



**POLICY AND PLANNING COMMITTEE
MINUTES**

November 29, 2023

10:00 AM

**Portsmouth Department of Social Services (1701 High
Street, Portsmouth, Virginia)**

Minutes:

Attendees:

Jean Jones (P&P Co-Chair)

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

Joy Shaffer (HER Shelter)

Annie White-Guertain (PARC)

Sherry Johnson (PBHS)

Sarah Johnson (ForKids)

Clarence Harrison (PCOM)

Consuela Knight (PRHA)

DeAnna Valentine (PDBHS)

Ursula Murphy (PSO)

Lucretia Chapman (VSH)

Nathan Ruckman (VSH)

Maddi Zingraff (VSH)

Karen Joyner (TPC)

Julie Dixon (TPC)

Excused Absences:

Senior Services

PVH

STOP Inc.

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

I. Minutes –

- Meeting minutes from the October 25th meeting were tabled until the next meeting.

II. HMIS Updates –

Jordan Schaller presented 2024 HMIS Audit Methodology with updates.

1. Security and Technical Standards – no changes.
2. HMIS Compliance Checklist
3. Data Quality (latest calendar year APR)
4. Data Collection Process

5. HMIS Knowledge and Skills Activity

- Jordan also reviewed how comparable databases are integrated into the audit process. Then she reviewed the scoring and audit results process so that agencies have 30 days to fix data errors. Certain sections are not scored but results are shared with the CoC HMIS Committee and CoC Lead Agency.
- Jean suggested that agencies rotate the people completing the test each year to assist TPC to plan future training.
- Jordan shared that BEACH is doing their final review of changes to the HMIS Access Policy and she will let the group know when the decision is made.
- LSA – there have been two successful uploads so far. There are 6 remaining flags for PHAC, and we expect 5 flags to be included in the final submission as they cannot be changed. We are far ahead of previous years, so she thanked the group for their improved data quality. Jean explained the purpose of the LSA submission, which is the CoC level APR and is reported to HUD and then to Congress once aggregated with national data. The results drive funding priorities and focused initiatives.

III. Point in Time Planning

- Jean reminded the group about the upcoming Point in Time Count on January 24-25. Two questions were asked to be added to the survey. Jordan shared the additional questions discussed at BEACH, which included Foster Care involvement, primary cause of homelessness. The Chesapeake Humane Society questions include if there is a pet and if having the pet has ever been a barrier to getting shelter or services?
- Two other CoCs are asking how long a person has been in the community and does the person relate their recent arrival to their homelessness? This information is meant to provide narrative in the NOFO about first time homelessness.
- Ursula suggested an additional question about if the person was currently connected with anyone in the city, and which agency? The group also agreed the foster care question would be useful.
- The group discussed the length of the survey and how difficult it is to conduct a long survey with unsheltered persons during the PIT Count. The data could be collected during the assessment instead of the PIT Count. 20 questions are mandatory.
- The group voted to add the custom questions to the PIT Count survey with some clarification.
- Karen and Jordan also clarified that the registration process can be customized, and the P&P Co-Chairs will finalize the registration dates.
- Jean announced there will be two PIT trainings – on the Simtech app and a second one around safety, provided by Fire & EMS. There will also be a separate training around the Sheltered Count.
- A flyer is under development and will be sent out with a link for registration. It will be shared widely with city agencies and organizations.
- Jean requested a subcommittee to organize and collect giveaways for the PIT Count. DeAnna said that the items could be stored at PDSS. Also, the PHAC letterhead should be used to request donations from companies.

IV. Portsmouth Funding Announcements

- CDBG – the info session is on December 6th and the need for funding homeless programs should be stated during that meeting. The application is due on January 10th.
- Jean discussed current funded programs with ForKids, the PVH PCI position, and the HOME TBRA program need to be extended. Jeff Crimer has indicated to ForKids that their CDBG project should

be applied for under the ARPA application to free up some CDBG funds that could be used for HOME ARP services.

- HOME ARP – Jeff has developed a Draft application and needs to know who is interested in applying. The funding priority is to pay mostly for services, not staffing. The funds must be expended and then reimbursed. More than \$900,000 is available and an in-person meeting about its uses will be held on December 7th.
- PHAC is asked to decide the scoring criteria and who is non-conflicted that can be part of the review committee.
- Additional CHERP funding is being offered to current VHSP grantees. HER Shelter announced they will apply. DHCD is redistributing funds as they collect unexpended funds from communities. These funds can be spent retroactively and up until March 2024.
- The next VHSP funding application will be competitive when it is available in early 2024. The next Policy & Planning meeting in January 2024 will focus on a strategic discussion around how best to utilize the funding. The upcoming Emergency Shelter being planned in Portsmouth is being built new and will most likely require funding for operations. The estimated opening of that shelter is two years from now.
- The HOME TBRA application from DHCD is out and due on January 16th. A letter of support is required from the CoC. Ursula read the guidelines around CES which includes language around requiring the use of the Unite Us portal. DeAnna explained more about the Unite Us referral program and how it works.
- DeAnna suggested that letters of intent be submitted to Co-Chairs for approval by mid-December.
- The DHCD Input Session is being held in Hampton on December 11th at 10 AM. Karen can resend the announcement.

V. Elections

- There is a need to hold elections per the Bylaws and they should have taken place in November 2023. The Co-Chairs requested that P&P develop a transition plan for the two positions – Co-Chair and Secretary. The current plan will be updated and presented at the January Executive Committee. DeAnna requested that a timeline be confirmed and shared, along with the positions that need to be nominated. DeAnna requested the list of who is in place and for how long?

VI. Updates/Reminders

- DeAnna reminded the group that there needs to be a plan for those who cannot attend meetings in person so that they can participate.

The meeting adjourned at 11:49 am.

Next meeting is January 31, 2024 - 10:00 AM (No December 2023 meeting)