



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

October 12, 2021
2:00-3:30

Meeting Attendees:	Tammy Britton, Tom Cottrell, Victoria Arnold, Zenaida Jimenez, Laurie Eldred, Holly Wilson, Laura Betts, Emily Schichtel, Erin Banchoff, Jameela Maun, Lisa Cruden, Chelsea Knott, Veronica Arvizu, Sherrie Gillespie, Marissa Lee, Susan Cervantes <u>Staff:</u> Courtney Myers-Keaton		
Time Convened:	2:02 PM	Time Adjourned:	3:08

Introductions			
Approval of Agenda			
Motion by:	Kendra Avila	Support from:	Zenaida Jimenez
Discussion	No discussion		
Amendments	N/A		
Conclusion	All in favor, motion passes		
Approval of Last Month's Minutes		September 14, 2021	
Motion by:	Holly Wilson	Support from:	Lisa Cruden
Discussion	No discussion		
Amendments	N/A		
Conclusion	All in favor, motion passes		
Measuring Demand for Coordinated Entry			
Discussion			
<p>There has been a request from Data Analysis Committee of the CoC to figure out how to measure demand on the system with reduced duplications, especially with the DV system and CHC. For example, how do we determine the demand for category 1, 2 or simply at-risk households? How do we know the demands from other populations protected by confidentiality (DV and Youth)? Do we measure on a quarterly basis? Monthly? How do we know or how do we pull that data together? How can we or how should we pull that data together?</p> <p>Comments - HMIS only measures category 1 and category 2. CHC pulls info off the website but some folks who do not qualify for services attend housing hour at Community Rebuilders and are sent housing assistance info at a later date.</p> <p>Questions - Do we pull info from each resource and attempt to de-duplicate? Does the decentralizing of Coordinated Entry increase the number of folks entering the system?</p> <p>Discussion – Perhaps because families and individuals are contacting multiple agencies that could cause an increase or inflation of actual numbers or duplication of numbers.</p> <p>Question – can we de-duplicate the folks on the CHC with HMIS?</p> <p>Request for Clarification – the request from Data Analysis is to have CE look at the data – the question is why is CE the best committee to discuss this issue – example Family Promise probably had 50</p>			



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

October 12, 2021
2:00-3:30

families – did these families also contact TSA/HAP, CHC? If so, can we bucket these households and de-duplicate them later?

Questions – what is the standard across communities?

Comments - Looking at the current quarterly HAP info. Courtney shared screen with the TSA HAP quarterly report. Looking at this data, if we were add to the CHC does that mean we will add their numbers – even though this might be a duplication? If we are looking at the number of assessments completed.

Discussion – could the HPL/By Name List be compared to the CHC By Name List?

Comments - a higher quality by name list could help with de-duplication. Perhaps looking at the total # of assessment from each provider might also be beneficial. Look at the nature of the demand as well – Shelter request, Eviction Prevention Request, RRH and PSH request

Action Items	Person Responsible	Deadline
Courtney to develop comments to Data Analysis	Courtney Myers-Keaton	unknown

Coordinated Entry Redesign Next Steps

Discussion

The group needs to meet to develop the next steps of re-design (implementation of the CHC systemwide, re-designing CE, working on the plan). Do we want to keep the same group as before? Should we request volunteers to join the small group, do we need to invite different community members?

Discussion – who are the right people to be on the committee? Folks from the subgroups? Youth seems to be under-represented in this committee, TSA/HAP needs to have a regular attendee

Questions - Should someone from Arbor Circle be involved, perhaps the new program director?

Volunteers:

Kendra Avila – AYA offered some availability

Zenaida Jimenez – volunteered

Comments - Somebody familiar with the CHC should be at the meeting.

Discussion – is anyone from an incarceration perspective in the group? No. Perhaps this same subgroup should work on tightening up the plan and then identify core elements of the plan – budget, providers, etc. This should not be an agency specific initiative, perhaps involve the City of Grand Rapids?

Agreed upon members for the committee – Tom – CE Chair/DV, Courtney - CoC, Victoria - Outreach, Tammy/Erin - City, Alyssa – TSA/HAP, others?



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

October 12, 2021
2:00-3:30

Discussion – Perhaps we could convene a White Board Meeting (in person or virtual) and try to visually map the CE redesign for presentation		
Action Items	Person Responsible	Deadline
Send out a doodle poll & schedule meeting of smaller CE re-design/implementation plan	Courtney	48 hours/next week meeting
Coordinated Entry Committee Structure		
Discussion		
CoC staff presented the idea that there should be some sort of governance and oversight structure for the committee, meeting quarterly or every other month. In addition, some smaller groups for sub populations would meet regularly (maybe monthly or bi-monthly) and report back to the Governance and Oversight Committee – i.e., FFO, BFZ, youth committee.		
Comments - Other communities have similar structure and work efficiently – what do those systems look like? How do those communities involve the DV populations?		
Comments - In the future less meetings might become normal once CE redesign is completed		
Question - Is there merit to have a Data Analysis member on the CE governance and oversight committee to provide expertise and coordination between the two CoC committees? In the future, maybe a staff position in the CoC could fulfill that role		
Action Items	Person Responsible	Deadline
None	N/A	N/A
Coordinated Entry Concerns		
Discussion		
Did we address the needs of the outreach providers to better connect to PSH resources? Not sure, need to check-in with Brianne.		
Comments - Outreach Workgroups did discuss visibility, ROI's, referrals in general.		
Additional Question – is the visibility issue the same issue a year ago?		
Comments - FUSE brought awareness of the visibility issue. This is one of the reasons we want the by-name list for singles in our community. Outreach providers will be adding folks to the by-name list		
Question – what is the format of the by-name list?		
Comment - CHC is a google spreadsheet, google form is filled out with basic info, CHC staff remove duplications.		



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

October 12, 2021
2:00-3:30

Question – with the singles by-name list what is that format going to be? Can HAP filter out for chronicity as there is concern with the number of individuals in the community that de-duplicating the info on a google sheet would be time consuming?

Comments - Name, contact, identifying info is all that is required to be placed on the CHC by name list. Perhaps BFZ committee can bring this up with the BFZ meeting this week.

COC staff also brought up more conversations with the DV population. There has been some connection with a national organization for technical assistance. A consultant for the CoC would not be contracted until an RFP with scope of work to integrate DV into the CE system was released.

Action Items	Person Responsible	Deadline
Doodle Pole/schedule PSH and outreach providers	Brianne	Next Week
Ask BFZ about coordinating by-name list – or how to effectively de-duplicate or block duplications from getting on the list in the first place	Courtney	Tomorrow
Action Items		
Discussion		
Doodle Pole for CE re-design Doodle Pole for outreach/PSH referrals Asking BFZ about coordinating By-Name List – de-duplication Incorporating DV populations		
Action Items	Person Responsible	Deadline
Next Meeting		
Discussion		
November 2 nd at 2:00		
Adjourn		
Motion by:	Lisa Cruden	Support from: Victoria Arnold