



**POLICY AND PLANNING COMMITTEE  
MINUTES  
February 22, 2023**

**Minutes:**

Attendees:

Jean Jones (P&P Co-Chair)

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

Shirley Brackett (ForKids)

Joy Shaffer (HER, PHAC Secretary)

Annie White-Guertin (PARC)

Pat Chambers (PCOM)

Dean Burgess (PDBHS)

Darlene Washington (PVH)

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

Tiffany Jefferson

Maddi Zingraff (VSH)

Nathan Ruckman (VSH)

Amanda Brandenburg (TPC)

Karen Joyner (TPC)

Julie Dixon (TPC)

*Missing: Eggleston, STOP, VBCDC, Endependence, Oasis, & PRHA*

*Excused Absences:*

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

I. Minutes –

- The committee reviewed the January 25, 2023 minutes. Jean Jones noted that STOP and Eggleston should be included in the Missing agency section. Darlene Washington was added to the attendance section. Dean Burgess motioned the minutes be approved the noted changes. Annie White-Guertin seconded the motioned. Motion carried.

II. Point In Time Count –

- Jordan Schaller provided an update on the Portsmouth agencies that have confirmed their data and updates on the agencies that are pending final confirmation or data corrections for the Sheltered Count and Housing Inventory Count.

- The Policy & Planning Committee is hosting an Unsheltered Count Debrief. Karen Joyner has sent out a doodle requesting time to gather all the volunteers and other interested parties to discuss ways to improve the PIT Count in subsequent years. A list of questions has been shared to assist with the discussion.

### III. HMIS Updates

- System Performance Measures (SPMs) –
  - FY2021 SPMs - Jordan Schaller presented a comparison of the previously submitted FY2021 SPM report with revised data. Wellsky has made updates to the SPM reports that have improved the data quality. HUD allows CoC's to resubmit revised data from the previous fiscal year.
  - The HMIS Lead recommends that PHAC submit the revised data as Wellsky has acknowledged they made fixes to make their reports more accurate.
  - Annie motions to resubmit the data. Sharonita seconds. Ursula Murphy abstains.
  - FY2022 SPMs – Ursula Murphy motions if there are no significant changes in the rerun of the FY2022 SPMs the committee approves the submission by the February 28, 2023 deadline. Joy Shaffer seconds the motion. Jordan Schaller will share any significant changes by email. Motion carries.

### IV. Portsmouth Funding –

- DeAnna Valentine and Darlene Washington received additional information from Jeff Crimer as of February 21. Jeff would like the Co-Chairs to figure out how to process the requests that have been received for the funds.
- Jean Jones offered the committee's assistance as needed.

### V. P&P Updates –

- The Executive Committee requested resubmission of proposals to spend the planning funds for the CoC. These are being compiled to share with the CoC at the PHAC Executive Committee meeting on March 2, 2023.
- Three proposals have been submitted, for equipment, a data analyst, and a by-laws expert.
- Ursula Murphy asked if the Strategic Planning retreat had been priced out. Jean Jones clarified that the Executive Committee item.
- Ursula Murphy noted that the proposal for marketing materials was missing, she will resubmit.

### VI. Mandatory training list –

- The list of mandatory and wish list trainings is still open for members to provide feedback.
- HUD TA Trainings – are preliminarily scheduled for the Mondays in March. This is available for the current and potential HUD grantees.
- Ursula Murphy and Dean Burgess have a contact for a training on Mental Health First Aid.

### VII. Updates

- The DHCD Quarter 2 call was held January 31, 2023. The agencies are on track spending VHSP funds. There is no update yet on the Housing Trust Fund grants.
- The DHCD renewal application should be available soon.
- Karen Joyner provided an update on the Membership process. Karen Joyner sends documentation to the applicants. Once returned, it is shared with the PHAC Co-Chairs for review and the applicants are added to the CoC distribution lists. So far, the process is working smoothly. The information is also accessible on the website.
- PHAC did not apply for the Special NOFO, but Arlington and Fredericksburg in VA were awarded funding.
- The Special Housing Vouchers have not been awarded yet. If awarded, PRHA may receive an allotment of vouchers based on data around Community Need.
- PVH is hosting a 5k walk fundraiser on Saturday, February 25, 2023.

Meeting adjourned at 11:23 am.

Next meeting is March 22, 2023 – 10:00 AM