



Grand Rapids/Wyoming/Kent County  
CoC Coordinated Entry Committee  
MEETING MINUTES  
October 17, 2023 2:00-3:30 pm

|                    |   |                 |         |
|--------------------|---|-----------------|---------|
| Facilitator:       | Tammy Vincent   |                 |         |
| Meeting Attendees: | Vera Beech, Angela Gillisse, Amy West, Anya Ward, Kelsey McFarland, Dave Gantz, Hannah Hooley, Francisco Calderon, Victoria Arnold, Zenaida Jimenez, Marissa Lee, Eileen McKeever, Joyce Williams, Neddie Moore |                 |         |
|                    | Staff: Brianne Robach, Alyssa Anten, Justin Brownlee, Ronan Parmenter   |                 |         |
| Time Convened:     | 2:08 pm   | Time Adjourned: | 2:58 pm |

|                           |                             |               |                  |
|---------------------------|-----------------------------|---------------|------------------|
| <b>Approval of Agenda</b> |                             |               |                  |
| Motion by:                | Zenaida Jimenez             | Support from: | Kelsey McFarland |
| Discussion                |                             |               |                  |
| Amendments                |                             |               |                  |
| Conclusion                | All in favor, motion passes |               |                  |

|                            |                             |                           |                 |
|----------------------------|-----------------------------|---------------------------|-----------------|
| <b>Approval of Minutes</b> |                             | <b>September 12, 2023</b> |                 |
| Motion by:                 | Dave Gantz                  | Support from:             | Zenaida Jimenez |
| Discussion                 |                             |                           |                 |
| Amendments                 |                             |                           |                 |
| Conclusion                 | All in favor, motion passes |                           |                 |

|                                   |   |               |           |
|-----------------------------------|---|---------------|-----------|
| <b>Approval of Consent Agenda</b> |   |               |           |
| Motion by:                        | Kelsey McFarland  | Support from: | Anya Ward |
| Discussion                        | There was discussion around bringing system data rather than program data. As staff capacity increases and data infrastructure is built out, the CoC will be developing a dashboard. This committee can discuss what data it would like to see each month and request to the CoC. |               |           |
| Amendments                        | None  |               |           |
| Conclusion                        | All in favor, motion passes   |               |           |

|   |  |  |  |
|---|--|--|--|
| <b>CE Marketing Materials</b>   |  |  |  |
| Discussion  |  |  |  |
| Briane gave an overview of the marketing workgroup for CE system, and presented the workgroup's interim document to this committee. Brianne will make updates based on feedback, which will go back to the marketing workgroup and back to this committee at a later meeting. |  |  |  |

| Action Items  | Person Responsible | Deadline |
|---|--------------------|----------|
| Update document based on feedback, bring back to workgroup and committees | CoC Staff          |          |

|   |  |  |  |
|---|--|--|--|
| <b>Current CHC Processes</b>  |  |  |  |
| Discussion  |  |  |  |
| Staff reviewed feedback about the current process and noted the importance of clear and upfront communication with clients about the availability of resources. Best practices will be shared when available. |  |  |  |

| Action Items | Person Responsible | Deadline |
|--------------|--------------------|----------|
|              |                    |          |



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| <b>Coordinated Entry Concerns</b>   |                    |                               |
| Discussion  |                    |                               |
| <ul style="list-style-type: none"> <li>- There was a brief update on the Consumer Grievance ad hoc committee.</li> <li>- Vera Beech noted that Community Rebuilders is looking for 3-5 organizations to bring in data for testing CHC. Those interested can email Vera or Angela, or send communication through the CHC 2.0 website.</li> </ul> |                    |                               |
| Action Items  | Person Responsible | Deadline                      |
|   |                    |                               |
| <b>Adjourn</b>  |                    |                               |
| Motion by:  | Amy West           | Support from: Victoria Arnold |