



Grand Rapids/Wyoming/Kent County CoC  
 Coordinated Entry Committee  
**MEETING MINUTES**  
 April 11, 2023 3:00-4:00 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Alyssa Anton, Domenica Montalvo, Eileen McKeever, Amy West, Paul Petr, Anya Ward, Joyce Williams, Tammy Vincent, Julie Kendrick, Zenaida Jimenez, Angela Gillisse, Julie Kendrick, Kristy Hawkins, Brian Bruce, Alonda Trammell, Dave Gantz, Rachel Siebert, Victoria Sluga, Nydra Moore, Kelsey McFarland, Adrienne Goodstal Staff: Courtney Myers-Keaton, Brianne Robach, Ronan Parmenter		
Time Convened:	3:05	Time Adjourned:	4:30

<b>Approval of Agenda</b>			
Motion by:	Tammy Vincent	Support from:	Zenaida Jimenez
Discussion			
Amendments	Replaced FFO DV Workgroup Update with PSH Referrals. Adding subpoints under Action Items and Next Steps to include Limited English Proficiency and Marketing Plan Small Group as 8a, Process Change Form as 8b, Supportive Solutions as 8c, and Prioritization as 8d.		
Conclusion	All in favor, motion passes		

<b>Approval of Minutes</b>		<b>March 14, 2023</b>	
Motion by:	Adrienne Goodstal	Support from:	Kelsey McFarland
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		

<b>Approval of Consent Agenda</b>		<b>March 14, 2023</b>	
Motion by:	Tammy Vincent	Support from:	Julie Kendrick
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		

<b>PSH Referrals</b>			
Discussion			
<p>Concerns were shared about how long units remain open and unfilled at Dwelling Place. Alyssa overviewed the process to fill available units. Attendees discussed how community partners and outreach teams might be able to expedite the process for potential residents by verifying chronic homeless status and disability status prior to being pulled for a voucher.</p> <p>Courtney noted that community responsibility is necessary to make the process go more quickly. It was also noted that the clearing of encampments and displacement of unhoused community makes it more challenging to find people to notify them of their status in the process.</p> <p>Recommendations included having outreach commit to extra support/warm handoffs to Dwelling Place, adding text as an option for contacting individuals, and increasing the number from 20 to 30 individuals pulled at a time. Topic will be reassessed at next CE Committee meeting.</p>			
Action Items	Person Responsible	Deadline	



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Pull top 30 individuals from CFO By-Name List for referral to Dwelling Place; Street Outreach and Emergency Shelter providers to assist with completing referral.		Brianne Robach, Alyssa Anten	4/19/23
<b>Coordinated Entry Policy Self-Evaluation</b>			
Discussion			
Staff suggested that a similar workgroup to last year convene and use the HUD self-evaluation tool. No recommendations will be made except for those that need to be incorporated into the development of CHC 2.0. Tammy Vincent, Amy West, and Alyssa Anten volunteered to work on this over the next eight weeks.			
Action Items		Person Responsible	Deadline
Convene self-evaluation work group		CoC Staff	
<b>Coordinated Entry Concerns</b>			
Discussion			
Joyce expressed concerns around the referral process and shared that it can be confusing to navigate, and inquired about an emergency plan if DV issues happen in rapid rehousing programs. Courtney referred to the Emergency Transfer Plan that each provider is required by the CoC to have in place.			
Joyce also spoke to some frustration around stagnation for DV individuals and addressing barriers. Zenaida and Eileen offered training and education around working with DV individuals and households. Members suggested a networking session with RRH providers. Brianne offered to explore prioritization of RRH referrals.			
Action Items		Person Responsible	Deadline
<b>Action Items &amp; Next Steps</b>			
Discussion			
Brianne provided an updated on the Limited English Proficiency and Marketing Small Group and the Process Change Form. Supported Solutions and Prioritization will be added to May agenda.			
Action Items		Person Responsible	Deadline
<b>Adjourn</b>			
Motion by:	Tammy Vincent	Support from:	Zenaida Jimenez