



POLICY AND PLANNING COMMITTEE

MINUTES

November 29, 2022

Minutes:

Attendees:

Jean Jones (P&P Co-Chair)

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

Alex Shields (Eggleston)

Beck Barfield (Eggleston)

Sarah Johnson (ForKids)

Joy Shaffer (HER, PHAC Secretary)

Annie White-Guertin (PARC)

Pat Chambers (PCOM)

Jessica Dennis (PDBHS)

Kathie Moore (PDBHS)

Ursula Murphy (PSO, HMIS Chair, CE Co-Chair)

Shannon Riddick (PVH)

Maddi Zingraff (VSH)

Kamico Tracy (VSH)

Julie Dixon (TPC)

Amanda Brandenburg (TPC)

Karen Joyner (TPC)

Missing: VBCDC, Endependence, Oasis, & PRHA

Excused Absences: Darlene Washington (PVH)

The meeting was called to order by Jean Jones (P&P Co-Chair) at 10:03 am.

I. Minutes –

- The committee reviewed the October 26, 2022 minutes. Sharonita noted that she was not present at the October 26, 2022 meeting and should be removed from the minutes. Annie White-Guertin motioned to have the minutes adopted with the adjustments. Joy Shaffer seconded the motioned. Motion carried.

II. Point In Time Count –

- Ursula Murphy posed to the P&P committee the option of forgoing the Unsheltered Count in 2023. HUD requires CoCs to hold a Sheltered Count annually, and the Unsheltered Count to be completed every other year.
- Jean Jones provided information that HUD suggests CoCs hold Unsheltered Counts annually to feed into the data collected across the nation and used in federal reporting.
- Kathie Moore supports completing an Unsheltered Count to gather data on the number of persons that are experiencing homelessness in Portsmouth. Annie White-Guertin also supports holding the Unsheltered Count.
- Annie White-Guertin motions for PHAC to conduct an Unsheltered Point In Time Count. Maddi Zingraff seconds the motions. Roll call vote.
 - Eggleston – approve
 - PARC – approve
 - PDBHDS – approve
 - HER – approve
 - VSH – app
 - PCOM – approve
 - PVH – abstain
 - PSO – approve
- Motion to conduct an Unsheltered count approved.
- There will be three teams with 3-5 volunteers per team to count. The teams will start a bit later than in the last year. A flyer will be distributed to solicit volunteers. We will reach out to previous PIT volunteers. The City of Portsmouth is divided into three zones for teams to canvass. We will confirm the breakfast time at Oasis and collect information on other high traffic or known encampments for the teams to visit.
- There will be a mandatory training session in January 2023 for all volunteers to attend. Individuals that cannot attend the mandatory training they will be able to attend one of the other CoC PIT Trainings.
- The Committee decided to schedule the Portsmouth PIT training for January 9, 2023 in the afternoon. The training will be at Portsmouth DSS.
- Teams will have items to distribute, including bus passes and care kits. Kathie added that PDBHS passes out clothing items. Kathie will put together a bag for each team to have with various clothing items.

III. Portsmouth Community Development Block Grant (CDBG) & Home Investment Partnership (HOME)

- The City of Portsmouth is holding the first input sessions at City Hall on December 8 and December 14. Agencies with CDBG, and HOME grants are recommended to attend the input sessions. The current grants funded are ForKids for CDBG and TBRA, and Portsmouth Volunteers for the Homeless (PVH) for CDBG.

- Community and Regional Organizations (CRO) Grants – targeted for organizations that want to improve the quality of life for the community in Portsmouth. Open to any non-profit, not homeless specific.
- Applications are open and due in early January 2023.

IV. Homeless Vigil

- Scheduled for December 21, 2022 at Oasis. Please send client HMIS numbers that received services from PHAC providers or other clients that were homeless and or housed that have passed away since December 1, 2021 – November 30, 2022. Please submit by December 5, 2022.
- Annie White will assist with the proclamation from the City of Portsmouth.
- Darlene will be sending invitations to City officials.
- Suggest including a minister to open with a prayer and potentially read the roll call. Shannon will work with Darlene to determine if the PVH Board member can participate.
- Recommend setting the time of the event at 5 PM.
- Coffee and donuts usually provided by Oasis.
- PSO will provide a tent and PDSS is being asking to use mobile AV equipment.

V. Trainings –

- Amanda Brandenburg provided an overview of the list of trainings provided by The Planning Council in the past or trainings highlighted in the HUD Notice of Funding Opportunity each year. Some trainings do have costs associated and are paid out of The Planning Council’s budgets while some other trainings are provided at no cost. Trainings can include both grant administration for agencies with grants as well as case management best practices.
- Jean Jones recommends the trainings be organized by job roles.

VI. Virginia Homeless Solutions Program (VHSP) –

- The VHSP and Housing Trust Fund (HTF) grantees met with Rae for the Quarter 1 call. The spending rate for most agencies was low, the CoC has remitted 17% as of September 30.
 - PDSS has not remitted any VHSP funds.
 - HER remitted 18% of VHSP. Anticipates on track for spending.
 - PVH has remitted about 11% in VHSP and has fully expended CHERP. Does not anticipate issues expending all VHSP funding.
 - VSH has remitted 25 % VHSP funding.
 - ForKids has spent about 30% VHSP and is submitting another remittance.

VII. Updates

- Longitudinal System Analysis (LSA) – the HMIS administrators are working on the data quality and errors that need to be addressed for the upcoming LSA submission. The Data Team continues to reach out to agencies to provide information on what needs to be fixed. The LSA is due in January 2023.

- PRHA Stability Vouchers – PRHA applied for the Stability Vouchers. There is no update at this time.
- Homeless Workforce Survey – National Survey for homeless service workforce has been shared. Respondents have a chance to win a gift card.
- Quarterly Reports will be reviewed again in January 2023 for the October – December quarter. Please send in any missing reports as able.

Meeting adjourned at 11:28 am.

Next meeting is December 20, 2022 – 10:00 AM