



MINUTES
PHAC EXECUTIVE COMMITTEE
April 4, 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)
Gladys Baker (STOP)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)
Joy Shaffer (HER/PHAC Secretary)
Nathan Woodard (Behavioral Healthcare Services)
Sherry Johnson (Behavioral Healthcare Services)

Annie White-Guertin (PARC)
Pat Chambers (PCOM)
Jean Jones (P&P Co-Chair)
Sarah Johnson (ForKids)
Fatima Tomlin (Senior Services)
Sharonita Cousin (VSH)

Other Attendees:

Julie Dixon (TPC)
Karen Joyner (TPC)

Members Absent:

Jay Hendricks (Hendricks Living)
Eggleston
PRHA

The meeting was called to order at 10:05am. Motion made by Ursula Murphy to adopt the minutes with noted corrections and seconded by Nathan Woodard. There were no abstentions or objections.

Policy and Planning

Attendance Report/Who Can Vote

The attendance policy was reviewed. It was decided that new agencies will have the ability to vote immediately as long as the agency agrees to meet all of the participation requirements. Senior Services representative Fatima Tomlin has agreed to meet the participation requirement therefore they now have voting rights.

System Performance Report

Julie Dixon presented the Trend report that was submitted. There was no time for anyone to review the report with committees prior to submission. Wellsky made changes available the day it was due and it had to be re-run.

The following numbers went up:

The average length of times persons remain homeless
Percent of successful permanent housing placements



The following numbers went down:

Returns to homelessness from Permanent Supportive Housing within 2 years

Number of homeless

Percentage of adults who increased total income

Number of persons who became homeless for the first time

No change:

Percentage of adults who increased earned income

VHSP applications

- Renewal VHSP applications are ForKids for targeted prevention, Help and Emergency Response for emergency shelter operations and rapid rehousing, Portsmouth Volunteers for the Homeless for emergency shelter operations.
- New applications submitted by the Portsmouth Sheriff's Office for outreach and centralized coordinated assessment and Portsmouth Department of Social Services for renewing planning funds and a new request for outreach and targeted prevention.
- \$608,104 in funding is being requested. DHCD will typically announce awards in May. Once the award is received agencies will go into a negotiation meeting if the full requested amount is not received.
- Discussion about starting grant preparations sooner to avoid last minute submissions.
- Discussion on when STOP would be eligible to vote. Brief discussion on the importance of clarifying who can vote in bylaws as well as having a membership committee.
- Motion to move forward with the presented applications and budget made by Sharonita Cousin and seconded by Annie White-Guertin. Department of Behavioral Healthcare Services, Portsmouth Area Resources Coalition, Portsmouth Christian Outreach Ministries, Senior Services and Virginia Supportive Housing all voted yes during the roll call vote to move the applications forward.

Coordinated Entry

- March 13th meeting was canceled
- Minutes of the called meetings were sent out
- Next meeting will be April 10, 2024
- Almost all of the agencies responded to the access point questionnaire. Outcomes will be discussed at an upcoming Coordinated Entry meeting. The committee will then look at how to streamline processes.

HMIS

- Minutes were sent out
- March's meeting was short due to technical difficulties
- Next meeting will be May 15, 2024 in the computer lab
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Portsmouth Sheriff's Office license request

Policy and Planning was waiting for Beach's final approval. Ursula Murphy informed the committee that the final approval has been received. Jean Jones is reaching out to Jordan Schaller on the status however stated to her knowledge

they do not qualify yet since the PSO is not a dedicated housing provider/not funded. Ursula Murphy has asked the HMIS Lead Agency where they are in the process. They reported that they are waiting on either Executive Committee or Policy and Planning to make the recommendation. After discussion, it was deemed that PSO needs to be an access point based on needs. PSO will go back and review the original request to ensure it included access point and resubmit.

Co-Chairs

RFP draft for needed duties after TPC contract ends has been completed. It will be forwarded to the city for needed legal, etc. It was asked if the committee could see the drafted RFP. It was stated that it could be sent out at the same time it goes to the city. If members have persons who they feel would want to apply for the RFP, they should begin reaching out. It will be posted on the city's website once completed.

New Business

- Jean Jones suggested having PDSS present at the upcoming General Membership meeting on available services. As well as being informative, it will help get additional points on the NOFO. They will present on May 16, 2024. She also asked if there could also be a membership recruitment as well since that should be done yearly. It was suggested that instead of doing that at the General meeting, it be done at the State of Homeless meeting.
- Policy and Planning has completed what was requested for the election process. They are awaiting next steps from the Executive Committee. Not much feedback was received on what was sent out on behalf of Policy and Planning. Karen Joyner was asked to resend.

Motion to adjourn Ursula Murphy and seconded by Fatima Tomlin at 11:33 am.

Next Executive Committee Meeting Thursday, May 2, 2024 10:00 AM

Next Community meeting will be Thursday, May 16, 2024 at 10 AM