



MINUTES
EXECUTIVE COMMITTEE
October 5, 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)
Pat Chambers (PCOM)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)
Joy Shaffer (HER/PHAC Secretary)
Sherry Johnson (Behavioral Healthcare Services)

Annie White-Guertin (PARC)
Sharonita Cousin (VSH/ P&P Co-Chair)
Fatima Thomlin (Senior Services)
Gladys Baker (STOP)
Jean Jones (PARC/P&P Co-Chair)

Other Attendees:

Karen Joyner (TPC)
Julie Dixon (TPC)

Members Absent:

Jay Hendricks (Hendricks Living) Sarah Johnson (ForKids)
Edward Bland (PRHA) Alissa Winston (PRHA)
Cathy Parker (PRHA) Tayla Davis (Eggleston)

The meeting was called to order at 10:09am. Minutes were reviewed. Motion made by Ursula Murphy to adopt the minutes as with noted corrections and seconded by Annie White-Guertin. There were no objections or abstentions.

Co-Chairs

- Meeting Conflicts/Other Attendees:

Deanna Valentine has some meeting conflicts therefore some upcoming meeting dates may be changed if possible.

There was conversation about sending another Department of Social Services staff member to meetings to help provide resources in a prior meeting therefore it was asked which meetings should she have persons attend as well as from which departments. It was suggested that they be sent to PCAN, Coordinated Entry and Policy and Planning.

- Training:

Discussion regarding a potential conference to help with providing training as well as networking. Jean Jones mentioned that there is training list that has been developed however the committee



just needs to figure out what is mandatory and who needs to attend. She will work on having the list together for the next meeting. Executive will need to determine what items will be considered mandatory.

- Survey

The Co-chairs are working through the information received to work on formulating questions, determine what needs to be included and who will receive it.

- Home ARP Funding

Focus needs to be brought back to the available Home ARP funds. The committee needs to figure out a possible application process, criteria, if there will be a targeted population, who would be on the review committee etc. Since this is a time limited stream of funding, it may be best to not use the funds for a newly created program unless the agency can continue it without additional funding. It was recommended that the project should be something where the majority of the funds would be used for actual services and not overhead. The decision on what the regulations will look like as well as managing potential conflicts of interest will have to be PHAC decisions. Agencies applying will also need to have the capacity to utilize the funds as well as provide the service. It was recommended that the CoC look at what gaps are showing in HMIS to see better what are the city's need. Funds will need to be used according to the funder's guidelines. It was decided that the need for committee members will be discussed at November's community meeting so there will be a committee developed in time for the December meeting. During November's Community meeting, there will also be a discussion on how to be a voting member.

Policy and Planning

- NOFO

The NOFO was submitted on time therefore 2 bonus points were received. The full announcement as well as the project grants are now online at the Hampton Roads End Homeless PHAC webpage.

- Targeted debrief

Feedback the committee has received will be further discussed at the next Policy and Planning meeting. A report will be presented later. This is the first step in the action plan to prepare for next year's NOFO. Thank you extended to those who participated in the preparation of the NOFO.

- HMIS Access Policy

There has been work on this regional policy of and on over the last couple of years. This committee has provided input a few times. As of the update last week, there are still some concerns therefore it will have to go back to the region. It should be back for review in a couple months. This policy will allow non-funded agencies access.



- PIT Work Group

The meeting had to be canceled however a doodle will be sent out to come up with a date for the next meeting.

- Fishing Point Healthcare Clinic
Jean Jones informed the committee that they will be a great resource for the community. They provide healthcare, housing and a variety of other services. A concern was posed about the physicians not having to be licensed in VA. They are however licensed in other areas and subject to Medicaid mandates although they are not required to adhere to certain things due to being an Indian Tribal Nation. They will be invited to a future Executive meeting to provide additional information.
- Letters of Support for Housing Trust Fund
Jean Jones opened the floor for a brief discussion on letters of support. Ursula Murphy reported that since there is not a standard communicated policy, the Portsmouth Sherriff's Office was not able to get application in by the deadline. They asked shortly after the funding opportunity was announced for a letter however it was not received until the Tuesday before the Oct 2nd deadline which did not allow enough time to complete the application. She asked that prior to the next funding opportunity that there be a process, as a continuum, clarifying and standardizing policies. Jean Jones informed the committee that there is a process however it may not be clear enough. Deanna Valentine stated it may helpful to have an orientation as well as a turnaround time on the letters. There will be further discussion at Policy and Planning.
- DHCD Funded Agencies
Reminder that DHCD funded agencies will have a quarterly conference call October 12th.

Rae also send out an e-mail regarding the availability of COVID test kits from the Virginia Department of Health. Jean ordered extra in case other agencies are in need. Deanna Valentine suggested adding some to the hygiene bags a local sorority is creating.

Coordinated Entry

There was no meeting last month due to conflict with the NOFO. For next week's meeting, the committee will be asking the housing providers to be on the lookout for a doodle for the best date to start looking at the housing process backwards to access. This will help to have better outcomes.

HMIS Committee

On October 1st the new data mandates went into effect. Having the computer lab was helpful in reviewing the information.



The mandatory training Basics of Data Entry has been pushed back however a new deadline date will be sent out.

The next meeting will be the third Wednesday in November

Additional information

- Save the date for the HUD annual grantee meeting in Lynchburg on December 13th
- Julie Dixon has been recognized for a lifetime achievement award
- Amanda Brandenburg will be stepping back from meetings soon to focus on other things. Julie Dixon will be attending meetings.
- HRPDC is conducting a VA Regional affordable housing study

Motion to adjourn made at 11:41am by Ursula Murphy and seconded by Sharonita Cousin.

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

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