



POLICY AND PLANNING COMMITTEE

MINUTES

June 28, 2023

Minutes:

Attendees:

Jean Jones (P&P Co-Chair)

Shirley Brackett (ForKids)

Michelle Sudderth (HER)

Annie White-Guertin (PARC)

Pat Chambers (PCOM)

Darlene Washington (PVH)

Maddi Zingraff (VSH)

Nathan Ruckman (VSH)

Jeff Crimer (City on Portsmouth)

Amanda Brandenburg (TPC)

Karen Joyner (TPC)

Julie Dixon (TPC)

Jordan Schaller (TPC)

Missing: PDBHS, PDSS, STOP, Eggleston, VBCDC, Endependence, Oasis, & PRHA

Excused Absences: Ursula Murphy, PSO

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

I. Minutes –

- Maddi Zingraff motions to approve the minutes from May 31, 2023 as written. Annie White-Guertin seconds. Motion carries.

II. HMIS User Policy –

- Jordan Schaller provided an overview of the HMIS Access Policy. This policy includes information in the first paragraph on what criteria would automatically allow an agency to access HMIS. This is to ensure that the CoC coverage rate, which is used to score the CoC in the CoC application, continues to meet the HUD threshold.
- Any agency that does not meet the criteria of the first paragraph will be required to follow the process outlined in the policy.

- Shirley Brackett motioned to approve the policy with the edit to include the language.
 - ForKids – yes
 - HER – yes
 - PARC – yes
 - PCOM – yes
 - VSH – yes
- The CoC Committee responsible for assessing HMIS Access requests would be the PHAC Policy & Planning Committee until a PHAC Membership Committee is reactivated. Annie White-Guertin motions to move this recommendation forward. Maddi Zingraff seconds the motion.
 - ForKids – yes
 - HER – yes
 - PARC – yes
 - PCOM – yes
 - VSH – yes
- The HMIS Body will provide regional insight. There is one vote per Continuum of Care. The CoC should identify a primary and secondary representative. The recommendation for the regional representative should be an HMIS Co-Chair. Annie White-Guertin motions that a representative for the regional HMIS body be an HMIS Co-Chair. Maddi Zingraff seconds.
 - ForKids – Yes
 - HER – Yes
 - Parc – Yes
 - PCOM – yes
 - PVH – abstention
 - VSH – yes

III. Portsmouth HOME ARPA Plan –

- There is roughly \$500,000 in HOME ARPA funding available for PHAC. Jeff Crimer advised that the CoC is wholly responsible for the process to apply and delegate the funding that is still available. Jeff Crimer will provide written information on the funding uses and eligibility.

IV. 2023 PIT Count

- During the PIT Count, there was a mistake identified with the data that HER reported. The correction to this mistake was not transcribed and the mistake was included in the PIT Count submission. During the data checks by ABT, the mistake was caught again, and Jordan retraced her steps to review the data and reidentified the correction. Abt has made the correction to the PIT report and doing so does not negatively impact the CoC. The HMIS Admin have identified checks to put in place to avoid this occurring during the next PIT Count.
- Unsheltered Maps – The Planning Council reviewed the differences between the unsheltered map from 2022 to 2023. The dots on the maps represent each survey or observation collected during the Unsheltered Count. The outreach teams do visit the same locations each PIT count, however, persons may not be identified in the same area as previous counts. It is

recommended that verbiage to explain this difference be provided for inclusion in the 2023 PIT/HIC report.

V. Continuum of Care NOFO

- Amanda Brandenburg presented a proposed timeline for the PHAC NOFO timeline. The proposed timeline includes separating the scorecard score discussion from project presentations, as well as more time for agencies to review the CoC application narrative and separation of the
- The Policy & Planning Committee will provide guidance on what considerations are appropriate before the scorecard consideration deadline of July 21. Considerations must be a valid request with information backing up their request vs not knowing it was something the project was required to do.
- Questions have arisen for the voting members at each step of the process. This will be continued at a later date.

VI. Racial Disparities

- Tabled

VII. Strategic Plan

- Will begin working on action items and will distribute more information.

VIII. Updates

- Quarterly Reports due in July.
- VHSP End of Year Reports are also due in July.
- By the end of July, there will be an outline for the flow and process for the 2024 PIT Count.

The meeting adjourned at 11:42 am.

Next meeting is June 28, 2023 – 10:00 AM