



Grand Rapids/Wyoming/Kent County
CoC Coordinated Entry Committee
MEETING MINUTES
March 26, 2024 2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Kari Sherman, Tammy Vincent, Dani Shields, Rebecca Long, Kristi Hawkins, Bryan Holt, James Schuen, Hannah Hooley, Zenaida Jimenez, Eileen McKeever, Amy Lloyd, Rachel Siebert, Neddie Moore, Dave Gantz, Jessie Verville (Zoom)		
	Staff: Courtney Myers-Keaton, Alyssa Anten, Brianne Robach, Craig Heerema, Ronan Parmenter		
Time Convened:	2:05 pm	Time Adjourned:	3:10 pm

Approval of Agenda			
Motion by:	Eileen McKeever	Support from:	Dave Gantz
Discussion			
Amendments			
Conclusion	All in favor, motion passes		

Approval of Minutes		February 13, 2024	
Motion by:	Amy Lloyd	Support from:	Rachel Siebert
Discussion	CE Consumer Grievance – Remove the name of the consumer who brought forth the grievance.		
Amendments			
Conclusion	All in favor, motion passes		

Coordinated Entry Governance Structure Update			
Discussion			
Brianne shared an update on the recommended governance structure document for CHC 2.0. This document will be brought to the April CEC meeting for review.			
Action Items	Person Responsible	Deadline	

Coordinated Entry Evaluation Update			
Discussion			
<p>A small workgroup has been meeting to go through a required annual self-assessment of the CoC's policies and processes to ensure alignment with HUD regulations. Brianne presented a list of recommended action items for this committee to consider:</p> <ul style="list-style-type: none"> - Ensure shelters and common locations post the recently developed marketing flyer. - CoC Staff to determine how to ensure documents are posted and available publicly, potentially posting process documents to the CoC's website and adding a link to the CE Policy document. - Update CE Policy language to reference each subpopulations. - Include language in CE Policy indicating that any access point will direct all households to complete the CE access tool and will refer them to an appropriate subpopulation access point(s) if they need support completing the CE access tool. - CoC staff recommends updating Appendix C to match the current factors used in prioritization. 			



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There was also discussion around VAWA/Cat 4 definitions.			
Action Items		Person Responsible	Deadline
<ul style="list-style-type: none"> - Add CE Flyer to the weekly newsletter - Implement changes to policy – draft policy will go to CE small group to review, then bring back to this group in April - An updated grievance process will likely be worked into the CE policy document 		CoC Staff	
Family Homelessness Verification Update			
Discussion			
<p>After a prior committee conversation around verifying and documenting families experiencing homelessness, a small group was convened around the topic and raised a question around documentation and self-certification. Brianne reviewed the HUD AAQ (Ask A Question) response, noting the order of priority: 1 – Third Party documentation; 2 – Intake/outreach worker observations; 3 – Certification from the head of household seeking assistance. Courtney recommended being conscientious of the amount of self-certifications our community receives. Brianne suggested asking HAP to get a location for clients and then refer to outreach to connect and document homelessness. Courtney noted concern for those entering the system, engaging an access point, and then having no further engagement.</p> <p>There was committee discussion around documentation as a barrier to accessing housing and programs, as well as self-certifications for Category 4 individuals.</p>			
Action Items		Person Responsible	Deadline
<ul style="list-style-type: none"> - Discuss Family Outreach deployment with Pine Rest - Follow-up question: How many outreach workers per capita are recommended? 		CoC Staff	
Coordinated Entry Concerns – <i>standing item</i>			
Discussion			
<p>Tammy requested a standing consent agenda report to this committee on the expected implementation of CHC 2.0 with follow-up on action items.</p>			
Action Items		Person Responsible	Deadline
Add to the agenda - “ChC 2.0 Action Item Report Out” or “CHC Progression and Expected Timeline”		CoC Staff	
Action Items & Next Steps			
Discussion			
Action Items		Person Responsible	Deadline
Adjourn			
Motion by:	Rebecca Long	Support from:	Kari Sherman