



MINUTES  
EXECUTIVE COMMITTEE  
January 4, 2024 10:00 AM  
1701 High Street 4<sup>th</sup> 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)  
Lucretia Chapman (VSH)

Annie White-Guertin (PARC)  
Pat Chambers (PCOM)  
Alisa Winston (PRHA)  
Sarah Johnson (ForKids)  
Jean Jones (P&P Co-Chair)  
Nathan Woodard (DBHS)  
Alisa Winston (PRHA)

**Other Attendees:**

Karen Joyner (TPC)

**Members Absent:**

Jay Hendricks (Hendricks Living)  
Eggleston

Gladys Baker (STOP)

The meeting was called to order at 10:09am. Motion made by Ursula Murphy to adopt the minutes with noted corrections and seconded by Sarah Johnson.

**Coordinated Entry**

The next meeting will be Wednesday, January 10<sup>th</sup>

**HMIS Committee**

- The next meeting will be January 17, 2024 at 10am
- Due to a scheduling conflict, the next PCAN meeting will be at 10am instead of 1pm.

**Policy and Planning**

Complaint Process

Deanna Valentine discussed the need to develop a complaint process since the Co-Chairs receive complaints from time to time. Although PHAC does not manage other agencies, there is a need to have a process to share on how things are addressed. The policy would become a part of PHAC's bylaws. It is requested that a draft be completed within 60 days.



## Home ARP

There was a discussion on Jeff Crimer shifting some of the homeless services to HOME ARP instead of CDBG. There is still a question regarding whether agencies have to serve all populations. Sarah Johnson stated that HOME ARP speaks to population regarding housing status versus demographics or special populations. There was also question as to whether agencies whose funding is moved to HOME ARP will be able to return back to CDBG. Jean Jones recommended that Jeff Crimer be brought back for further clarification. Deanna Valentine requested that agencies formalize there questions to send to Karen Joyner by noon tomorrow so that she can send them to Jeff Crimer. Persons have the ability to contact him directly however it was decided by the committee that questions be sent as a collective. Jean Jones spoke on the importance of the city taking responsibility for ensuring the continuity of essential homeless services (hotline and PCSI). Ursula Murphy made a motion that Deanna Valentine send the email to Jeff Crimer on behalf of the entire COC, clarify if he has come up with a recommendation or guidance on populations and see if the HOME ARP deadline be extended. Roll call vote by agency was called (PSO, DBHS, VSH, PRHA, HER, PARC, PCOM, Senior Services, Forkids, PVH, DSS). All in favor. No objections or abstentions. E-mail was sent along with a request for a Zoom meeting with interested parties.

## Forkids RFP Letter of Support Request

Sarah Johnson provided information on Forkids's intent to apply for State HOME ARP TBRA funding. They are working on an application to extend current TBRA services. They are also presenting to SVHC to ensure persons in need from various areas can access housing assistance. There is a requirement to use both Coordinated Entry and Unite Us. They are still working out the specifics of what the referral process will look like. The goal would be to identify families in need of new houses and rental subsidies. It would be a three year program which would allow enough time to aid high barrier families with moving on. Annie White-Guertin made a motion to offer the letter of support. Forkids abstained, all others approved. Sarah Johnson requested that the group send an email over the next week if anyone feels like a group of needed persons have been left out.

## PIT

- There is a desperate need for PIT volunteers
- There are two mandatory volunteer trainings upcoming. If anyone needs assistance with the registration, please contact Karen Joyner. If persons are unable to attend app training in Portsmouth, they have the option to attend on the Peninsula. The safety and de-escalation training will have a selection of either a morning or afternoon session.
- The committee will be asking for feedback on the process.
- Start time has to be determined.
- A volunteer is still needed to collect donations to be handed out the morning of the count.
- There is a need for about 50 bags with supplies to be donated for the event



## MOU

Reminder that there are MOUs in place for the PCI position and the hotline that will need to be updated. They will be updated July 2024.

Ursula Murphy asked about the scope of work contract with the Planning Council that should be ending soon. The contract is up for renewal later this year.

## Nominations

Jean Jones stated Policy and Planning will discuss the timeline this month for the nominations. Ursula Murphy made a motion to extend the current officers' term until November 2024. Annie White Guertin attempted to make an amendment to the motion to change the time frame to 60 days from November however it was not changed. Original motion seconded by Alisa Winston. One nay (Annie White Guertin). Motion approved

Motion to adjourn Nathan Woodard and seconded by Ursula Murphy at 11:49 am.

Next Executive Committee Meeting Thursday, February 1, 2024 10:00 AM  
Next Community meeting will be Thursday, January 18, 2024 at 10 AM