



**Grand Rapids/Wyoming/Kent County CoC Coordinated Entry Committee MEETING MINUTES**

November 1<sup>st</sup>, 2022

2:00–3:30

Facilitator:	Tom Cottrell		
Meeting Attendees:	Adrienne Goodstal, Tom Cottrell, Brian Bruce, Kelsey McFarland, Alyssa Anten, Lindy Perez, Molly Wiersma, Holly Wilson, Cheryl Schuch, Latasha Maberry, Dave Gants, Tanesha Jordan, Tammy Vincent, Vera Beech, Julie Kendrick, Erin Banchoff, Veronica Arvizu, Zenaida Jimenez, Holly Wilson, Berniz Terpstra, Morgan Zielke, Sherrie Gillespie, Marissa Lee, Victoria Sluga (logged off at 3:20), Centhia Fleming, Rachel Siebert Staff: Brianne Robach, Courtney Myers-Keaton, Sophie Fineberg		
Time Convened:	2:03	Time Adjourned:	3:33

<b>Approval of Agenda</b>			
Motion by:	Brian Bruce	Support from:	Cheryl Schuch
Discussion	Add Family Shelter Limitations		
Amendments			
Conclusion	All in favor, motion passes		

<b>Approval of Minutes</b>		<b>Sept. 13<sup>th</sup>, 2022</b>	
Motion by:	Brian Bruce	Support from:	Holly Wilson
Discussion			
Amendments			
Conclusion	All in favor, motion passes		

<b>Family Shelter Access: Proposed Process</b>
--

Discussion
------------

Courtney states a reminder that there was a change in how families access shelter, there were concerns about equal access, so a group was created to review the process. Molly walks through new shelter access proposal and reviews process. Cheryl adds additional thoughts that were brought up in the small group meeting. Courtney reviews questions that were asked last time about questions on form and what was done.

Victoria Sluga question: Can we have a list of who participated in small group? Was the chart created in this meeting?

- Family Promise, several from ICCF, Erin and Tammy from City of Grand Rapids, Tom, Alyssa from HAP. Family Promise created the proposed process as requested by the small group. Community Rebuilders wasn't at the last meeting so there are still some things we are waiting to get their input on, changes haven't been made yet, it is still a proposed process.

Vera begins discussion on how Community Housing Connect (CHC) is involved with Coordinated Entry (CE) and its original purpose. She sees the current process changing CHC's function to one of serving families who are not literally homeless. Cheryl disagrees that there was a change in function and notes that literally homeless families in need of shelter are entered into CHC upon shelter intake.

Courtney asks to pause the conversation while questions are resolved and the group can come to a cohesive solution. She suggests technical assistance (TA) from HUD. The group agrees that staff should reach out to the HUD TA and set up a meeting with the family shelter small group. Courtney



**Grand Rapids/Wyoming/Kent County CoC Coordinated Entry Committee MEETING MINUTES**

November 1<sup>st</sup>, 2022

2:00–3:30

wants to review data from CHC and would like to put out a survey to gather the level of understanding of the topics discussed in the meeting. Vera and her group invited Courtney and those interested to a meeting to review data.		
Action Items	Person Responsible	Deadline
<ol style="list-style-type: none"> <li>1. Send out survey</li> <li>2. Set up a couple of meetings to talk about data, how we use CHC</li> <li>3. Set up HUD TA meeting</li> </ol>	CoC staff	
<b>Process for Developing Process Change</b>		
Discussion		
Brienne presents updated document after changes been made. Courtney notes that there may be additional changes needed and discusses change request form. CoC staff can make it available on our website, committee can review during the next meeting.		
Action Items	Person Responsible	Deadline
Post change request form on website		
<b>Family Shelter Limitations</b>		
Discussion		
Cheryl shared that there are extremely constrained shelter resources. Adrienne and Cheryl to connect offline about shelter limitations. Matter will be moved to Steering Council.		
Action Items	Person Responsible	Deadline
Move to Steering Council		
<b>Coordinated Entry Concerns</b>		
Discussion		
None		
Action Items	Person Responsible	Deadline
<b>Action Items &amp; Next Steps</b>		
Discussion		
<ul style="list-style-type: none"> <li>- Meetings around CHC process and HUD TA</li> <li>- Survey to gauge understanding of family shelter access issue</li> <li>- Shelter Limitations go to steering</li> <li>- Change form to be posted and reviewed by group.</li> </ul>		
Action Items	Person Responsible	Deadline
Motion by:		Support from: