



MINUTES
PHAC EXECUTIVE COMMITTEE
February 1, 2024 10:00 AM
1701 High Street 4th Floor
Portsmouth, Virginia 23704

Members Present:

Darlene Sparks Washington (PVH / PHAC Co-Chair)
Deanna Valentine (DSS/PHAC Co-Chair)
Fatima Tomlin (Senior Services)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)
Joy Shaffer (HER/PHAC Secretary)
Sherry Johnson (Behavioral Healthcare Services)
Lucretia Chapman (VSH)
Holly Johnson (STOP)

Annie White-Guertin (PARC)
Pat Chambers (PCOM)
Sharonita Cousins (VSH)
Sarah Johnson (ForKids)
Jean Jones (P&P Co-Chair)

Other Attendees:

Karen Joyner (TPC)

Members Absent:

Jay Hendricks (Hendricks Living)
Eggleston
PRHA

The meeting was called to order at 10:07am. Motion made by Ursula Murphy to adopt the minutes as presented and seconded by Annie White-Guertin. There were no abstentions or objections.

Policy and Planning

The VHSP grant application grant process is in progress

HMIS Policy Updates:

Beach requested that some clarifying language be added. There were some items that were implied however not explicitly written.

- When an agency gets automatic access to HMIS, notice will be sent to CoC Lead, CoC Coordinator and CoC Committee that is identified in appendix one.
- If an agency does not meet the automatic access, they have to go through an approval process from the CoC. Upon receiving a demo request, The Planning Council will provide contact information to the CoC Lead so they know who is seeking a demo and have the contact information in case they want to reach out.
- When they say they are sending out an announcement to all CoCs participating, that is done via the HMIS e-mail distribution list. Persons needing to verify who is on the list can contact The Planning Council.



PHAC needs to establish which CoC committee they want to be responsible for reviewing new agency presentations on how they will use HMIS, what services they provide and making the decision about right to gain access to HMIS. At yesterday's Policy and Planning meeting it was stated the decision may have already been made therefore old Policy and Planning meeting minutes are being reviewed to

verify.

It was recommended by Policy and Planning to accept the requested changes from Beach with the understanding that the appropriate CoC Committee will be added after the research has been completed. Roundtable vote was conducted:

VSH-yes, PSO-yes, HER-yes, DBHS-yes, Senior Services-abstained PARC-yes, Forkids-yes, STOP-yes PVH yes, DSS yes, PCOM Yes. The motion was approved.

LSA Submission

The LSA was completed and submitted on time. PHAC data looked clean. There were 5 flags however HUD understands they will remain. Two were related to HUD VASH. There was an additional two related to length of stay due to the change in how PVH is operating since COVID.

The final was related to a PCOM project which was due to HUD not aligning with how the HIC and HMIS classifies.

System Performance Measures

The timeline for System Performance Measures will be due March 13th. WellSky has not provided the reports yet for the submission. They should be ready by mid-February.

PIT/HIC

Wellsky should be releasing the updated reports this week. Once that is done TPC can start running reports on shelter projects, transitional programs as well as verifying data. E-mails regarding HIC will be sent out soon. Agencies will have the option to complete the HIC via email or screen sharing option. If agencies select the e-mail option and fail to submit on time, they will have to complete it via the screen sharing option with TPC.

Audit

HMIS Audits will be complete in March and April. Nothing has changed from last year. Appointments will be first come first serve.

Ursula Murphy asked about what happens to agencies who have not completed their audit. Jordan Schaller informed the group that as of now, there is nothing explicitly written in the HMIS Policies and Procedures. The CoC will need to have a discussion on how it wants to handle those situations.

Although Eggleston is not in compliance, it is not affecting PHAC data as it is a service only project. Further discussion will be had at HMIS to be brought to the Executive Committee. The Co-Chairs will attempt to reach out.

Coordinated Entry

- Adopted minutes from August, October and November were sent out
- Housing Crisis Hotline report for December was shared
- The Coordinated Entry Assessment point review date has been set for February 7, 2024 at 11am. Staff who completes the assessment are asked to be in attendance



HMIS

Adopted minutes from last year have been sent out
PARC has requested a hybrid meeting due to their designated staff member being out of state. The request was deferred back to Executive.

