Month's Minutes – January 10, 2023
4. Family Shelter Dashboards – *standing item*
5. Coordinated Entry Policy Updates – *draft policy with changes made after last month can be viewed [here](#); the committee can choose to vote to approve the proposed policy changes at this meeting, if desired.*
 - a. Workgroup: Affirmative Marketing & Limited English Proficiency – *call for additional members to join workgroup to create affirmative marketing and LEP plans*
6. Preliminary Point-In-Time Count Data
7. Built for Zero Update
8. Coordinated Entry Concerns – *standing agenda item for community partners to bring concerns to the table*
9. Action Items & Next Steps

Next Meeting: Tuesday, March 14th, 2023

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 10, 2023

3:00–4:30

| | | | |
|--------------------|---|-----------------|------|
| Facilitator: | Tammy Vincent | | |
| Meeting Attendees: | Francisco Calderon, Anna Diaz, Vera Beech, Tammy Vincent, Lisa Cruden, Alyssa Anten, Victoria Arnold, Molly Wiersma, Kelsey McFarland, Brian Bruce, Zenaida Jimenez, Victoria Sluga, Adrienne Goodstal, Domenica Montalvo, Latasha Maberry, Rachel Siebert, Eileen McKeever, <u>Staff:</u> Courtney Myers-Keaton, Brianne Robach | | |
| Time Convened: | 3:05 | Time Adjourned: | 4:40 |

| | | | |
|--|---|-------------------------|----------------|
| Approval of Agenda | | | |
| Motion by: | Brian Bruce | Support from: | Victoria Sluga |
| Discussion | | | |
| Amendments | Add Family Shelter Dashboards | | |
| Conclusion | All in favor, motion passes | | |
| Approval of Minutes | | November 1, 2022 | |
| Motion by: | Adrienne Goodstal | Support from: | Victoria Sluga |
| Discussion | | | |
| Amendments | Clarify that the meeting to discuss data with Vera and Courtney was open for everyone for anyone interested in attending. | | |
| Conclusion | All in favor, motion passes | | |
| Committee Leadership Election | | | |
| Discussion | | | |
| Vera Beech motioned to approve slate of nominees as – Brian Bruce as chair, Tammy Vincent as vice chair, Zenaida Jimenez as secretary. Adrienne Goodstal seconded. All in favor, motion passes. | | | |
| Action Items | Person Responsible | Deadline | |
| | | | |
| Coordinated Entry Policy Updates | | | |
| Discussion | | | |
| <p>Brianne indicated that a small group undertook a review of the existing Coordinated Entry (CE) Policy using HUD’s self-assessment tool. The policy was found to be in compliance and the group suggested changes to bring the document into further compliance; a draft with these suggestions was sent to the group ahead of this meeting. Attendees provided feedback on the draft. Brianne to incorporate changes and then provide an interactive doc to group for review.</p> <p>Tammy asked when the 2023 evaluation will be held. The group will move forward with proposed changes now and then go through another assessment.</p> <p><u>Affirmative Marketing</u> The CoC needs to create a marketing plan for affirmatively marketing CE to the general community and limited English proficiency (LEP) plan. A small group will create recommended plans.</p> | | | |
| Action Items | Person Responsible | Deadline | |
| Incorporate changes and provide draft for review | Brianne | | |
| Develop recommended LEP and marketing plans | Small group | | |



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|--|--------------------|-------------------------------|
| Family Shelter Data Dashboards | | |
| Discussion | | |
| Francisco Calderon and Lisa Cruden of Family Promise presented dashboards showing data from families utilizing and requesting shelter. They plan to share this data, in a rolling 12-month format, at each meeting. Suggested additions include trends over time and the rate of returns. | | |
| Action Items | Person Responsible | Deadline |
| | | |
| Coordinated Entry Concerns | | |
| Discussion | | |
| Courtney shared concerns regarding a lack of Supported Solutions appointments. She suggested a Family Functional Zero meeting to discuss further. Anna Diaz overviewed the concerns from Community Rebuilders’ perspective. Conversation around the current family access and assessment process; suggestion that Community Housing Connect scoring is reviewed at a future meeting. Courtney will connect with FFO leadership and schedule a FFO meeting. | | |
| Rachel Siebert asked whether the Coalition has hosted consumer experience focus groups. This could be considered as part of the upcoming CE evaluation. | | |
| Alyssa Anten indicated that The Salvation Army is aware of long wait times; they are strategizing solutions and are open to feedback. | | |
| Action Items | Person Responsible | Deadline |
| Connect with FFO leadership and schedule FFO meeting | Courtney | |
| Adjourn | | |
| Motion by: | Brian Bruce | Support from: Victoria Arnold |