



Grand Rapids/Wyoming/Kent County
CoC Coordinated Entry Committee
MEETING MINUTES
January 20, 2026 2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Dani Shields, Dave Gantz, Tammy Vincent, Brian Sommer, Alyssa Bryan, Angela Gillisse, Anna Diaz, Fallon Lee, Felicia Clay, Sam Westhouse, Stephanie Collier, Zenaida Jimenez, Becky Nespital, Meselech Beld, Moriah de Jesus, Emily Stroka, Hannah Salas		
	Staff: Brianne Robach, Ronan Parmenter		
Time Convened:	2:02pm	Time Adjourned:	3:07pm

Approval of Agenda			
Motion by:	Fallon Lee	Support from:	Sam Westhouse
Discussion			
Amendments			
Conclusion	All in favor, motion passes		

Approval of Minutes		October 21, 2025	
Motion by:	Becky Nespital	Support from:	Zenaida Jimenez
Discussion			
Amendments			
Conclusion	All in favor, motion passes		

Coordinated Entry Committee Elections*			
Discussion			
Elections are held every year at the beginning of the year for chair, vice chair, and secretary. A call for nominees was made via email, and Brianne read the list of nominees to confirm:			
<ul style="list-style-type: none"> - Brian Bruce as chair – Brian accepts the nomination - Tammy Vincent as vice chair – Tammy accepts - Hannah Salas as secretary – Hannah accepts 			
Three calls for nominees were made from the floor, with no additional nominations made. Zenaida Jimenez made a motion to approve the slate of nominees as listed above, with support from Sam Westhouse; all in favor, motion passes.			

Action Items	Person Responsible	Deadline

Updates: Brief review of forms sent to CE providers			
Discussion			

<p>Brianne shared updates to this group on processes.</p> <ul style="list-style-type: none"> - Non-prioritized Resource Openings Process – Brianne noted as there are more CE access points across the community, the process should be uniform across the system. TSA has created an online form which will be available based on resource availability, and the form has been shared with CE agencies to complete. This form is meant to be completed by the case manager in conjunction with the participant. <ul style="list-style-type: none"> o Brianne noted additional eligibility criteria that may be required for these forms 			
---	--	--	--



Grand Rapids/Wyoming/Kent County CoC
 Coordinated Entry Committee
 MEETING MINUTES
 January 20, 2026 2:00-3:30 pm

<ul style="list-style-type: none"> - Internal Transfer Form – A new form, but not a new process. Previously, notification had been sporadic and after the fact. This new form was created to simplify the process and streamline documentation. 		
Action Items	Person Responsible	Deadline
Send out process documents to this committee	Ronan	1/27/26
TH Prioritization Workgroup		
Discussion		
<p>There are TH projects in the community that require the use of CE, and more coming online, but the CE policy does not spell out when and how to prioritize for TH. TH is also quite nuanced depending on the funding type and model, with two main buckets of TH: TH that functions more like emergency shelter (quick connection), and TH that functions more like supportive housing. Without language around how to prioritize TH projects, this may affect the process when these projects come online for enrollment.</p> <p>Brianne recommended creating a small workgroup and drafting some simple language to add to the CE Policy that spells out how to handle prioritization for TH. She noted we are not necessarily asking for a new prioritization schema, but would like a workgroup to come together to discuss nuances and bring suggestions before CE Committee.</p> <p>Looking for a group of five people to volunteer: Tammy Vincent, Anna Diaz noted someone could represent CR, Stephanie Collier, Fallon Lee; Brian Bruce noted he could if no one else was available. Brianne will also reach out to Thelma about this workgroup.</p>		
Action Items	Person Responsible	Deadline
Schedule time for workgroup; follow up with Thelma	CE Staff	2/6/26
CE Assessment Script FAQs		
Discussion		
<p>We have been developing an optional script for CE assessors to use as they walk through the assessment with participants. This script is intended as a guide/reference, including an FAQ section. We are looking for feedback and additional FAQs that participants may have about the assessment. Participants split into breakout groups to discuss:</p> <ul style="list-style-type: none"> - Hannah’s group: note that people are not guaranteed to get a resource, a question about HCV/Section 8 vouchers (differentiating those from other vouchers), questions about where to go to shelter depending on the situation, acknowledging the system frustrations that arise, noting how and when to follow up, how to maintain contact, how the follow up happens, helping clarify how we define homelessness and the look-back period, clarification around disabling conditions (medical, mental health, etc) - Brian’s group: ensuring fourth grade reading level for answers, importance of honesty and being up-front with the assessment questions (not a detriment to receiving housing assistance) 		



Grand Rapids/Wyoming/Kent County CoC
Coordinated Entry Committee
MEETING MINUTES
January 20, 2026 2:00-3:30 pm

- Tammy's group: emailed Brianne notes; noted use of the words "most vulnerable" – a way to say this differently; how people may react to race/ethnicity question, advising next steps, the importance of vital documents		
Action Items	Person Responsible	Deadline
Refine CE Assessment script with feedback	CE Staff	2/17/26
Coordinated Entry Concerns – Standing Item		
Discussion		
Tammy Vincent – Questions around the MSHDA HCV policy that was approved by Steering in December.		
Action Items	Person Responsible	Deadline
Action Items and Next Steps		
Discussion		
Action Items	Person Responsible	Deadline
Adjournment		