



MINUTES
EXECUTIVE COMMITTEE
August 3, 2023 10:00 AM

Members Present:

Darlene Sparks Washington (PVH / PHAC Co-Chair)
Deanna Valentine (DSS/PHAC Co-Chair)
Sharonita Cousin (VSH/ P&P Co-Chair)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)
Joy Shaffer (HER/PHAC Secretary)

Annie White-Guertin (PARC)
Sarah Johnson (ForKids)
Pat Chambers (PCOM)
Gladys Baker (STOP)
Jean Jones (PARC/P&P Co-Chair)

Other Attendees:

Karen Joyner (TPC)
Amanda Brandenburg (TPC)
Julie Dixon (TPC)

Members Absent:

Jay Hendricks (Hendricks Living)
Edward Bland (PRHA)
Cathy Parker (PRHA)

Nathan Woodard (DBHS)
Alissa Winston (PRHA)
Tayla Davis (Eggleston)

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

Policy and Planning

- NOFO Progress Report

The timeline is on track. Upcoming notable events:

letters of intent are due tomorrow via e-mail to Amanda Brandenburg

the application in ESNAPS must be emailed to Amanda B. no later than August 25th along with any needed supporting documents

the narrative survey sent out for completion soon

The final ranking orders, what projects should be included and which should not based on feasibility of the project and eligibility of the grantee are done at the Executive Committee level. It was decided that process will take place at the September 7th Executive Committee meeting. Presenters will be informed on how much time they will have as well as the needed information for the presentation.

- CHERP Reallocations



It was announced that PHAC has about \$90,000 in CHERP funds available that were not utilized. The committee met agencies who could use the funds yesterday to discuss how they could be allocated. There were \$84,837.29 in RRH and ESO and \$9,191 in admin. Forkids requested \$9,335 in ESO, \$698 RRH and \$2,129 in admin. PVH AND HER split the remaining funds. Each received \$37,402 in ESO and \$3,531 in admin.

Jean Jones stated that Policy and Planning made a recommendation to move forward with the funds as presented. Ursula Murphy made a recommendation to adopt the motion to accept Policy and Planning's motion to adopt recommendation of the reallocation of the CHERP funds as presented. Seconded by Annie White-Guertin. All in favor.

- HMIS Policy

The committee has been looking at a policy on how an agency can gain access to HMIS. Jordan Schaller is reviewing input from other CoC's and will provide a revised version of the proposed policy as soon as possible. There are still some anticipated changes regarding information sharing.

Question posed by Ursula Murphy about when the Portsmouth Sheriff Office can obtain approval to access HMIS since there is a precedent in another CoC. The Portsmouth Sheriff Office will also be proposing to serve persons who are homeless as part of the pending project. The request has been tabled. More information is needed on the perimeters used by the other CoC for proper comparison.

The HMIS Leads will be asked for a time frame for expected completion for the policy.

- PIT Review Status

At the last Executive Committee meeting, there was an outstanding question on the narrative. The review is still in progress. A draft of the changes is expected next week.

- Items in Progress and on Track

- Racial Disparity

Jean Jones will connect with Julie Dixon to get the information on the August agenda

- Strategic Planning assignments

Policy and Planning has shared the items at the committee meeting. The requested information will be provided.

- Quarterly Report

Policy and Planning skipped the quarterly performance reports at the last meeting however they are due by August 30th



- Minutes

In lieu of sending out minutes, they will be posted on the website

- Additional Information

Meeting dates

Brief discussion on possible meeting change, Ursula Murphy has offered to see if the HMIS committee would be willing to switch meeting dates to give Policy and Planning the third week of the month. The discussion has been tabled.

NOFO

Informed that the HUD NOFO should be posted on the City of Portsmouth website. Jean Jones stated that it has been requested and will be done if not already.

Coordinated Entry

Last month's meeting was canceled. The next meeting will be August 9th at 10am. It was requested that ForKids send over the needed reports so they can be sent out for the committee meeting

HMIS Committee

- The revised agenda was submitted.
- Quarterly training video was due July 28th
- Ursula Murphy reviewed the Knowledge and Skills activity that was a part of the HMIS audit.
- Eggleston has not responded to the request to schedule an audit therefore UM will reach out to check the status.
- There are a lot of old homeless self-report dates being recorded that are not being verified. When those clients come through PCAN, they may not actually meet the qualification of length of time homeless or documented disability may be missing for acceptance. It is important to update information when new information is received

Upcoming Trainings

Data Standards Information Session will be August 17th

Learning Labs September 19th

Ashley will be hosting office hours August 8th regarding Wellsky changes

Co-Chairs



Deanna Valentine and Darlene Sparks Washington reviewed the PHAC Member Standards and Code of Conduct draft policy

Additional information

Ursula Murphy asked that persons needing to present at PCAN be in attendance and to expect the meeting to be a little longer

The State has opened Housing Trust Fund application. It is not a collaborative application. The due date is October 2nd.

There has been a van picking persons up who are homeless and taking them to a clinic in Norfolk with certain insurances for HIV testing with the promise of a gift card. According to a news report some persons are starting to receive bills stating they had full physicals.

Emergency Food and Shelter Program funding will be released soon. \$308,000 has been allocated for Portsmouth. PVH, Forkids, Foodbank, Salvation Army and Urban League are trying to come together to provide food, shelter and rental assistance. Funds will need to be spent by the end of December.

Motion to adjourn made at 11:39am by Ursula Murphy and seconded by Annie White-Guertin.

Next Executive Committee Meeting Thursday, September 7, 2023 10:00 AM

Next Community meeting will be Thursday, September 21, 2023 at 10am