



POLICY AND PLANNING COMMITTEE

MINUTES

January 31, 2024

10:00 AM

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

Minutes:

Attendees:

Jean Jones (P&P Co-Chair)
Annie White-Guertin (PARC)
Sherry Johnson (PBHS)
Ursula Murphy (PSO)
Lucretia Chapman (VSH)
Darlene Washington (PVH)
Nathan Ruckman (VSH)

Fatima Tomlin (Senior Services)
Mona Lisa Brown (STOP Inc.)
Thomas Sasso (EMS)
Karen Joyner (TPC)
Julie Dixon (TPC)
Jordan Schaller (TPC-virtual)

Excused Absences:

Pat Chambers, PCOM
Sharonita Cousin, VSH

Missing:

ForKids
HER Shelter

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

I. Minutes –

- Meeting minutes from the October 25th meeting were adopted with the correction to spell “SUTR” correctly.
- Meeting minutes from the November 29th meeting were adopted with the corrections to change the spelling of two names to “Guertin” and “Lucretia”.

II. HMIS Updates –

Jordan Schaller presented updates for various HMIS tasks:

- HMIS Access Policy – the BEACH CoC asked for two minor changes to spell out the process a bit more clearly. PHAC still needs to provide contact names for CoC Committee names and CoC

Committee chairs. Jean will review previous minutes to confirm if/what decision was made regarding which committee it will be. Nathan Ruckman motioned to adopt the policy and move it on to the Executive Committee for a vote. Ursula did not vote to adopt it. The remainder of the group voted to adopt. Ursula then changed her vote to adopt the policy after a clarification was made.

- LSA Submission – Only 5 flags remained when submitted. 2 were related to HUD VASH and is related to their HOMES database, which only records information on the veteran in the household. Overall, this submission had the least amount of errors than before.
- Timeline for SPM, PIT/HIC submissions in 2024 – HUD announced the deadline of March 13th for System Performance Measures. Wellsky has not yet provided the reports to begin working on them. The Point in Time Count was conducted last week. The HMIS Team will contact everyone to confirm which format they would like to share information to conduct the Housing Inventory Count. If they do not get a response, they will default to a meeting to screenshare. Jean suggested that a quick presentation on what is involved with the HIC and its purpose for anyone who does not have experience with it.
- Reminder of HMIS Audits – Aiming to conduct them in March/April. Everyone will receive an invitation to sign up for a slot. Requests for the various forms can be made at any time.
- Jean announced that she has requested a Scorecard meeting take place earlier spring in order to confirm all of the thresholds for PHAC projects. This can happen after the SPMs are submitted to use that data for the Scorecard discussion.

III. Policies

- Virtual meeting attendance – Jean stated that the Bylaws currently allow for meetings to be held in any format, so the Committee does not have a separate policy for this. It will be discussed next at the Executive Committee.
- Meeting continuation and attendance in face of public health or illness issues – virtual meetings have been in place for almost 4 years and can be utilized for CoC members facing either a public health issue as a whole, or individually. PHAC has the technology to provide a virtual option if needed.
- PHAC leadership processes agency to agency grievance – the Grievance Policy was finalized in 2022. CES has its own grievance policy within its policies & procedures. All of these are on the PHAC website.
- 2024 Elections –
 - Timeline – a Co-Chair and Secretary positions were supposed to be elected in November 2023. The group will discuss the Election Plan Process at the Executive Committee on February 1st after everyone has read the document. Karen Joyner will send it to everyone by email.
 - A nominating committee will be discussed at the Executive Committee, as well.

IV. System Performance Process

- Quarterly reports – HUD and DHCD recipients need to complete these reports and present at the February P&P meeting.
- DHCD Quarterly Call – overall the CoC has expended 54% of the funds and is on track.
- HUD NOFOs – Registration for the upcoming NOFO is due by March 7th and a Conflict-of-Interest document is needed from PDSS to submit it in Esnap. The awards from the 2023 application were announced yesterday and all Renewal projects were funded. Most of them also received slight increases in the total awards. Ursula requested that Julie Dixon assist with the process to grieve to HUD/Richmond about the new project not being funded.

V. Point in Time Count

- Karen Joyner provided an update of the PIT Count. It was reported that there was a total of 16 volunteers participating in this year's Count. The volunteers represented various organizations including VSH, PCI, PSO, EMS, Legal Aid, The Salvation Army, and the Portsmouth Police Department. The volunteers received training on the mobile app facilitated by The Planning Council. Safety and de-escalation training was facilitated by EMS. Donations were provided by VSH, PVH, DBHS, and PSO. The volunteers were divided into 3 teams, each consisting of 5 members. Although the scheduled launch time was 6:45 am, the actual launch took place at 6:58 am.
- The committee will continue to review and clean the data. The committee would like to continue meeting and produce a report once the data is final. Ursula suggested that Tom and Madison present at the Community Meeting on Safety and De-escalation. EMS congratulated PHAC members on their work.

VI. Strategic Plan

- Updates on assignments made by Executive Committee – this subject was tabled.

VII. Updates/Reminders

- HOME ARP applications – PHAC was asked to assist with an application/Letter of Intent document. It will be discussed at the Executive Committee although it has not yet been discussed at P&P.

The meeting adjourned at 11:38 am.

Next meeting is February 28, 2024 - 10:00 AM (PDSS)