

**Leadership Team Meeting
GVPHC
GoTo Meeting, October 12, 2023
Meeting Minutes**

Meeting Attendees

<p>3e Restoration – Ezer Initiative – Five Loaves Pantry – ForKids – S. Brackett Four Oaks Day Center – T. Madden Hampton DHS – A. Hill, A. Taylor HELP – M. Stearn HNNCSB – J. Small HRCAP – HVAMC – M. Chick-Ebey, G. Hilburger, HUD VASH – James City County – K. Denny, L. Tolly JCC DSS- LINK – A. Ruffin, L. Finding, S. Hastings, W. Cavanaugh, E. Parker LGBT Life Center – L. Pratt</p>	<p>Menchville House – Newport News DHS – T. Snell, S. Matthews The Heart of Giving – J. Christian The Planning Council – K. Griffith, J. Dixon, J. Schaller Transitions – TSA - Hampton – T. Satchell United Way VA Peninsula – C. West VBCDC – O. Sawyer VEC – VSH – M. Zingraff WHOM – York County – Community Representatives –</p>
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I. Welcome and Introductions

II. Minutes

- The August September 14, 2023, meeting minutes were motioned for approval as written by A. Ruffin and unanimously approved.

III. Balance Report –

- Current Balance is \$5,203.96. The scholarship registrations have been completed and three individuals were selected randomly to attend the Governor’s Housing Conference. The bus passes have also been purchased and will be distributed to partners this month.

IV. HMIS Updates –

- a. HMIS Access Policy – will be sent out for another review. Reorganized the document so it’s clear that agencies have two ways to get access to HMIS. The first is the regular eligibility that includes connection to CoC for CoC Participation. The second is a CoC vote for any agency requesting access who is new to the CoC and does not mean the criteria for automatic access. Each CoC will have the option to vote after meeting and learning more about the agency.
- b. Seasonal Shelters – previous concerns with data entry as it is quite burdensome. Offered training last summer to offer options, such as using a night-by-night method in ShelterPoint. Began data cleanup for historical seasons. COFM is not able to clean up past data due to capacity but has agreed to use the new method going forward. TPC asked the CoC if they will agree to allow TPC staff (non-HMIS) to help with the data clean up. Estimated 10-15 hours. HELP also requested assistance with the same. ForKids offered that some of their Hotline staff could help on the side. Jordan noted that the data entry is a bit different so training will be required for whomever does it.
- c. Updates in Wellsky have created glitches. Several tickets are already submitted and available on the website. If anyone finds an issue, please submit a TA request online at the HMIS website.
- d. FY24 CAPER and APR export are not slated for release until late October. If you have reports due in Sage they should already be done. If anyone is concerned, please reach out to Jordan/HMIS Team.

- e. Updated FY24 intake forms are available on the HMIS portal. Training documents and recordings for the FY24 standards are available; contact Jordan if you need copies of anything. Providers should use the HUD Exchange to download updated manuals from HUD and the supplemental Federal Partner Program manuals (i.e. PATH, SSVF, CoC, ESG, etc.).
- f. Data season has begun as PIT, HIC, SPMs and LSA are all federal reports due between January and April so beware that agencies may receive questions and/or concerns from the data team while they are pulling data for these various reports. Jordan asked for agencies to respond as quickly as they can and work to assist with data cleanup so the CoCs will have the most accurate reports possible for submission to HUD.
- g. Updates to the Data Quality Plan will be proposed soon. Will be adding Coordinated Entry-specific items to the plan.
- h. HMIS Audits – updating the methodology and will look to schedule them in March – April 2024.

V. Upcoming/Current Grants –

- HUD NOFO application was submitted for just over \$2 million. No new projects were submitted, only renewals.
- SSVF – LINK is preparing to open their program by November 1st. Sarah Hastings is the Manager of the program. Both Prevention and RRH are elements of the grant. Motion passed unanimously.
- VHSP – contracts have been shared with all subgrantees for signatures and they can begin spending. The new Remittance request is for two months but Hampton DHS is still requesting the remittances be submitted monthly. The upcoming VHSP application in early 2024 will be competitive and the CoC should look at how best to request funds to meet the bigger needs, including Outreach.
- BRAC Funding – no update as it is handled by the Finance Department.

VI. Strategic Plan –

- Outreach – severely lacking and the one remaining one is resigning in October. HDHS will begin recruiting again. PATH outreach is back up and running with 2 people. They are mostly located at Four Oaks, HELP and at HNNCSB’s walk-in hours. The group had previously mentioned using a Leadership meeting to discuss how to utilize VHSP funding in the next competition to address the biggest gaps with the available funds. JCC Housing and WHOM send a case manager to COFM to help with outreach. Colonial Behavioral Health should also be assisting as they are newly funded.
- Medical Respite Discussion – PRM, Four Oaks, LINK, and Riverside met with the United Way and TPC to discuss medical discharges into homelessness. Further discussions are planned with more Riverside staff/leadership to discuss linking hospital case managers with Coordinated Entry to improve connections upon discharge. Riverside is putting some people into motels for short-term and sometimes the patients show up at the shelters and Four Oaks. A long-term solution is sought to arrange a medical respite program that would provide longer-term care with professionals. The population is older and often has chronic conditions.
There was a previous program between VSH and Sentara that was to target homeless individuals who frequently used the Emergency Department. The group requested to hear more about that program at a future meeting. The group wants to look at other respite models that exist that can provide more information.
- Advocacy message – tabled until November.

VII. Roundtable Updates –

- SOAR 101 Meeting – a flyer of how to register will be sent shortly to everyone for an upcoming training. Outside of HNNCSB, Lauren Tolly is the only SOAR-certified person in the CoC.
- Shirley let everyone know the Hotline is extremely busy and the discussion about how to refer during the winter shelter season.
- VAMC will postpone their Stand Down for now. They have a new van coming next week that will be able to provide mobile care. They are discussing with providers which locations will be best. More details to come soon.

Next meeting: November 9, 2023, 9:00 AM *in person at United Way Virginia Peninsula (101 York Crossing, Yorktown)*