



POLICY AND PLANNING COMMITTEE

MINUTES

October 25, 2023

10:00 AM

Virtual

Minutes:

Attendees:

Jean Jones (P&P Co-Chair)

Sharonita Cousin (VSH, P&P Co-Chair)

Annie White Guertin (PARC)

Consuela Knight (PRHA)

Fatima Tomlin (SSSEVA)

Lucretia Chapman (VSH)

Joy Shaffer (HER)

Karen Joyner (TPC)

Valzenia Jenkins (PRHA)

Beck Barfield (Eggleston)

Melissa Peel (Firm Foundation)

Deitre Smith (PDBHS)

Maddi Zingraff (VSH)

Samantha Jones (HER)

Ursula Murphy (PSO)

Barabara Wagner (VSH)

Nathan Ruckman (VSH)

Pat Chambers (PCOM)

Sherry Johnson (PDBHS)

Missing:

Excused Absences: PVH, PDSS, ForKids

The meeting was called to order by Jean Jones (P&P Co-Chair) at 10:05 am.

I. Meeting Minutes

- Jean Jones (P&P Co-Chair) noted that the meeting minutes for September 27th needed to reflect that VSH reminded P&P of its intention to apply for the HTF PSH funds for the South Bay SRO's. Nathan Ruckman noted the application was submitted on October 2, 2023. Fatima Tomlin (SSSEVA) motioned to approve the meeting minutes from September 27, 2023, with the noted corrections and Deitre Smith (PDBHS) 2nd the motion. The motion was approved by show of hands with no abstentions or objections.
- Jean Jones (P&P Co-Chair) noted that the August 27th meeting minutes now reflect the correct location of where the meeting was held.

II. FY2023 NOFO

- The CoC NOFO debrief process is open to anyone interested in viewing it. The information gathered will be utilized to improve the NOFO process.
- Jean Jones (P&P Co-Chair) mentioned that the committee is currently reviewing the process of System Performance Monitoring to identify how scorecards are used for monitoring ongoing projects. A meeting to discuss this will take place soon. The state competitive application will be announced in early spring, with city funding typically occurring in January. Typically, MOUs and letters of support are also provided.
- Ursula Murphy (PSO) mentioned that HUD requested a document regarding Project Zero Returns, and it will be submitted later today.

III. Quarterly Reports

- ForKids
 - TBRA
 - The program has served 18 households. No challenges reported and the agency continues with the screening process for new referrals. On track to spend.
- VHSP Prevention
 - The organization spent \$15,745.72 in the first quarter and is on track with spending.

- Housing Crisis Hotline- CDBG
 - It was reported that the project is on track to spending down the grant funds in a timely fashion.
- HER
 - DV Shelter and Restore Family Shelter
 - It was reported the agency has served 122 individuals and spent 52585.07 in the first quarter. On track with spending. Challenges were finding affordable housing units and employment with livable wages for their clients.
- PARC
 - FaSH
 - The organization has used 80 % of its budget for the PSH project in the third quarter, serving three households instead of the original two. The main challenge is the increased costs of rent and leasing.
 - SABRE 2
 - The grant was intended for 14 participants, but 12 individuals are currently being served. There are challenges with leasing cost for renewals and new leases have been increased more than 10% to 20%.
 - SUTR Plus
 - The project is in the first quarter and is 36 % spent. The project is currently serving 6 households. The main challenge is the increased costs of rent and leasing.
- PCOM
 - CHRON
 - On track and spending. Households are stable.
 - TH
 - On track with spending. Households are stable.
- PDBHS
 - The agency assisted 49 clients in the first quarter and is meeting its spending goals. However, the P&P Co-Chairs pointed out that a technical assistance request must be submitted due to problems with the reporting data, which is not being displayed accurately. Challenges reported - Assisting clients with maintaining their budgets for non-food items, and food to cover the entire month as well as clients submitting their bills in a timely manner for payment purposes which causes further hardships.

- PVH
 - Unfortunately, the agency failed to submit their Quarterly Report. The P&P Co-Chairs have indicated that they will inform the agency to send reports in a timely manner and have the quarterly report presented at next month's meeting.
- VSH
 - South Bay
 - It was reported that the agency did not spend much during the first quarter. However, they now have an outreach case manager and is conducting intake. On track with spending goals.
 - Housing First
 - The housing first project is on track with spending.

IV. System Performance Monitoring Process

- It was noted that the CoC does not monitor the planning dollars for PDSS. There have been concerns about timely spending in the past. It was expressed by committee members that they would like to see quarterly reports for PDSS and how the money is being spent down for the state (DHCD) and federal (HUD) planning dollars.
- Ursula Murphy (PSO) inquired if P&P will be looking at adding/revising the report to include housing referral outcomes. Jean (P&P) noted the process is under review.

V. Point in Time

- PIT/HIC Planning Workgroup met on 10/19 and a doodle poll will be sent to establish the next session. The workgroup will continue to meet on a regular basis leading up to the count.

VI. Strategic Plan

- The committee will continue to work on the designated action items pertaining to the P&P Committee

VII. Updates & Reminders

- The 2023 PHAC Vigil Planning is in the preliminary stages.
- Fishing Point Healthcare Clinic will be opening a clinic in Portsmouth in December and offering a variety of services. DeAnna Valentine (PDSS) will be meeting with representatives within the next few weeks.

- Jean Jones (P&P Co-Chair) stated that P&P Co-Chairs, PRHA, and the CES chairs should arrange a meeting to discuss the potential availability of PRHA vouchers through CES and service providers.
- It was noted that the next P&P meeting will take place December 20, 2023, due to the holidays and the meeting should be recorded for accuracy. Additionally, P&P will develop a policy for hybrid meetings and to address the safety of health concerns.

VIII. Wrap Up/Closure

- Valzenia Jenkins (PRHA) noted that a preference sheet and listing of properties were shared with CoC members. However, SROs were not listed because PRHA does not manage those properties.
- Consuela Knight (PRHA) indicated that PRHA has 11 vouchers they would like to distribute by the Thanksgiving holiday. They are networking with PDSS and the HER shelter to achieve this. The referrals must be submitted by PDSS to PRHA. The criteria are as follows: Clients must have an open case with Foster Care or CPS and be at risk of becoming homeless.
- With no other business to discuss, Ursula Muphy motioned to adjourn the meeting and Sherry Johnson (PDBHS) seconded the motion.

The meeting adjourned at 11:25AM