



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

March 11, 2025 2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Brian Bruce, Rebecca Long, Shannon Trout, Dani Shields, Meselech Beld, Abbey Wallace, Hannah Hooley, Felicia Clay, Eileen McKeever, Stephanie Collier, Tammy Vincent, Johanna Schulte, Sam Westhouse, Li Kaplan, James Schuen, Bryan Holt, Zenaida Jimenez, Marissa Lee  Staff: Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Ronan Parmenter		
Time Convened:	2:06pm	Time Adjourned:	3:39pm

<b>Approval of Agenda</b>			
Motion by:	Bryan Holt	Support from:	Sam Westhouse
Discussion	Moving item 5 (FFO By Name List) before MSHDA HCV Process; also adding 7a) CE Grievance.		
Amendments			
Conclusion	All in favor, motion passes.		

<b>Approval of Minutes</b>		<b>January 21, 2025</b>	
Motion by:	Sam Westhouse	Support from:	Bryan Holt
Discussion			
Amendments			
Conclusion	All in favor, motion passes		

<b>Family Functional Zero By-Name List</b>			
Discussion			

This committee reviewed the history of the FFO by-name list and the current processes surrounding it. Due to having two concurrent processes with similar functions, additional data management work is required to maintain. The CoC's recommendation was to stop using the FFO by-name list for family specific referrals and instead use the system-wide report. There was discussion around the process to clarify how it would work, and concerns were voiced around ensuring providers know how to use the new process. Brianne will send out a communication to clarify the process of verifying families on the list. This committee expressed being in favor of this change.

Action Items	Person Responsible	Deadline
Send communication to clarify the process of verifying families on the list.	Brianne	

<b>MSHDA HCV Prioritization Process</b>			
Discussion			

A write-up was included in the agenda packet, and Courtney provided an update on discussions that happened in the workgroup. This committee reviewed the process presented by the workgroup, and Brianne reviewed the comments on the document. There was discussion around documentation for chronicity, eligibility criteria, and prioritization. **Rebecca Long motioned to move forward with the HCV prioritization process as presented with changes, with support from Li Kaplan; all in favor, motion passes.**

Action Items	Person Responsible	Deadline
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<b>Referral Contact Discussion</b>		
Discussion		
Tabled for next month		
Action Items	Person Responsible	Deadline
<b>Coordinated Entry Concerns – <i>standing item</i></b>		
Discussion		
None		
Action Items	Person Responsible	Deadline
<b>Coordinated Entry Concerns – <i>CE Grievance</i></b>		
Discussion		
<p>Brianne shared about a grievance submitted to the CoC. One part of the grievance was against staff interaction at a partner agency and will be sent to the agency to process according to their own grievance policy. The other part of the grievance will be addressed as a system but outside this committee, as it was not a specific CE grievance but a grievance around the community ability to meet the needs of different family sizes. Brianne will notify the participant of these next steps.</p>		
Action Items	Person Responsible	Deadline
<b>Action Items &amp; Next Steps</b>		
Discussion		
Brianne will send a clean copy of the HCV prioritization process.		
Action Items	Person Responsible	Deadline
<b>Adjournment</b>		