



MINUTES
EXECUTIVE COMMITTEE
June 1, 2023 10:00 AM
<https://meet.goto.com/579454261>
To dial in: (224) 501-3412
Access Code: 579-454-261

Members Present:

Darlene Sparks Washington (PVH / PHAC Co-Chair)
Deanna Valentine (DSS/PHAC Co-Chair)
Nathan Woodard (DBHS)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)
Joy Shaffer (HER/PHAC Secretary)

Annie White-Guertin (PARC)
Barbara Wagner (VSH)
Sarah Johnson (ForKids)
Pat Chambers (PCOM)

Excused

Jean Jones (PARC/P&P Co-Chair)

Other Attendees:

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

Members Absent:

Rev. Harrison (PCOM)	Jay Hendricks (Hendricks Living)
Edward Bland (PRHA)	Alissa Winston (PRHA)
Olivia Smithberger (HER)	Tayla Davis (Eggleston)
Jessica Dennis (DBHS)	Dean Burgess (DBHS)
Cathy Parker (PRHA)	Sheri Johnson (DBHS)
Sharonita Cousin (VSH/ P&P Co-Chair)	
Gladys Baker (STOP)	

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

Policy and Planning

- **HMIS User Policy**
The policy address which addresses agencies who want to join and use the HMIS database if they are not required to do so was discussed at the last meeting. It has been tabled.
- **Notice of Funding**
The Continuum of Care Program Notice of Funding opportunity was discussed. It is anticipated to be released this summer. The committee started reviewing policies and procedures as well as the timeline to be prepared to set needed deadlines.
- **Scorecards**



Agencies are currently reviewing their project data to ensure that it is accurate and ready to be inputted into the CoC scorecard. The data team will be providing a video training over the next week or two. Scorecards should be finalized by July 14th.

- Point in Time Count

The committee is going to be addressing PIT over the next couple months to get ahead on next year's planning.

Coordinated Entry

- The minutes will be out the by the end of the week
- There are some agencies who have not been in attendance therefore the committee chair(s) will be reaching out to them as their attendance is important
- Forkids was asked to give more information regarding Portsmouth callers especially the youth callers. Sarah Johnson requested that the committee submit a document to respond to with the requested data points.
- HUD has released a training on fair housing and coordinated entry. It was stated during the training that there is not a one size fits all approach to the CE system. Some households are being presented as chronic however after getting more information, it is being discover that is not accurate. The committee is looking at and evaluating the chronicity piece. They are considering changes to the process that will align with fair housing.
- It is requested that providers stay on the call until PCAN has ended as there is important information being shared. Providers are also asked to ensure that data being shared is as accurate as possible.

VETERANS

- Veteran providers are able to temporarily house veterans while they are awaiting permanent VASH. The two providers are doing different processes. One is leaving the CE open until the veteran is housed through VASH. The other is closing it. There will be discussion at CE to ensure everyone is on the same accord.

HMIS

- There is good attendance with the majority of the agencies. There are one or two agencies however that are not attending. The committee chair will reach out as agencies whose data affects PHAC should be in attendance.
- The meeting minutes have been sent out
- The Agency Agreements have all been completed
- PHAC agencies are in compliance with the data standards

Additional Information:



- After the vote, Annie White-Guertin informed the committee that she was not marked present for the May meeting although she was there. Records will be updated.
- Discussion on excused vs unexcused absences according to the bylaws
- Participation is more than just logging into the meetings.
 - It is important that persons display professionalism and a commitment to working towards serving the residents of Portsmouth.
 - Importance of participation in the upcoming strategic plan stressed
 - Ursula Murphy has offered to help with clarifying the portion of the bylaw pertaining to the attendance requirement and voting. Deanna Valentine suggested an attendance scorecard to be sent out to active agencies or quarterly or biannually. Julie Dixon informed the group there is an attendance spreadsheet that TPC has that calculates the percentage of attendance as well that can be presented.
 - There is a need for outside objective partners such as United Way, Redevelopment and Housing and other non-funded partners.
 - Recommendation suggested for discussion on housing solutions at the upcoming strategic planning meeting
 - Deanna Valentine will try to set up the Emergency Manager to discuss emergency weather preparedness for the residents who are homeless.
 - SNAP requirements regarding training/working are going back to pre COVID standards

Motion to adjourn made at 10:55am by Ursula Murphy and seconded by Joy Shaffer.

Next Executive Committee Meeting Thursday, July 6, 2023 10:00 AM

Next Community meeting will be Thursday, July 20, 2023 at 10am