



## MINUTES EXECUTIVE COMMITTEE

March 3, 2022 10:00AM

<https://global.gotomeeting.com/join/580390125>

To Dial In – United States: +1 (571) 317-3122

**Access Code:** 580-390-125

### **Members Present:**

Anita Golden (DSS PHAC Co-Chair)

Darlene Sparks Washington (PVH / PHAC Co-Chair/ CES Co-Chair)

Ursula Murphy (PSO/ PHAC Secretary/ HMIS Chair, CES Co-Chair)

Annie White-Guertin (PARC)

Nathan Woodard (DBHS)

Jean Jones (P&P Co-Chair)

Sharonita Cousin (VSH/ P&P Co-Chair)

Sarah Johnson (ForKids)

Michael Shackelford (Eggleston)

Charnitta Waters (STOP)

Pat Chambers (PCOM)

Joy Shaffer (HER)

Olivia Smithberger (HER)

Michelle Sudderth (HER / PCAN Co-Chair)

Alissa Winston (PRHA)

### **Other Attendees:**

Natalie Jackson (TPC- Liaison)

Julie Dixon (TPC)

Amanda Brandenburg (TPC)

### **Members Absent:**

Shirley Brackett (ForKids-Alternate)

Rev. Harrison (PCOM-Alternate)

Edward Bland (PRHA)

Barbara Wagner (VSH)

A recording of the meeting was started at 10:06AM and meeting was called to order at 10:10AM by Anita Golden (DSS PHAC Co-Chair) with attendance confirmed by Secretary Ursula Murphy (PSO). The minutes of the February 3, 2022 meeting of the Executive Committee were emailed in advance of the meeting. There being no corrections noted, a motion to accept the minutes as presented was made by Joy Shaffer (HER) and seconded by Annie White-Guertin (PARC). Motion carried. The agenda as presented was followed with the following noted.

### **Co-Chairs**

- Posting of Committee Meeting Minutes and Agendas to City of Portsmouth Website.
  - PHAC Secretary Ursula Murphy (PSO) reported that PHAC Agenda's and Minutes are supposed to be posted in order to be in compliance of HUD Guidelines. As they are currently not being posted for public view, she requested a page be placed under DSS so that the information can be made available to Portsmouth Citizens.
  - Anita Golden (DSS PHAC Co-Chair) will investigate and report back
- CES Project – Co-Chair Access
  - CES Co-Chair Ursula Murphy (PSO) reported that she still has not received HMIS access to the CES Project as CES Co-Chair under the Lead Agency DSS as adopted in December.
  - Darlene Sparks Washington (PVH / PHAC Co-Chair/ CES Co-Chair) will connect with Natalie Jackson (TPC Liaison) and HMIS Data Team and report back.
- **The Planning Council**
  - Strategic Plan Update
    - Julie Dixon (TPC) reported that the agreement with Erica Woods-Warrior of Carrington Consultants has been executed and that foundation documents have been provided to her.



- Erica Woods-Warrior will present at the April 7, 2022 Executive Committee Meeting.
- PHAC –Intake Email
  - Anita Golden (DSS PHAC Co-Chair) reported that a request for determination has been sent to the City’s Chief Information Officer as to whether a city email address can be set up for a non-city employee.
    - Natalie Jackson (TPC Liaison) reported she is unable to receive the [phac@portsmouthva.gov](mailto:phac@portsmouthva.gov) emails.
    - A test email was sent to confirm the email was active, and it was received by all.
  - Darlene Sparks Washington (PVH / PHAC Co-Chair/ CES Co-Chair) commented that PHAC needs a public facing email for PHAC business.
  - Sharonita Cousin (VSH) expressed concerns of multiple distribution of PCAN data.
    - Michelle Sudderth (HER / PCAN Co-Chair) reported that packets entered on behalf of non-HMIS agencies are only being sent to one individual, as it has been in the past.
    - Ursula Murphy (PSO / CES Co-Chair) clarified that the intake packets are only sent to one individual. She explained that the confusion seems to be when referrals are placed for housing vacancies. And that to remain transparent all 4 Committee Chairs are included in an email to notify presenting case managers and those agencies that reported the vacancy for PSH / RRH & TH that the referral has been placed in HMIS. This process was included in the adopted guidelines to avoid a repeat of past accusations of back-dooring households.
  - After further discussion, a vote was recorded to use [phacintake@portsmouthva.gov](mailto:phacintake@portsmouthva.gov) as preferred and in the event the city IT would not set that up for a non-city employee then [phacintake@theplanningcouncil.com](mailto:phacintake@theplanningcouncil.com) would be used. Those agency representatives who voted Yes included PVH, HER, DBHS, STOP, PARC, and Portsmouth Sheriff’s Office. The No vote recorded was VSH. The Yea’s have it. Ms. Golden will follow up and report back.

#### **Policy & Planning:**

- HSNH Application
  - Amanda Brandenburg (TPC) reported that Portsmouth is not eligible for HOPWA funding and that the Housing Trust Fund (HTF) Bonus is new this submission.
  - Because of the tight timeline it was discussed whether Executive Committee members would attend the Policy & Planning (P&P) Committee or schedule a separate special meeting of the Executive Committee because the deadline to submit is Monday, April 4, 2022 and we do not meet again until April 7, 2022. Amanda will send a doodle pole to see what the committee would like.
  - Policy & Planning will be asking for an electronic vote to approve the applications once presented on March 23, 2022.



