



Grand Rapids/Wyoming/Kent County
CoC Coordinated Entry Committee
MEETING MINUTES
December 12, 2023 2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Dave Gantz, Julie Kendrick, Nikia Belcher, Kristy Hawkins, Tammy Vincent, Eileen McKeever, Amy Lloyd, Hannah Hooley, Abbey Wallace, Rachel Siebert, Sage Holland, Kelsey McFarland, Marissa Lee, Neddie Moore, Latasha Maberry, Vera Beech, Rebecca Long, Qiana Decker (YWCA Kalamazoo)		
	Staff: Courtney Myers-Keaton, Craig Heerema, Brianne Robach, Alyssa Anten, Ronan Parmenter		
Time Convened:	2:04 pm	Time Adjourned:	2:46 pm

Approval of Agenda			
Motion by:	Kelsey McFarland	Support from:	Eileen McKeever
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Minutes		November 14, 2023	
Motion by:	Eileen McKeever	Support from:	Latasha Maberry
Discussion			
Amendments			
Conclusion	All in favor, motion passes		
Approval of Consent Agenda			
Motion by:	Amy Lloyd	Support from:	Kelsey McFarland
Discussion			
Amendments	None		
Conclusion	All in favor, motion passes		
Holiday Time Off and Referrals			
Discussion			
Providers are asked to make program referrals prior to the holidays due to the busy holiday season and staff time off.			
Action Items	Person Responsible	Deadline	
Community Housing Connect			
Discussion			
Courtney gave an update on the soft launch, which is anticipated for late January and will be limited to user testing only. Assessment questions will come from a pick-list that the community will choose from; the first iteration of this assessment will be selected by CoC Staff and the Chair and Co-chair of the Coordinated Entry Committee based on previous discussions within this committee and shared community values. A process will be developed for changing the assessment based on prioritization needs. A cap on the number of questions on the assessment will be considered for the benefit of the users of the system. Vera Beech shared a draft video from Community Rebuilders with an overview of the CHC. She also reviewed how the process looks as a user of the system, and the goal of providing			



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support and services to all who come through the system. The CoC Administrator will approve postings before going live for quality assurance. Recommendations of services for homeless clients not eligible for referral include childcare, employment, housing search assistance, etc.		
Action Items	Person Responsible	Deadline
CE Evaluation		
Discussion		
Courtney requests to form a small group to undergo the annual HUD-required CE assessment. Volunteers will start meeting in the beginning of the new year to go through the HUD self-assessment for CE tool. Tammy Vincent, Brian Bruce, and Dave Gantz volunteered.		
Action Items	Person Responsible	Deadline
Schedule meeting in the new year to review CE self-assessment tool	CoC Staff	1/8/24
Coordinated Entry Concerns		
Discussion		
Tammy asked when system-level data will be provided to this committee, whether to supplement or replace current data reviewed. Courtney noted the major issues with Wellsky reports which have been broken for several months and isn't anticipated to be fixed until 12/28. Evan will need time to catch up on data once the reports are fixed, and Courtney anticipates this will happen over the course of the first quarter of 2024.		
Action Items	Person Responsible	Deadline
Action Items & Next Steps		
Discussion		
<ul style="list-style-type: none"> - Plan to select assessment questions for CHC during first two weeks of the new year - Plan for CE Evaluation group to meet during the last two weeks of January 		
Action Items	Person Responsible	Deadline
Adjourn		
Motion by:	Tammy Vincent	Support from: Dave Gantz