



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

September 13, 2022

1:30-3:00

Facilitator:	Tom Cottrell		
Meeting Attendees:	Crystal Kitten, Tom Cottrell, Tammy Vincent, Rebecca Long, Alyssa Anten, Latasha Maberry, Erin Banchoff, Rachel Siebert, Sherrie Gillespie, Marissa Lee, Emily Schichtel, Victoria Sluga (joined at 1:45), Felicia Clay, Jeremy DeRoo, Alonda Trammell, Zenaida Jimenez, Morgan Zielke, Molly Wiersma, Cheryl Schuch, Vera Beech, Bryan Bruce Staff: Courtney Myers-Keaton, Brianne Robach, Sophie Fineberg		
Time Convened:	1:34	Time Adjourned:	3:03

Introductions			
Approval of Agenda			
Motion by:	Tom Cottrell	Support from:	Jeremy DeRoo
Discussion			
Amendments	<ul style="list-style-type: none"> Add agenda item to discuss rescheduling next meeting Move Family Shelter Access to the last agenda item 		
Conclusion	All in favor, motion passes		
Approval of Minutes		August 2, 2022	
Motion by:	Tammy Vincent	Support from:	Jeremy DeRoo
Discussion	Tammy asked if there was a question asked about when/whether CHC would be completed in the process. This is not in the minutes and attendees cannot recall.		
Amendments			
Conclusion	All in favor, motion passes		
Proposed Process for Developing Process Changes			
Discussion			
<ul style="list-style-type: none"> Courtney shared a draft change request form which would allow for committee discussion around proposed system changes. She reviewed all questions on the form and various members made suggestions about questions to edit or add. It was proposed that the CoC procedures should be posted on website for visibility. It would be beneficial to include clarity around the context for a proposed change and threshold for submitting a request. 			
Action Items		Person Responsible	Deadline
Making edits as discussed and send back to the group		Courtney	Next 2 weeks
Build for Zero/FUSE Update			
Discussion			
The group has discussed creating provider page for the chronic by-name list (BNL) in alignment with how family and veterans BNLs are managed due to issues with the current report. A chronic list verification group is meeting and helping verify chronic status of those on the list.			
Action Items		Person Responsible	Deadline



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Action Items & Next Steps		
Discussion		
Courtney cannot attend the Coordinated Entry meeting in October and asked to move it to the week of October 19 th . The meeting will be 10/19 at 2:30pm.		
Action Items	Person Responsible	Deadline
Move meeting to 19 th at 2:30		
Family Shelter Access		
Discussion		
<ul style="list-style-type: none"> • Courtney noted that there was a change to the process to access family shelter; Molly reviewed the past and current processes for family shelter access. Committee members can submit comments and feedback here: https://forms.gle/gYv1CWWykZYNXvcF6 • Conversation around why the change was made and system impacts. Courtney plans to convene a small group to discuss further. • Rachel shared she has heard about issues with 211. Molly will explore further and report back to the group. 		
Action Items	Person Responsible	Deadline
Work Group scheduled next Thursday at 1:30-3:00 to discuss		
Next Steps		
Discussion		
Tammy asked about the status of the Coordinated Entry evaluation. Brianne will pull the small group back together to discuss implementing suggested changes to strengthen compliance.		
Action Items	Person Responsible	Deadline
Adjournment		
Motion by:	Victoria Sluga	Support from: Cheryl Schuch