



Grand Rapids/Wyoming/Kent County CoC
Coordinated Entry Committee
MEETING MINUTES
April 16, 2024 2:00-3:30 pm

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| Facilitator: | Brian Bruce | | |
| Meeting Attendees: | Jessie Verville, Amy Lloyd, Neddie Moore, Zenaida Jimenez, Dani Shields, Bryan Holt, Kevin Sears (Pine Rest Outreach), Tammy Vincent, Li Kaplan, Lindsey Reames, Tyler Kregel, Victoria Arnold, Rebecca Long, Kristy Hawkins, Eileen McKeever, LoRae Robinson | | |
| | Staff: Alyssa Anten, Brianne Robach, Craig Heerema, Ronan Parmenter | | |
| Time Convened: | 2:02 pm | Time Adjourned: | 3:14 pm |

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|---|--|-----------------------|---------------|
| Approval of Agenda | | | |
| Motion by: | Amy Lloyd | Support from: | Bryan Holt |
| Discussion | Brianne noted item 5 will not be an action item this month. Courtney is unavailable today and items 4 and 5 will be tabled until the next meeting. | | |
| Amendments | | | |
| Conclusion | All in favor, motion passes | | |
| Approval of Minutes | | March 26, 2024 | |
| Motion by: | Bryan Holt | Support from: | Tammy Vincent |
| Discussion | There was discussion around the Family Homelessness Verification Update – will update to include the official language of “order of priority.” | | |
| Amendments | | | |
| Conclusion | All in favor, motion passes | | |
| CHC 2.0 Action Item Report Out | | | |
| Discussion | | | |
| Community Rebuilders delivered a CHC presentation at NHSDC, and user testing is expected in May, with no further updates provided. There was discussion regarding participation in user testing, with committee members encouraged to engage and promote community involvement. During the meeting, an email announcing the testing phase was received and shared with the committee. | | | |
| Action Items | Person Responsible | Deadline | |
| | | | |
| Coordinated Entry Governance Document | | | |
| Discussion | | | |
| Brianne reviewed the purpose of the document and the process for evaluating the document. A final draft is anticipated to be presented at the May CEC meeting for a vote. | | | |
| Action Items | Person Responsible | Deadline | |
| | | | |
| Coordinated Entry Evaluation – Recommended CE Policy Changes | | | |
| Discussion | | | |
| A small group has been reviewing policies and processes to align with HUD standards and community practices. Brianne reviewed updates that were made, including changes to the grievance process. This committee discussed the grievance process timeline, resulting in adjustments to the document. | | | |



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| Rebecca Long motioned to recommend the policy to Steering Council for approval, with support from Victoria Arnold. All in favor, motion carries. | | |
| Action Items | Person Responsible | Deadline |
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| Coordinated Entry Concerns – <i>standing item</i> | | |
| Discussion | | |
| Tammy requested a Family Homelessness Outreach update, noting the intent is to have discussion with Family Promise and Pine Rest. Bryan Holt spoke to the process for connecting families with Pine Rest Street Reach. | | |
| Action Items | Person Responsible | Deadline |
| | | |
| Action Items & Next Steps | | |
| Discussion | | |
| <ul style="list-style-type: none"> - Bring the final draft of the CHC document ready for vote at the May CEC meeting - Bring the final draft of the CE Policy document to Friday’s Steering Council meeting - Discuss items 4 and 5 at the May CEC Meeting: CHC 2.0 Action Item Report Out, and Coordinated Entry Governance Document. | | |
| Action Items | Person Responsible | Deadline |
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| Adjournment | | |