- Letters of Intent (LOI) have been received from the following agencies,
  - ForKids, Portsmouth Sheriff's Office, Portsmouth Volunteers for the Homeless, Virginia Supportive Housing (both HTF & VHSP), and Help & Emergency Response. STOP did not submit a LOI.
  - Applications are due to Amanda by March 21, 2022 @ 4:00PM and will be distributed to Policy & Planning same day.
  - Peer review will be on March 23, 2022 @ 10:00AM Policy & Planning Committee Meeting
- CoC Site Visits and HMIS Audits:
  - Will begin next week.
- System Performance Measures:
  - Due in April
- PSH- Data Element C2- Moving On:
  - Permanent Supportive Housing agencies are still discussing this.
- PHAC Elections:
  - Sharonita Cousin (VSH/ P&P Co-Chair) read the HUD monitoring guidelines as described in 24 CFR 578.103(a)(1)(ii), as it pertains to elections.
  - Amanda Brandenburg (TPC) read the timeline from 2019 that was requested by Anita Golden (DSS PHAC Co-Chair).
    - Sharonita Cousin (VSH/ P&P Co-Chair) reminded those present that the election process discussed at the March 2020 meeting determined that a nominee for Co-Chair was not eligible as they were not part of an active agency.
    - Ursula Murphy (Secretary) reminded those present that the election process was not followed up on as the COVID 19 Pandemic was declared a few days later. She also expressed concern that the timeline was not shared with the group ahead of today's presentation and as such there is no formal record of the contents of the timeline presented.
  - Jean Jones (Policy & Planning Co-Chair) asked that the election process as presented be brought to a vote by those present.
  - The question was asked, "Does the Executive Committee members feel like they can hold an election at the March 17, 2022 PHAC Community Meeting for the following positions?"
    - Nominees are for Non-Profit Co-Chair and Secretary
      - For Non-Profit Co-Chair:
        - Incumbent- Dr. Darlene Washington (PVH)
        - Maddie Zingraff (VSH)
      - For Secretary
        - Incumbent - Ursula Murphy (PSO)
    - ALL Agencies present voted yes to holding the election of officers on March 17, 2022 at 10:00AM at the PHAC Community Meeting
- STOP Hoteling Exits and Updates
  - This item was moved to the CES section of the agenda at the request of P&P Co-Chairs



### **Coordinated Entry:**

- CES Committee Minutes October 20, 2021 (Joint HMIS mtg) and November 9, 2021 as adopted
  - These meeting minutes were presented as adopted from committee
- CES APR – January 2021
  - Co-Chair Ursula Murphy (PSO) reviewed the CES APR commenting that hopefully the error rate on UDE Q6a – Data Quality of 35% will go down given the recent required CES Refresher Training. Those end users who were not in attendance on March 1, 2022 will have until March 30<sup>th</sup> to view the training video or risk having their CES project access suspended.
- HCH Operating Report January 2021
  - Sarah Johnson (ForKids) presented the HCH Operating Report which reflected 254 unique callers including 17 youth callers. /The Call Center Summary was also shared with this committee
- PCAN Update
  - TPC Liaison & PCAN Co-Chair Natalie Jackson reported that the committee chairs in conjunction with the CES Committee Co-Chairs are working on streamlining the case conferencing process.
- STOP Hoteling Exits and Updates
  - Charnitta Waters (STOP) reported that she has been working with ForKids to resolve those Portsmouth households currently being hoteled with STOP.
  - Portsmouth CDBG Non-Congregate Shelter funds in the amount of \$68K was exhausted in early January. She also reported that 2 households have moved into housing, 1 has identified a unit, 1 is working with PARC however has not found a unit to their liking and 1 is working with PARC in their SABRE II project.
- Veterans Committee
  - Charnitta Waters (STOP) reported that the Veterans Committee met last Friday and that discussions regarding streamlining the protocol for SSVF household to be considered for VASH Subsidy.
  - Shallow Subsidy – VBCDC has their program up and running, HRCAP will be ready in a month or 2 as will STOPS program.
  - SSVF received an increase through ARPA to increase health support.
  - HVRP is accepting referrals and it was reminded that this is a competitive program.

### **HMIS Committee:**

- Due to the lateness, Items were tabled until April 7, 2022 Executive Committee Meeting.

### **Other Items**

- It was reported that an email has been received from DHCD reporting that PHAC has spent 38% of the funding for 2021-22 and that to avoid reallocation they are requesting that all VHSP funded agencies submit reimbursement requests by the call on 3/10/2022 as 50% of spending needs to be reached by 3/15/2022. The call with DHCD will take place 3/10/2022 to discuss de-obligating funds if they cannot be spent.
- Charnitta Waters (STOP) reported that she will be transitioning from STOP, Inc on 3/11/2022. Well wishes were shared from many on her new journey.

There being no additional business the meeting ended at 12:10 PM with the Next Meeting being April 7, 2022 at 10:00 AM, Format Virtual

Submitted By: Ursula Murphy PHAC Secretary