



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

<b>Approval of Agenda</b>			
Motion by:	Brian Bruce	Support from:	Victoria Sluga
Discussion			
Amendments	Add Family Shelter Dashboards		
Conclusion	All in favor, motion passes		
<b>Approval of Minutes</b>		<b>November 1, 2022</b>	
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		
<b>Committee Leadership Election</b>			
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	
<b>Coordinated Entry Policy Updates</b>			
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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<b>Family Shelter Data Dashboards</b>		
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
<b>Coordinated Entry Concerns</b>		
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 FF0 leadership and schedule a FF0 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 FF0 leadership and schedule FF0 meeting	Courtney	
<b>Adjourn</b>		
Motion by:	Brian Bruce	Support from: Victoria Arnold