



MINUTES  
EXECUTIVE COMMITTEE  
January 5, 2023 10:00 AM  
<https://meet.goto.com/537808501>  
To dial in: 1 (646) 749-3122  
Access Code: 537-808-501

**Members Present:**

Darlene Sparks Washington (PVH / PHAC Co-Chair/ CES Co-Chair)	
Deanna Valentine (DSS PHAC Co-Chair)	Elliott Warsof (VSH)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)	Annie White-Guertin (PARC)
Sharonita Cousin (VSH/ P&P Co-Chair)	Pat Chambers (PCOM)
Jean Jones (PARC/P&P Co-Chair)	Gladys Baker (STOP)
Nathan Woodward (DBHS)	Michael Shackelford (Eggleston)
Joy Shaffer (HER/PHAC Secretary)	Fatima Thomlian (SSEVA)

**Other Attendees:**

Karen Joyner (TPC)  
Amanda Brandenburg (TPC)

**Members Absent:**

Shirley Brackett (ForKids-Alternate)	Rev. Harrison (PCOM-Alternate)
Edward Bland (PRHA)	Alissa Winston (PRHA)
Olivia Smithberger (HER)	Sarah Johnson (ForKids)
Tyrone Sessoms (STOP)	Jessica Dennis (DBHS)
Dean Burgess (DBHS)	Barbara Wagner (VSH)
Michelle Sudderth (HER / PCAN Co-Chair)	Cathy Parker (PRHA)
Sarah Johnson (ForKids)	

The meeting was called to order at 10:05am. Minutes were reviewed. Minutes approved as written. Motion made by Sharonita Cousin (VSH) and seconded by Annie White-Guertin (PARC).

**Co-Chairs**

- Retirement

PVH covered a gift for Anita Golden's retirement. She was gifted a retirement therapy gift basket.

- Echoes of Joy

The event is scheduled for this month. A request was received for materials to be placed in to go bags. In the past there was an option for agencies to set up information tables therefore they are awaiting a response to see if that will be allowed this year as well.



- Letters of Support Requests

Virginia Beach Community Development Center (VBCDC) has requested a letter of support to be attached to their application for Supportive Services for Veteran Families. VBCDC staff was unable to attend the meeting however a letter was sent in lieu of attendance. The letter is essentially the same as last year with updated numbers. Information provided was reviewed with committee regarding services provided and locations. Prior to the meeting, Darlene Sparks Washington also asked about their attendance. Due to time constraints, Amanda Brandenburg provided attendance based on the last attendance report that was submitted in July. Using that information, VBCDC had met the Community meeting requirement however was one meeting short of the other 75% attendance requirement. An overview of the difference between VBCDC and Supporting Transformational Opportunities for People (STOP) was provided. Additionally, it was requested that persons receiving letters submit regular updates on Portsmouth veterans.

A motion was made by Ursula Murphy to approve the request for the letter of support leaving any needed edits to the Co-Chairs. Nathan Woodard and Sharonita Cousin seconded. There were no objections or abstentions. A copy of the final letter will be emailed to the committee.

Virginia Supportive Housing (VSH) has requested a letter of support for their new project. They plan to construct an additional 41 units for a combined total of 100. Sharonita Cousin spoke on the number of Portsmouth clients currently served and the process for accepting new clients when there is a vacancy. The committee discussed how they can be assured that Portsmouth will maintain current units. The units are attached to vouchers so there will need to be a discussion with PRHA to see if additional vouchers will be provided. Jean Jones asked that something be documented regarding what will happen to the 6 persons currently housed during construction. Construction is planned to begin in 2024. Motion made by Michael Shackelford to support. Ursula Murphy seconded with the understanding that the Co-Chairs will include language to protect the 6 current units with the possibility of additional. There are no objections or abstentions.

## **Policy and Planning**

- Committee meeting

Policy and Planning committee has not met. An email was sent out around the last week December with announcements. It can be send out again. The main thing coming up is city grants are due January 13, 2023.

- PIT Count

The upcoming PIT training is January 9, 2023



The sheltered count is January 25<sup>th</sup> and the unsheltered count on the 26<sup>th</sup>. Feedback received was that the start time last year was too early. This year teams will start at 6:30am. There are currently 6 volunteers.

Ursula Murphy stated they will have about 3 plain clothes offices available for the unsheltered count. They will not engage unless asked. The group was reminded that Oasis starts breakfast at 7am so persons normally are headed there about 6:30am. It was suggested that the zones remain the same or notations should be made to help better compare to prior year. Amanda Brandenburg informed the group that the zones will remain the same as last year. Also, the team covering the Oasis area will remain there until long enough to count the persons traveling there. Amanda Brandenburg stated they will reach out to Cathy to check on the conducting the surveys on site.

### **Coordinated Entry**

Last month's meeting was not held. The next meeting will be January 11<sup>th</sup> at 10am.

### **HMIS**

The adopted minutes were included for recordkeeping

The Planning Council distributed the final version of the adopted HMIS policies and guidelines. Included in the document are the Portsmouth Standards of Care. The methodology for the HMIS audit were also included.

### **Additional Information**

Jean Jones asked if the city has an emergency weather plan in place to work with homeless providers on sheltering persons during inclement weather. Deanna Valentine has plans to speak with the city. There is currently a declaration of emergency that allows DSS to operate an emergency shelter.

Ursula Murphy asked about the information cards previously discussed for distribution. Darlene Sparks Washington informed the committee of the importance of having a discussion on how PHAC will handle the increased demands. There will be follow up discussions.

Motion to adjourn made at 11:39am by Sharonita Cousin and seconded by Annie White-Guertin

Next Community meeting will be January 19, 2023 at 10am

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