



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

Approval of Agenda			
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.		

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

Family Functional Zero By-Name List			
Discussion			
<p>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.</p>			
Action Items	Person Responsible	Deadline	
Send communication to clarify the process of verifying families on the list.	Brianne		

MSHDA HCV Prioritization Process			
Discussion			
<p>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.</p>			
Action Items	Person Responsible	Deadline	



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Referral Contact Discussion		
Discussion		
Tabled for next month		
Action Items	Person Responsible	Deadline
Coordinated Entry Concerns – <i>standing item</i>		
Discussion		
None		
Action Items	Person Responsible	Deadline
Coordinated Entry Concerns – <i>CE Grievance</i>		
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
Action Items & Next Steps		
Discussion		
Brianne will send a clean copy of the HCV prioritization process.		
Action Items	Person Responsible	Deadline
Adjournment		