Policy and Planning continued

Meeting Accessibility

- Jean Jones discussed that there is an issue with accessibility for meetings as sometimes persons cannot be in person. If meetings are mandated they should be accessible.
- PCAN was granted an option for a monthly virtual meeting at a prior meeting however it was determined by that subcommittee that the value of in person meetings is more beneficial.
- Deanna Valentine stated that if there is a remote worker, there can be an exclusion for a virtual option.
- Jean Jones asked for clarification of what the requirements would be for the policy regarding the medical exception policy for virtual. Deanna Valentine stated that agencies should send an alternate if needed.

Grievance

The committee was asked to write a policy centered around agency to agency grievances however the committee feels that the policy already exists. The existing policy was reviewed however Deanna Valentine explained that the complaints they have been receiving have been more about individuals not the agency itself which the current policy does not cover. Policy and Planning will take the provided information back to committee to create the requested policy.

Election Process

- Timeline was discussed regarding the election process. Comments are due back to Karen by next Friday, February 9th at noon.
- Deanna Valentine discussed ensuring the bylaws and policies were inline.
- Jean Jones reminded the committee that the attendance information will be needed to show who is active and can vote as part of the process.
- In two weeks, there will be a final draft of the 2024 election process.
- Persons with comments on the bylaws as it relates to the election process should also send those in to Karen as well. The bylaw revisions will be completed by February 15th.

System Performance Measures

Quarterly Perform Report was been postponed. They will be presented at the February Policy and Planning meeting.

DHCD had their quarterly expenditure review meeting. PHAC agencies are on track.

HUD NOFA

Awards were announced. There were slight increases for all but one transitional program. Planning also had a slight increase. The Portsmouth Sheriff's Office is seeking additional information about why their program was not funded. It is important to get the information timely since there is a time limit on the appeal process.

The new application registration opened January 2024 and will close on March 7, 2024.



PIT

Some highlights for PIT were:

- There were 16 volunteers from various agencies
- A mobile app PIT training occurred on January 8th
- Jan 12th EVMS presented a de-escalation and safety training session
- Generous donations were provided
- PSO provided hot breakfast and coffee for 60 individuals as well as coffee for the volunteers
- DBHS provided various donations which included bus tickets and sleeping bags. They also provided transportation to help with donations
- PARC provided space to sort donations
- An estimated 41 surveys were conducted.
- Prior to the event, Madison Gray, Tom and Ursula Murphy went out to canvas the known locations prior to the event. Ursula Murphy also went out with a manager from Permits and Inspections. No locations were found in Churchland. New sites were located in Craddock.

The PIT Committee was able to meet the goals they set such as increasing participation. Karen Joyner was a great help in ensuring PIT came together.

Deanna Valentine reported she spoke with Karen Joyner about compiling a survey similar to one for another city to help with improving PIT for 2025. They were asked to have a draft completed by March 16th.

HOME ARP

Policy and Planning created an application for HOME ARP. Karen Joyner can send out the electronic version. They thought it would be sent to those who completed the letter of intent. Deanna Valentine informed the committee that Jeff Crimer sent out information himself. She will reach out to him to check on the process so persons are not completing unnecessary information.

PVH, HER and Forkids have submitted letters of intent. H.E.R. has been contact by Jeff Crimer with needed next steps.

Additional Information

Ursula Murphy asked about a standard operating procedure that would transfer to a new chair when current chairs change so new persons are aware of needed tasks and timelines. Currently Policy and Planning does not have such a policy. The committee stated they will complete a document. The deadline is April 2nd.

Annie White-Guertin asked if there could be information provided on where committees are on meeting the timeline for the strategic plan. Deanna Valentine asked that each committee draft a report as to where they are for meeting the guidelines.

Motion to adjourn Ursula Murphy and seconded by Sharonita Cousin at 11:50 am.

Next Executive Committee Meeting Thursday, March 7, 2024 10:00 AM

Next Community meeting will be Thursday, March 21, 2024 at 10 AM