



Grand Rapids/Wyoming/Kent County
CoC Coordinated Entry Committee
MEETING MINUTES
January 21, 2025 2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Brian Bruce, Tammy Vincent, Rebecca Long, Felicia Clay, Shakerah McRae, Stephanie Collier, Zenaida Jimenez, Alyssa Bryan, Dani Shields, Bryan Holt, Hannah Hooley, Veronica Arvizu, Neddie Moore, Sam Westhouse, Rachel Siebert, Meselech Beld, Molly Wiersma, Li Kaplan, Abbey Wallace, Tyler Kregel, Marissa Lee		
	Staff: Brianne Robach, Ronan Parmenter		
Time Convened:	2:03pm	Time Adjourned:	3:18pm

Approval of Agenda			
Motion by:	Tammy Vincent	Support from:	Sam Westhouse
Discussion	Brianne would also like to discuss a flyer in the CE Business Card section.		
Amendments			
Conclusion	All in favor, motion passes.		

Approval of Minutes		December 10, 2024	
Motion by:	Dani Shields	Support from:	Molly Wiersma
Discussion	Some individuals were not reflected in the attendance; Ronan will review and update.		
Amendments			
Conclusion	All in favor, motion passes		

Coordinated Entry Elections*		
Discussion		
Each January, this committee elects a chair, vice chair, and secretary; Brianne gave an overview of responsibilities for these positions, and nominations were received ahead of the meeting for Brian Bruce and chair and Tammy Vincent as vice chair. The floor was opened for nominations, and Molly Wiersma nominated Hannah Hooley as secretary; Hannah accepted the nomination. A final call was made and this committee voted on the slate of nominees: Brian Bruce as chair, Tammy Vincent as vice chair, and Hannah Hooley as secretary. All in favor.		
Action Items	Person Responsible	Deadline

Coordinated Entry Quarterly Data Report-out		
Discussion		
Brianne provided a report for referral data from the last quarter of 2024, noting this is more comprehensive than previous reports to consider length-of-time metrics and other points.		
Referrals Made – Brian asked if PSH referrals are higher than normal due to the 100 in 100 initiative; Brianne noted we will follow up with that in a later report.		
Referral Outcomes: All Referrals – Brianne noted 1% of referrals were accepted on a waitlist, and will follow up on that for the next quarterly report. She also noted there is not currently a system standard timeframe for open referrals, but work is being done to create standards.		



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Referral Outcomes by Resource Type – There was discussion around the high numbers of declined and canceled referrals, and Brianne believes it is due to high barriers (including documentation) among the chronically unhoused population. Brianne will add a running line chart of the percent between accepted and declined for the next report.		
Action Items	Person Responsible	Deadline
Add additional information to the next quarterly report	Brianne	
Family Shelter Long-stayers Prioritization Pool*		
Discussion		
<p>In June, this group voted to enact a prioritization pool that was specific to families staying in shelter for six or more months due to concerns that families staying in shelter for long periods of time were not being connected to resources; it was determined to revisit this pool in January 2025. Changes were made to the scoring portion of the CHC assessment to equalize scoring for length-of-time regardless of whether someone is staying in shelter or outside. Brianne recommends deactivating the prioritization pool as it is no longer needed with updated scoring. There was discussion around concerns that this scoring change does not address those issues, and this group ultimately decided to put the pool on pause and reevaluate the CHC scoring changes after the quarter. There was further discussion around the frequency of reassessments for people in shelter, and Brianne noted we could bring together data to review in April.</p> <p>Tammy Vincent motioned to deactivate the family shelter long-term prioritization pool once the current openings in progress are filled, with support from Molly Wiersma; all in favor, motion carries.</p>		
Action Items	Person Responsible	Deadline
Bring family shelter long-stayer report to April CE meeting	Brianne	
Coordinated Entry Marketing – Flyer and Business Cards		
Discussion		
<p>Brianne noted the Coordinated Entry marketing flyer is now available in Spanish, and is available in the CoC newsletter and on the CoC website. There was discussion around creating business cards to give out to individuals looking to get connected to resources. This committee reviewed the flyer to determine necessary information, and there was discussion around what size product (business card, postcard, brochure) would be best. It was determined that a small workgroup would form to continue this planning, and Brian Bruce, Li Kaplan, and Tyler Kregel volunteered for that.</p>		
Action Items	Person Responsible	Deadline
Schedule meeting for CE Marketing Workgroup	Ronan	
Coordinated Entry Annual Self-Evaluation		
Discussion		
<p>Every year HUD requires communities to assess and evaluate their CE system to ensure compliance with policy and processes; previously a small group has gone through HUD’s self-assessment tool, then report out to the larger group with recommendations for changes. Brianne recommended a small group, and Abbey Wallace, Tammy Vincent, Brian Bruce, and Alyssa Bryan volunteered for that.</p>		
Action Items	Person Responsible	Deadline



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Schedule meeting for CE Self-Evaluation Workgroup		
MSHDA HCV Follow-up		
Discussion		
<p>Last month an interim prioritization process for MSHDA HCV vouchers was discussed, and it was anticipated we would receive those in January. MSHDA provided an update that they anticipate allocating vouchers potentially in March, however a final timeline is dependent on finalizing federal contracts. There is a plan to use the interim prioritization process for that batch of vouchers, and we will update this committee when more information is available. There was also discussion around Move-Up vouchers, and Brianne noted that the policy is written so that vouchers go to chronic households as long as case management is available to the household.</p>		
Action Items	Person Responsible	Deadline
Coordinated Entry Concerns – <i>standing item</i>		
Discussion		
<p>Tammy asked about the quarterly data report-out and wondered about the process for making suggestions for improvement. Brianne clarified that if this committee recognizes problem areas, they may elevate those to Steering Council to address.</p>		
Action Items	Person Responsible	Deadline
Action Items & Next Steps		
Discussion		
Action Items	Person Responsible	Deadline
Adjournment		