



MINUTES  
Coordinated Entry Committee  
Wednesday August 9, 2023 10:00 AM

Department of Social Services  
1701 High St, 4<sup>th</sup> Floor  
Portsmouth, VA 23704

**Members Present:**

Ursula Murphy (PSO / CES Co-Chair)	DeAnna Valentine (DSS)
Darlene Washington (PVH/ CES Co-Chair)	Kimberly Carmichael (PCI)
Kathi Cuffee-Moore (DBHS)	Symone Stewart (HER/PCAN Co-Chair)
Annie White-Guertin (PARC)	Jean Jones (Policy & Planning Co-Chair)
Shirley Brackett (ForKids)	Pat Chambers (PCOM)
Olisha Sawyer (VBCDC)	Elizabeth Elliott (VBCDC)

**Other Attendees:**

Karen Joyner (TPC Liaison)

**Members Absent:**

Sherry Johnson (DBHS)	Valzenia Jenkins (PRHA)
Marti Chick-Ebey (HVAMC)	Mary Clark (Eggleston)
Beck Barfield (Eggleston)	Tanisha Davis (VBCDC)
Madison Gray (PFD/EMS)	Gladys Baker (STOP)
V. Clay (Endeppendence Center)	Sharonita Cousin (VSH)
Jay Hendricks (Hendricks Living)	

The meeting was called to order by the Chair Ursula Murphy (PSO) at 10:05 AM. Attendance was captured with the assistance of Karen Joyner (TPC). Minutes from previous meetings are pending.

**Review of Strategic Plan Objectives –**

A review of the 4 CES Committee objectives was reviewed. It was agreed that Long Term Objective 3 should be the 1<sup>st</sup> driver. This objective is a combined CES & HMIS Objective. One question to include in the review would be *What Leads to Homelessness and how do we collect that data?*

Action Item regarding the Regional Taskforce to End Homelessness was tabled as the group has not been active.

Action Item- Assess necessary revisions to access points for care continuity – committee to schedule a Sept 2023 meeting

Action Item- Assess current design and dissemination of the client-focused household risk assessment (using case managers and other subject matter experts)

**CES Addendum** – The Addendum as adopted 9/9/2020 was provided to refresh partners on what roles were agreed to. It is anticipated that this document will likely change given it was adopted in the midst of a pandemic with little time to fully understand the details. New information as well as anticipated HUD mandates will make reviewing this document a necessity.

### **Add Client Contact Information Module to PHAC CES**

The chair brought up the question regarding adding this item as part of the CWE Access. After discussion, it was determined that the verbiage should read “Add Contact Information Questions to PHAC CE”. Shirley Brackett (ForKids) made the motion to add the 2 questions (Phone Number and Email Address) to the PHAC CE to be included as part of the Access questions. Elizabeth Elliott (VBCDC) seconded and the motion carried.

### **PCAN In-Person Changes**

Case Managers will get a separate email for their clients only. During PCAN clients will be identified by initials only. The question was asked if conference phones could be used in case a member cannot make it. Qualified as Emergency Only and will be forwarded to Executive Committee for discussion. A conversation regarding meeting frequency and whether we should do 1 meeting virtually and 1 meeting in-person. After discussion the following 2 items were recommended to be moved to Executive Committee

- 1- Elizabeth Elliott (VBCDC) motioned to have meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays and for those months with 3 Mondays we should drop the third meeting. Annie White-Guertin (PARC) seconded and the motion carried
- 2- Elizabeth Elliott (VBCDC) motioned to make the 1<sup>st</sup> meeting in person and the second meeting virtual. Annie White-Guertin (PARC) seconded and the motion carried

### **Referral Report 7/1-6/30/2023**

The July 1 through June 30, 2023 Referral Report was presented with personally identifiable information and HMIS numbers being redacted to protect client confidentiality.

### **Housing First Assessment**

The document was shared with providers as it will become a part of the CES review as it is a question on the NOFO. Each agency currently self – reports

### **HMIS Data Collection Requirements for FY 2024 HMIS Data Standards –**

The document was reviewed and changes are expected to be live October 1, 2023.

### **3-Year Data Trends**

The 3-year Data Trends that were shared by Jordan Shaller (TPC) at the July HMIS Committee meeting was reviewed. It was requested that it be emailed separately and if the data points could be separated. The chair will follow up with Jordan.

### **Hotline Reports**

Shirley Brackett presented the Hotline reports for July 2023. PHAC saw a slight increase in callers seeking assistance over 2022. Callers Housed but seeking services and callers at imminent risk of homelessness within 2 weeks made up the bulk of callers.

With no further business the meeting adjourned with an announcement that the next CES Committee meeting is scheduled for September 13, 2023 at 10:00AM at PDSS.

Prepared by: Ursula Murphy, CES Co-Chair