



Grand Rapids/Wyoming/Kent County
CoC Coordinated Entry Committee
MEETING MINUTES –
July 8, 2025 2:00-3:30 pm

Facilitator:	Tammy Vincent		
Meeting Attendees:	Tammy Vincent, Jess Verville, Jordan Brinker, Becky Nespital, Dani Shields, Korey Mills, Stephanie Collier, Moriya Sauro, Felicia Clay, Angelia Gillisse, Vernoica Arvizu, Dave Gantz, Samantha Westhouse Staff: Alyssa Anten, Courtney Myers-Keaton, Brianne Robach		
Time Convened:	2:04pm	Time Adjourned:	3:25pm

Approval of Agenda			
Motion by:	Jess Verville	Support from:	Sam Westhouse
Discussion			
Amendments			
Conclusion	All in favor, motion passes.		
Approval of Minutes		June 17, 2025	
Motion by:	Jordan Brinker	Support from:	Becky Nespital
Discussion	Tammy asked if the demographic data from the HCV prioritization process would instead be brought in August, and Brianne confirmed that it would, with some additional data from Community Housing Advocates.		
Amendments			
Conclusion	All in favor, motion passes		
CE Workplan Document – Feedback Session			
Discussion			
<p>Brianne presented a CE Work Plan containing items to improve the CES. Brianne asked for committee feedback on items and changes we can begin to implement in the short, medium, and long term. Courtney acknowledged many of the changes could be implemented in CHC 2.0.</p> <p>Access: Moriya said their group wanted more clarification on what type of case management was being suggested, with details like how intensive, and what if clients refuse that service. Sam suggested having clear and transparent language for staff to use across the system about resource availability. Tammy said it would be helpful to add current state to show why we are highlighting each item.</p> <p>Assessment: Becky said their group liked the idea of proactive housing choice and noted it may require more staff to client communication about resources and realistic timelines. They also wondered if the assessment would include factors for maintaining housing and promoting long-term stability. Tammy reiterated proactive housing choice could lead to delay in resource connection without strong communication or support. Tammy also asked how updating risk factors would reduce data entry. Brianne explained that in the future state the assessment would have updated risk factors agreed upon by the community and live in HMIS so duplicate data entry would not be necessary, and both of those solutions should be separate items on the workplan.</p>			



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Prioritization: Angela stated their group felt all the items were important and that CHC 2.0 would meet all of the requirements. Sam indicated she was anxious about the staff capacity needed to manage open CE entries. Becky stated their table was interested in the potential workflow changes for referral matching. Tammy raised that increasing staffing capacity is a theme throughout and acknowledged that acquiring the necessary funding could be difficult to achieve.

Referral: Tammy suggested case conferencing as a solution to some visibility issues. Korey shared that clients tend to assume their CE assessor is their housing navigator/case manager. Sam reiterated how important universal language is for referral next steps. Sam also said their group liked the built-in feedback survey. Angela gave feedback that service standards around the referral/housing process do not give autonomy to the project type/provider. Brianne clarified she can take out the “standardized” language since the intention is to provide clients with clear next steps in the housing process, specific to the provider and project type needs.

Dani suggested standardized language crafted and given by the CE Associate when a client is referred to a project on what that particular project’s next steps are.

Tammy asked about the CE Workplan’s next steps. Brianne and Courtney stated it was informational and would go to Steering next since there has been lots of discussion around enhancements we should be making to CE.

Action Items	Person Responsible	Deadline
Coordinated Entry Concerns – <i>Standing Item</i>		
Discussion		
Sam suggested a universal safety plan/messaging system so that providers can continue encouraging the same next steps to clients when they are in crisis and not getting the services they are expecting.		
Action Items	Person Responsible	Deadline
Action Items and Next Steps		
Discussion		
Action Items	Person Responsible	Deadline
Gather feedback to present to Steering	Brianne	
Provide data on the HCV process at August CE meeting	Brianne	
Adjournment		