



Grand Rapids/Wyoming/Kent County
CoC Coordinated Entry Committee
MEETING MINUTES - May 13, 2025
2:00-3:30 pm

Facilitator:	Brian Bruce		
Meeting Attendees:	Brian Bruce, Sam Westhouse, Eileen McKeever, Lisa Hartemen (YWCA), Amy Lloyd, Tammy Vincent, Zenaida Jimenez, James Schuen, Bryan Holt, Neddie Moore, Tyler Kregel, Meselech Beld, Alyssa Bryan, Becky Nespital (Fair Housing Center West Michigan), Hannah Hooley, Moriah (Family Promise), Jess Verville, Stephanie Collier		
	Staff: Courtney Myers-Keaton, Alyssa Anten, Ronan Parmenter		
Time Convened:	2:07pm	Time Adjourned:	3:00pm

Approval of Agenda			
Motion by:	Eileen McKeever	Support from:	Bryan Holt
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		

Approval of Minutes		April 8, 2025	
Motion by:	Amy Lloyd	Support from:	Hannah Hooley
Discussion			
Amendments			
Conclusion	All in favor, motion passes		

CE Evaluation: Recommended Policy Changes*		
Discussion		
Alyssa noted this was touched on briefly in April and gave updates on the workgroup's recommendation and progress. The updated QSOBAA will be added once signed for this year, which is in progress now. Jessie Verville motioned to recommend the Coordinated Entry policy changes to Steering Council for approval, with support from Sam Westhouse. All in favor, motion passes.		
Action Items	Person Responsible	Deadline

CE Family Shelter Long-Stayers Data Report		
Discussion		
Last month, data was brought to this committee with the suggestion that we close the pool; this committee asked for additional data around referrals, and Alyssa presented data from quarter 1. She noted referrals seem to be working as expected for this group of people, and stated CoC staff feel comfortable closing the pool after seeing this data. This committee did not request any additional follow-up.		
Action Items	Person Responsible	Deadline

CE Marketing Workgroup Updates: Business Cards & Website		
Discussion		
This committee reviewed the draft Resources webpage on the CoC website, as well as informational business cards. Brienne noted the CoC will print the business cards and make them available for		



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organizations to pick up from the CoC, or organizations can print directly from the Canva link or document.		
Action Items	Person Responsible	Deadline
Send link and password to review the website to committee members	Ronan	
Print business cards	CoC Staff	
Reschedule June Meeting		
Discussion		
Due to CoC staff attending an all-day training, this committee discussed alternate dates for rescheduling. They determined to meet June 17 from 2-3:30pm		
Action Items	Person Responsible	Deadline
Update CE meeting invitation	Ronan	
Coordinated Entry Concerns – standing item		
Discussion		
We received word that 48 HCVs are now available to us and will be prioritized using the process this committee voted on previously.		
Tammy asked about updates on CHC 2.0, and Courtney noted the Executive Committee is receiving updates and will determine when to bring to Steering, but nothing is prepared at this time.		
Action Items	Person Responsible	Deadline
Action Items & Next Steps		
Discussion		
Action Items	Person Responsible	Deadline
Adjournment		