



MINUTES
EXECUTIVE COMMITTEE
December 7, 2023 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)
Fatima Tomlin (Senior Services)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)
Joy Shaffer (HER/PHAC Secretary)
Sherry Johnson (Behavioral Healthcare Services)

Annie White-Guertin (PARC)
Pat Chambers (PCOM)
Barbara Wagner (VSH)
Sarah Johnson (ForKids)
Jean Jones (P&P Co-Chair)

Other Attendees:

Karen Joyner (TPC)
Julie Dixon (TPC)

Members Absent:

Jay Hendricks (Hendricks Living)
PRHA

Gladys Baker (STOP)
Eggleston

The meeting was called to order at 10:19am. Motion made by Annie White-Guertin to adopt the minutes with noted corrections and seconded by Sarah Johnson. Deanna Valentine abstained.

Special Presentation:

Jeff Crimer presented on the HOME ARP available funds which are to be used to serve homeless and at risk persons. They can be used for non-congregate shelter, rental housing, TBRA, and a variety of supportive services. They city will be taking applications for supportive services soon. Agencies wishing to apply for non-congregate shelter, TBRA or rental housing will need to meet with Jeff Crimer for further discussion. Qualifying services and populations were reviewed. Currently \$313,000 is currently under agreement with ForKids for eviction prevention. As long as thresholds are met by July 2024, they will be awarded another \$313,000. There would still be a little over \$900,000 remaining. The grant term is for one year and is reimbursable. If there is money remaining after the initial year, there could be another round of applications. The funds must be spent by 2030. There will be draw schedules. Funds should not be used to duplicate services already provided or to provide services outside of the scope of the organization. The current due date is January 7, 2024 however there is some fluidity. There were questions posed about agencies who have a specialized population such as domestic violence, elderly or singles being able to apply. Jean Jones provided clarification based on HUD trainings stating that agencies can have specialized populations as long as all the guidelines are met however there will be some further discussion to finalize prior to putting on the application. Jeff Crimer



suggested that Deanna Valentine review the application to make any needed changes. Once that is done, he will send it out. Anyone with questions should reach out to him. He will, also, provide Karen Joyner with the list of services to send to the group. Deanna Valentine informed the committee that the draft application will be sent out along with a date for comments to be sent back. There is also a need for a discussion as to what PHAC wants to do with the funds. Jeff Crimer informed the group that in the past, the agencies who wanted to apply met as a group to develop a program for the use of funds that complimented each other. Annie White-Guertin pointed out that they 7th is a Sunday so the date has been updated to January 10th.

Policy and Planning

- PIT
 - The count will be on January 24th
 - They are working on the action steps which will be discussed at the next meeting or the PIT planning meeting
 - The committee would like to collect items to be distributed on the day of the street count. A volunteer is needed to help lead the efforts. They are also requesting that the nonprofits request donations from places such as Panera and Dunkin on their letterhead.
 - There will be two upcoming trainings. One will be on the app and the other on safety.
 - Maddison Gray stated that she has about 25 vests for the volunteers. Ursula Murphy stated that she should be able to get some additional for usage once she is provided an estimated number of volunteers.
 - Karen Joyner has a flyer with a QR registration code that will be sent in the weekly reminder once approved by the P&P committee co-chairs.
 - A recommendation to add the questions recommended by the Humane Society as well as the Beach was presented. The added questions will only add another minute or two. The committee will email the questions to the Executive committee for a vote by close of business tomorrow.
- Grants

The city has several grants up for renewal in January. Persons who need to renew have been notified.
- Homeless Vigil
 - The vigil to honor persons who have passed while homeless or in PHAC programs will be December 21st at 5pm
 - Karen Joyner has to make a revision on the flyer. It will be distributed once it has been approved by the Executive Co-chairs.



- Persons are asked to help spread the work to get more participation from the community.

- Elections

- There are 2 co-chair positions. One is appointed by the City of Portsmouth. The other is a nonprofit Co-Chair.
- The nonprofit Co-Chair and Secretary seats are up for election.
- About 2 years ago, the committee was in a similar situation the committee is currently in where the election deadline was missed then COVID happened. As a result an election plan was created to be used during that period. The committee is reviewing that plan to update to use for now.
- A nominating committee is needed to help determine and vet the slate. Nominees must accept the nomination. Nominations can also be made from the floor the day of the election. The plan is to have the timeline ready along with the nominating committee by the January Executive meeting. The nominating committee will be volunteer based. An email for volunteers will be sent out. More information will be sent via email.

Coordinated Entry

The committee has a recommendation from the subcommittee PCAN to change the current sort order for prioritizing those on the PL list to include entry date as the primary element to have chronological order. This would help recommend the oldest household for vacancies as well as help return denied or declined households to return to their previous order on the waitlist. Historically the Vi-SPDAT has been used as the driver. Sarah Johnson has decided to abstain since she is unsure that this is align with the spirit of what HUD is requiring. Ursula Murphy explained that the score would still have an impact. The group discussed pros and cons of the change. Since many of the persons in attendance at Executive are not the same as those who attend PCAN, Darlene Sparks Washington recommended to defer to the responsible agency attendees and vote possibly at the January Executive meeting.

HMIS Committee

- Quarterly training videos on PIT, LSA and data quality will be out around the beginning of January through about January 26, 2024.
- The Audit methodology has gone out to everyone. The audits will be done in a few months.
- The LSA prep first round of data has been sent. It is down from last year.
- The HMIS policy on new users is still pending Beach determination.
- Language Preference will be put into HMIS to capture client's preferred language. The committee will be proposing a quarterly meeting schedule in the near future



Additional information

- PCAN has recommended to change the meetings to every 2nd and 4th Monday with continued off week referrals. Recommendation accepted.
- Karen Joyner confirmed Policy and Planning’s meeting schedule for the meeting room reservations.
- PRHA will be having a housing choice voucher landlord event for landlords who may be interested on December 10, 2023 at 10am. Information will be sent via email.
- There was a recent webinar Monday on SOAR. The content will be sent out if persons who would like to review the information. They are interested in starting a cohort for those interested.
- Sarah Johnson offered sharing information for those who are applying for HOME ARP.

Motion to adjourn made by Ursula Murphy at 12:10pm

Next Executive Committee Meeting Thursday, January 4, 2024 10:00 AM

Next Community meeting will be Thursday, January 18, 2024 at 10am