



MINUTES  
EXECUTIVE COMMITTEE  
November 2, 2023 10:00 AM  
1701 High Street 4<sup>th</sup> Floor  
Portsmouth, Virginia 23704

**Members Present:**

Darlene Sparks Washington (PVH / PHAC Co-Chair)  
Sharonita Cousin (VSH/ P&P Co-Chair)  
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)  
Sarah Johnson (ForKids)  
Sherry Johnson (PDBHS)  
Deitre Smith (PDBHS)

Annie White-Guertin (PARC)  
Fatima Tomlin (Senior Services)  
Gladys Baker (STOP)  
Nathan Woodard (PDBHS)

**Other Attendees:**

Karen Joyner (TPC)  
Julie Dixon (TPC)

**Excused Members Absent:**

Deanna Valentine (DSS/PHAC Co-Chair)      Jean Jones (P&P Co-Chair)  
Joy Shaffer (HER/PHAC Secretary)      Rev. Harris (PCOM)

**Members Absent:**

Jay Hendricks (Hendricks Living)  
PRHA  
Eggleston

The meeting was called to order at 10:09am. Motion made by Ursula Murphy to adopt the minutes as presented and seconded by Nathan Woodard.

**Policy and Planning**

System Performance QR: agency reports were reviewed. PVH report was submitted one day later. PDSS was asked about their report on Planning but it had not been historically provided and reported out. All are on track for spending down. DHCD reported that funded agencies are on track for spending down. Next grant cycle coming in the spring.

HUD announced PIT Jan 24, 2024. Held first group meeting to review the plan and establish dates for goals set. Next meeting is set for Wed, 11/15 from 1 – 2:30 PM (Virtual)



P&P looking at a holistic monitoring process to look at part of the entire system performance. Invited members to attend an upcoming workgroup meeting.

We will convene a workgroup to address the Strategic Plan activities.

PRHA voucher and collaboration – CES and PP need to schedule a meeting with PRHA to go over the vouchers and discuss how it should look, how many vouchers are available, and information on how to obtain the FUP vouchers. Darlene Sparks Washington and Deanna Valentine met with PRHA in November on how to improve communication between PHAC and PRHA regarding the vouchers. Questions to PRHA can be sent to the Co-Chairs to be included in the meeting.

Homeless Vigil – Karen Joyner reviewed supplies in place. Darlene Sparks Washington will invite officials and manage announcements. There was a question about honoring the lives of those who not only died on the streets while homeless, but who died within the first year of being housed. Discussion ensued around the purpose of this and if this information is obtainable. Darlene Sparks Washington proposes focusing the vigil on those experiencing homelessness and separately bring up and honor those who died after recently being housed. Two separate lists will be requested of agencies to include in the vigil.

PIT questions – Darlene Sparks Washington mentioned the interest to add questions regarding animals/pets that those who are experiencing have. Members showed interest in this topic as it can be a barrier to persons accepting housing or services.

Sarah Johnson reminded the members that Forkids has TBRA funding for security or utility deposit to assist households who receive any kind of vouchers.

### **Coordinated Entry**

The committee will be adding 2 questions to the CE project page. 1) phone number for HoH and 2) email address. Nathan Woodard motioned the questions be added and the motion passed. The housing provider meeting is set for November 3<sup>rd</sup> at 11 AM. Julie Dixon mentioned the session at NHSDC on “Is CE Ending Homelessness?” Inst of Comm Alliance have CoCs in 3 states and they demonstrated their BNL, methods, tools and processes to manage CE in addition to funding in the various CoCs. The lists were very long in each CoC and there were very few housed in each. They conducted a survey of all CoC members at the end to gather their input on the impact of CE and the general feeling was “it’s better than it was before CE” but not truly ending homelessness.

Nathan Woodard brought up the fact that some clients stated they don’t reach a person when calling the Hotline and are asked to leave information to call back. Sarah Johnson explained that September and October were some of the busiest months for the Hotline and they aim to answer all calls but cannot. Additionally, some staff turnover occurred. The group discussed the perception of the term “hotline” and what can be realistically provided through this resource. Annie White-Guertin suggested that PHAC work to increase prevention funding from different sources to prevent households from needing to call the hotline for assistance. The hotline is not the only access point for people seeking



assistance. PVH, VSH and HER are also access points, as well as others. Need to ensure everyone is providing the same information.

### **HMIS Committee**

The committee meets on the 3<sup>rd</sup> Wed of the odd months at PDSS. Last meeting was in the computer lab and it was very helpful to walk through and help people. PBHS also offered their lab if needed and Ursula Murphy estimated approximately 12 people attend.

### **Co-Chairs**

P&P is working on a policy for COVID-19 and in-person meetings due to some concerning expressions of the resurgence and health issues.

Portsmouth Sheriff Office – HUD asked for the Code of Conduct from the Sheriff’s Office. It was sent and they asked follow up questions.

PBHS Transitional Housing is open. Applicants are coming from state facilities who are mostly homeless. The program is regional (Region 5). The program offers up to two years of housing to gain skills, abilities and resources to transition out on their own. The program is set up to focus on 3-6 month stays but can be extended longer. Sherry Johnson is the point of contact for the program.

Julie Dixon asked the group if there is an opportunity to conduct a focus group around the PIT Count. Ursula Murphy will check on the forensic team at the Sheriff’s Office about the possibility, and Darlene Sparks Washington offered up an evening focus group at PVH to also gather input. Food can be provided along with Walmart gift cards.

Annie White-Guertin asked if there is a presenter at the next Community meeting. That is still under development and not yet finalized.

Motion to adjourn made at 11:59pm

Next Executive Committee Meeting Thursday, December 7, 2023 10:00 AM  
Next Community meeting will be Thursday, November 16, 2023 at 10am