



**POLICY AND PLANNING COMMITTEE**

**MINUTES**

**February 28, 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)  
Nathan Ruckman (VSH)  
Fatima Tomlin (Senior Services)  
Sarah Johnson( ForKids)

Gladys Baker (STOP Inc.)  
Reverend Harrison (PCOM)  
Joy Shaffer (HER Shelter)  
Melissa Peele (Firm Foundation)  
Karen Joyner (TPC)  
Julie Dixon (TPC)

Excused Absences:

*Darlene Washington, PVH*  
*Sharonita Cousin, VSH*

The meeting was called to order by Karen Joyner at 10:05 am.

I. Minutes –

- Meeting minutes from January 31, 2024, were motioned by Nathan Ruckman for approval and adopted without changes.

II. Quarterly Reports:

- ForKids presented CDBG (Hotline), VHSP (Prevention) and TBRA (RRH) reports. They are on track to expend all funds according to the respective deadlines.
- HER Shelter presented their VHSP funds and have reached 71% of their target and 49% of their expenses. Increased rent continues to be the biggest challenge. The HTF project is at 18%

expenditure rate, and they are having challenges finding affordable housing units for clients on a limited budget.

- PCOM did not present the two reports that were submitted due to a staff illness.
- PDBHS presented their Shelter Plus Care program that has met the target of persons served and expended more than 50%.
- VSH presented their HUD and VHSP reports and are on track to expend. The VHSP funding for one Outreach person will not be continued after this grant year ending June 30 as the staffing model is not working well.
- PARC presented their projects. FASH served 3 families and spent out in December. SABRE 2 served 12/14 households and expended all funding by December. Increases in rent have limited the ability to find additional units. SUTRE Plus has served 6 households (100%) and 58% of the funds. There is currently one vacancy.
- Jean presented the PVH reports. The CDBG report showed 53 persons served and 15% expended. Going forward, they will apply for this project under the HOME ARP funding while it is available. The VHSP ESO project has served 47 persons (94%) and is 65% expended.

III. HUD Quarterly Expenditures – all projects look to be on target or fully expended except for the PHAC Planning project, which shows the full balance available for the grant that ended 9/30. Jean Jones will inquire about this with DeAnna.

#### IV. VHSP Application

- 2022 VHSP Debrief – The group reviewed the last Debrief and comments made to improve the application. Notes were made of how to better respond to the comments made in the current application.
- Process/Timeline – The group reviewed the timeline and deadlines. The word “Renewal” needs to be removed since this is a new application. Ursula suggested moving the Supp App date up to March 14<sup>th</sup> to allow more time for the final budget and application to be completed by TPC and reviewed by members. Julie will email the applicants to confirm if the revised due date is realistic and adjust subsequent deadlines for allow more time for review of the final budget and application. The revised timeline will be reviewed and approved by the Executive Committee on March 7<sup>th</sup>.
- Letters of Intent –
  - ForKids is applying for Prevention funds at \$55,000 for 10 households. Jean suggested they apply for additional funds to assist more and respond to the goal of reducing homelessness.
  - HER Shelter is applying for \$252,068 (an increased request) to rapidly rehouse 13 families.
  - PVH is applying for \$106,431 (an increased request) for ESO.
  - PSO is applying for \$121,728 for Centralized Assessment to assess all households making contact at any Access Point.

- Supplemental Application – Jean reviewed the goals and key points of the Supplemental Application for the agencies who are planning to apply. She asked applicants to take note and insert narrative in their applications that helps with the CoC application responses.
- V. Administrative Consultant – Jean reviewed the Scope of Work spreadsheet and asked the members to discuss which tasks are realistic to be taken on by the Committee versus needing outside assistance. Ursula made a motion to table the vote and then amended the motion to add a deadline of February 29<sup>th</sup> at 10 AM so that the members have time to review the document. Sherry Johnson seconded the motion. 4 agencies voted to approve and 2 did not. The motion carried.
- VI. Updates/Reminders –
- The HUD Debrief was sent out the day before and will be discussed at the March 7<sup>th</sup> Executive Committee meeting. The HUD webinar regarding the Debrief is later today at 1:30 PM. PHAC plans to request a special debrief for PHAC’s last application. The Sheriff’s Office has requested to appeal the denial from the 2023 application. HUD communicated the instructions and Ursula will respond by the deadline to learn more about the details. The Debrief of the NOFO demonstrated a score below the Median, which means new projects would not be funded.

The meeting adjourned at 12:20 pm.

Next meeting is March 27, 2024 - 10:00 AM (PDSS)