



MINUTES  
Coordinated Entry Committee  
Wednesday March 8, 2023 10:00 AM

<https://meet.goto.com/837846453>

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United States: +1 (872) 240-3212

Access Code: 837-846-453

**Members Present:**

Ursula Murphy (PSO / CES Co-Chair)  
Shannon Riddick (PVH)  
Kathi Cuffee-Moore (DBHS)  
Annie White-Guertin (PARC)  
Shirley Brackett (ForKids)  
Pat Chambers (PCOM)  
Beck Barfield (Eggleston)  
Olisha Sawyer (VBCDC)  
Antonette Johnson (HER)

Darlene Washington (PVH / CES Co-Chair)  
Kimberly Carmichael (PCI)  
Dean Burgess (DBHS)  
Jean Jones (Policy & Planning Co-Chair)  
Heather Barker (ForKids)  
Sharonita Cousin (VSH)  
V. Jenkins (PRHA)  
Joy Shaffer (HER)

**Other Attendees:**

Karen Joyner (TPC Liaison)  
Tom Sasso (Portsmouth EMS)

Madison Grey (Portsmouth EMS)

**Members Absent:**

DeAnna Valentine (DSS)  
T. Davis (VBCDC)  
Gladys Baker (STOP)  
V. Clay (Endeppendence Center)

Mary Clark (Eggleston)  
Marti Chick-Ebey (HVAMC)  
Symone Stewart (HER/PCAN Co-Chair)

The meeting was called to order by the Co-Chair Ursula Murphy (PSO) at 10:05 AM with a notice that the meeting was being recorded given. Attendance was captured with the assistance of Karen Joyner (TPC) and the minutes of the September 14, 2022, November 15, 2022, and January 11, 2023 committee meeting were adopted with no corrections noted.

The chair welcomed Tom Sasso and Madison Grey from the Portsmouth Fire Department EMS Community Co-Crisis Response team. Mr. Sasso gave a brief description of the collaboration between PFD, DBHS, Portsmouth Health Dept and PDSS. Their focus is on the Opioid Crisis, Homelessness and Seniors. PFD was thanked for their insight and assistance during the PIT and welcomed them to attend future meetings.

Annie White-Guertin (PARC) asked how agencies can interface, and the response was that they have normal Mon-Fri hours. It was asked that contact information be emailed to the group.

EDA – (Enter Data As) PHAC CE – the group was reminded of the importance of being in EDA mode while entering information into a client's CE project entry.

ROI- Folks were reminded to check and make sure that expired ROIs were updated to reflect current activity. The group was also reminded that clients could not be discussed at PCAN without an PHAC ROI.

Prevention Update –

Heather Barker (ForKids) updated the group on the various prevention programs that ForKids operate. Those being, ForKids HPP (VHSP Program), TBRA in partnership with the Portsmouth Public Schools (CDBG) and the Virginia Eviction Reduction Pilot (VERP) is still pending City match funds from the HOME ARP program.

Capturing Chronic Homelessness in HMIS-

The Chair thanked Sharonita Cousin (VSH) for providing the link that was embedded in the agenda from the HUD exchange. Both Ms. Cousin and Jean Jones (Policy & Planning) reported that their individual programs have different processes with VSH requiring supporting documents to move forward and PARC requires agency verification of all documents related to Chronic status.

Transitional Housing – Conversation regarding Continued Support from Referring Agency –

Ms. Cousin stated she would need more details before commenting.

Pat Chambers (PCOM) asked for clarification regarding the process to bring a TH client back to PCAN when they are not successful in TH.

PCAN Referrals – Review PCAN referrals through Feb 6, 2023 were reviewed.

Prioritizing Youth – We need more information

Exiting Households from CE Project – Agencies were reminded that as Assessment Points it is their responsibilities to close inactive CE entries unless the CE is created by Karen Joyner (TPC) for those agencies without HMIS access. Those agencies however, should report to Karen any exits promptly. The Chair reported that she has been noticing missing responses to the exit question “Reason for Leaving”.

Outreach – The various Outreach programs were reviewed. Darlene Washington (PVH/CES Co-Chair) reminded the group that Portsmouth Central Intake (PCI) will only work with households who are not connected to another agency.

With no further business the meeting adjourned at 11:42 AM with an announcement that the next CES Committee meeting is scheduled for April 12, 2023 at 10:00AM

Prepared by: Ursula Murphy

Title: CES Co-Chair