



MINUTES
EXECUTIVE COMMITTEE
February 2, 2023 10:00 AM
<https://meet.goto.com/924146981>
To dial in: 1 (646) 749-3122
Access Code: 924-146-981

Members Present:

Darlene Sparks Washington (PVH / PHAC Co-Chair/ CES Co-Chair)
Deanna Valentine (DSS PHAC Co-Chair)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)
Sharonita Cousin (VSH/ P&P Co-Chair)
Jean Jones (PARC/P&P Co-Chair)
Nathan Woodward (DBHS)
Annie White-Guertin (PARC)
Pat Chambers (PCOM)
Shirley Brackett (ForKids)
Joy Shaffer (HER/PHAC Secretary)

Other Attendees:

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

Members Absent:

Rev. Harrison (PCOM)
Edward Bland (PRHA)
Olivia Smithberger (HER)
Tyrone Sessoms (STOP)
Dean Burgess (DBHS)
Michelle Sudderth (HER / PCAN Co-Chair)
Sarah Johnson (ForKids)
Gladys Baker (STOP)
Fatima Thomlian (SSEVA)
Alissa Winston (PRHA)
Sarah Johnson (ForKids)
Jessica Dennis (DBHS)
Barbara Wagner (VSH)
Cathy Parker (PRHA)
Elliott Warsof (VSH)
Michael Shackelford (Eggleston)

The meeting was called to order at 10:05am. Minutes were reviewed. Motion made by Ursula Murphy to adopt the minutes with noted correction and seconded by Sharonita Cousin. There were no objections or abstentions.

Co-Chairs

Policy and Planning

- PIT Count
 - There was only two observations during the unsheltered count.
 - There was a late start which will be looked at during the debrief.



- Emails were sent out last week regarding the Housing Inventory Count. The deadline to complete the HIC via email is February 3rd. In person meetings for assistance are available throughout the month of February.
- Policy & Planning Committee plans to work with Amanda Brandenburg on sending out a doodle poll for a meeting to discuss what went well and what can be improved on.
- Preliminarily the unsheltered count is 40 persons which is about twice that of last year's.
- HOME ARP
 - There was a meeting with Jeff Crimer to discuss the HOME ARP plan and what is currently being submitted. There will be more discussion later regarding possible options or if there will be any revisions.
 - Forkids has received an extension grant which contains a request for upwards of \$300,000 for the cities of Portsmouth and Chesapeake which will allow them to serve 100 persons in each locality who are facing eviction. A meeting will be scheduled with the city for further discussion. The city is looking at being able to use some of the HOME ARP funds to assist with the city's match for the eviction prevention grant.
- Training wish list

Persons had been asked to add to the list however only one person has provided any updates. Updated wish lists will be sent out soon with instructions on how to respond so that the committee can finalize the list to be presented to Executive Committee.

- Summary of Quarterly Reports

Agencies appear to be on track with spending down funds. Changes to the format for the report has been suggested. Jean Jones and Amanda Brandenburg will review and provide the list of suggested changes at a later date. If anyone else has suggestions, please send to Policy and Planning or Amanda Brandenburg.

- System Performance Measures
 - The LSA (Longitudinal System Analysis) was submitted on January 11th. The LSA is restricted to information entered into HMIS therefore victim service providers are excluded. There were 9 flags at the point of submission versus 7 last year.
 - Since the LSA has been submitted, STELLA can be now accessed for those who would like to review the information. Some current information from STELLA was shared with the committee. The numbers are comparable to last year. STELLA also provides insight so at the next meeting more information will be shared on how it can be used. Insights provide information on ways you can target performance improvement on certain sectors of clients to see the overall impact on your systems performance.
 - Any questions on accessing information, getting a refresher, and/or updating users should be sent to The Planning Council.



- **Systems Performance Measurement Report**

Wellsky had intended that all of the system performance measure reports would be available this week with the necessary updates however there has been a week delay. To help avoid delays, The Planning Council will start reviewing the data this week as planned since everything is due to HUD by the 28th. Information will be provided to via email so that everyone can get the updates as quickly as possible.

Coordinated Entry

- PCAN Referrals to the various housing types through December were reviewed along with the outcomes. It is intended to provide this information if not on a monthly basis, a quarterly one.
- A question was posed about HUD VASH being categorized as a rapid rehousing program. Jordan Schaller clarified that it should be categorized as a permanent supportive program. It will be corrected.

HMIS

- The adopted minutes from December were included for recordkeeping
- The committee reviewed the 2023 audit methodology which has been provided as part of this committee meeting. The form is the same as last years. Agencies should be receiving emails to schedule their audits. The audits will be taking place in the month of March. If agencies are not available during the presented dates, they should contact TPC to set an alternative time.
- Since the 2022 HMIS Policies and Guidelines document has been adopted, new Participation Agreements need to be signed and sent back to Jordan Schaller.
- HMIS training video's deadline was January 27th.

Additional Information

- Discussion about what happens to committee meeting recordings.
- Reimbursement for Carrington Consultants was submitted. It has not been received yet however once it has been, TPC will be receive payment due.
- There is still about \$5,000 in planning dollars that need to be utilized therefore the committee was asked to start thinking of ideas and suggestions on how to spend the reminder. A list of allowable expenses will be sent out along with a poll to collect the responses. It was suggested that persons send out ideas along with a planned budget. It was also requested that the total amount of both state and federal HUD planning dollars be sent to the committee.
- HUD has said that this committee's minutes and agendas should be published. Deanna Valentine will check to see what months are needed.



- At their February 7th meeting, The Planning Commission will be discussing development of senior living housing in 2 different sections of the city as well as redevelopment of some multifamily units in Craddock.
- There is a SAMSA grant opportunity for behavioral health.
- There are 4 an upcoming trainings available for HUD grantees. They should be starting in March. The topics will be time keeping, grants management, indirect and cost allocations and compliance monitoring. Julie Dixon informed the group that more information will be sent out as available.
- The HUD review for the Planning Grant has been completed. There were no findings. There were a couple minimal best practices. It has been requested that drawdowns are done monthly if possible.
- PVH has hired for the PCI position. The effective date was Monday.
- As the committee is looking at planning dollars and use of funds, it was suggested that they look at being able to do things to help accomplish some of the goals. Jean Jones has also been looking for a Virginia Housing grant to help cover some costs. Julie Dixon stated that tier 2 application is usually ongoing. In order to apply for it, Carrington would need to be vetted by VHA. A homeless grant is also coming out in May.
- DHCD has not yet determined what they are going to fund. HOME ARP funds have to be committed by December 2024.
- Discussion on possibly moving groups back to in person. A poll will be emailed out to PHAC members to determine if the groups will remain virtual, be hybrid or fully in person

Motion to adjourn made at 11:18am by Nathan Woodard and seconded by Ursula Murphy

Next Executive Committee Meeting Thursday, March 2, 2023 10:00 AM

Next Community meeting will be Thursday, March 16, 2023 at 10am