



Grand Rapids/Wyoming/Kent County CoC  
Coordinated Entry Committee  
**MEETING MINUTES**  
January 16, 2024 2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	<p>Dave Gantz, Gaby Guzman, Veronica Arvizu, Molly Wiersma, Hannah Hooley, Amy Lloyd, Victoria Arnold, Tammy Vincent, Erin Banchoff, Emily Schichtel, Shakerah McRae, Lindsey Reames, Marissa Lee, Tyler Kregel, Anna Diaz, Latasha Maberry, Joyce Williams, Angela Gillisse, Rachel Siebert, Zenaida Jimenez, Jose Capeles, Kari Sherman</p> <p>Staff: Courtney Myers-Keaton, Brianne Robach, Alyssa Anten, Ronan Parmenter</p>		
Time Convened:	2:06 pm	Time Adjourned:	3:35 pm

<b>Approval of Agenda</b>			
Motion by:	Latasha Maberry	Support from:	Dave Gantz
Discussion	Adding Item 6 – Homeless Verification for Families		
Amendments			
Conclusion	All in favor, motion passes		
<b>Approval of Minutes</b>		<b>December 12, 2023</b>	
Motion by:	Amy Lloyd	Support from:	Joyce Williams
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
<b>Approval of Consent Agenda</b>			
Motion by:	Tammy Vincent	Support from:	Molly Wiersma
Discussion	Pull out the agenda for conversation to discuss if this committee wants the Family Shelter Dashboard in the agenda moving forward, or to delegate to the Data Analysis Committee. This committee determined to have Data Analysis review and bring a different report to Steering Council.		
Amendments	None		
Conclusion	All in favor, motion passes		
<b>Community Housing Connect Update</b>			
Discussion	<p>Courtney spoke to the soft launch of CHC 2.0 and reviewed expectations and timeline, noting that this tool is not being launched for use by the community yet, and modifications will be made based off feedback received. She encouraged this committee to sign up for testing sessions and give feedback. Additional information about the soft launch is available on the CHC website, <a href="http://communityhousingconnect.org">communityhousingconnect.org</a> under the CHC 2.0 tab.</p>		
Action Items	Person Responsible	Deadline	
<b>Governance Structure Initial Review</b>			
Discussion	<p>Courtney outlined the review process between Coordinated Entry and Steering Council. This committee reviewed and discussed the proposed governance structure document. This document will</p>		



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be sent to the CE Committee after the meeting for further review and recommendations. There was also discussion around meeting frequency, workgroup coordination and collaboration, and CoC support		
Action Items	Person Responsible	Deadline
Send Governance Structure document for review	CoC Staff	
<b>Homeless Verification for Families</b>		
Discussion		
There was discussion around ensuring eligible households are connected to referrals, and the challenges of verifying unhoused families. Courtney recommended a family-dedicated outreach to go out to sites and build relationships, and in the interim possibly move to a prioritization pool for families in shelter. Challenges noted around family outreach included funding sources, hesitancy of families to report locations, and verification letters from third party sources (such as a business owner, church, neighbor, etc). This discussion will also be brought to a small group and to Outreach.		
Action Items	Person Responsible	Deadline
Schedule meeting around family homelessness verification	CoC Staff	
<b>GRHC Homeless Preference HCV</b>		
Discussion		
Brianna gave a background of the Housing Choice Vouchers through Grand Rapids Housing Commission and reviewed the draft document presented. There was discussion around obtaining vital documents, as well as the process for discussing eligibility with clients.		
<b>Kari Sherman motioned to approve the document as presented today; Zenaida Jimenez seconded. Motion carries.</b>		
Action Items	Person Responsible	Deadline
<b>Coordinated Entry Data Update</b>		
Discussion		
Tabled until next CE meeting.		
Action Items	Person Responsible	Deadline
<b>CE Marketing Flyer</b>		
Discussion		
Tabled until next CE meeting. Will send via email for feedback.		
Action Items	Person Responsible	Deadline
Send CE Marketing flyer for feedback	CoC Staff	
<b>Coordinated Entry Concerns</b>		
Discussion		
None		
Action Items	Person Responsible	Deadline
<b>Action Items &amp; Next Steps</b>		
Discussion		



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<ul style="list-style-type: none"> <li>- Have Data Analysis Committee review Family Data Dashboard numbers, work with Family Promise to bring a different report to Steering Council</li> <li>- Gather feedback on CHC Governance Structure document</li> <li>- Gather feedback on CE Marketing Flyer</li> <li>- Schedule meeting around family homelessness verification</li> </ul>			
Action Items		Person Responsible	Deadline
<b>Adjourn</b>			
Motion by:	Joyce Williams	Support from:	Rachel Siebert