



**POLICY AND PLANNING COMMITTEE
MINUTES**

August 30, 2023

10:00 AM

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

Minutes:

Attendees:

Jean Jones (P&P Co-Chair)

Michelle Plaster (ForKids)

Shirley Brackett (ForKids)

Jay Hendricks (Hendericks Living)

Joy Shaffer (HER)

Annie White-Guertin (PARC)

Pat Chambers (PCOM)

DeAnna Valentine (PDSS)

Dwight Williams (PDBHS)

Madison Gray (PFD)

Darlene Washington (PVH)

Ursula Murphy (PSO)

Amanda Brandenburg (TPC)

Karen Joyner (TPC)

Julie Dixon (TPC)

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

Excused Absences: Sharonita Cousin, VSH; Kathie Moore, PDBHS

The meeting was called to order by Jean Jones (P&P Co-Chair) at 10:11 am.

I. Minutes –

- Ursula Murphy motions to approve the minutes from July 26, 2023 as written. Darlene Washington seconds. Roll call vote.
 - Approve - ForKids, PARC, PCOM, PDSS, PDBHS, PFD, PVH, PSO, Hendericks Living – approve.

- The minutes from August 2, 2023 were reviewed. Darlene Washington asked that the phrasing be changed to remove “contingent” from the motion made by Annie White-Guertin. The recording will be reviewed for clarity. Minutes tabled.

II. Point In Time –

- After the PIT, P&P held a debrief meeting to review the process which produced a list of identified actions for improvement. Jean and Sharonita created an outline that addresses the actions and separates them into goals. The outline will be shared with the group.

III. Quarterly Reports.

- ForKids TBRA – served 22 families, and fully spent the grant by the end of the grant year. Portsmouth schools continue to be an awesome partner that continues to meet a unique need not covered by other CoC programs.
- ForKids VHSP Prevention – served 10 households and fully expended the grant by the June 30 close date. Difficult to get through by-name list as their situations change quickly before being called by prevention.
- ForKids CDBG Housing Crisis Hotline – there has been a spike, up to 600 calls a day. There were over 2,693 calls from Portsmouth in the last year and all the funds were expended. Currently hiring 3 new staff persons.
- HER RRH – there were 6 new families in the last quarter and 39 served in the year. All funds were expended.
- HER ESO – CDBG and VHSP are used for hotels. All funds were expended and 404 persons served.
- PVH VHSP ESO – no report received. Fully expended funds and served 47 individuals. Challenges include limited space and capacity.
- PVH CDBG – no report received. PCI hired someone into the position at the end of the year. PVH absorbed those expenses to get the person started with training. CDBG only covers direct client services.
- VSH VHSP Outreach – absent. Report was submitted.
- VSH HTF – absent. Report was submitted.
- VSH HUD – PHF grant year just started. A little slow of spending but only a month or so into the grant.
- PARC FaSH – consistently able to serve 3 households. About half of the grant was spent.
- PARC SABRE 2 – goal is to serve 14 households, there are currently 12 persons. About half spent. Challenges include looking for appropriate units, esp. 1-bedroom units. Leases have also increased.
- PARC SUTR Plus – all funds expended, exceeded persons served. Started new grant.
- PCOM TH – expended 52% of the funds at the end of the second quarter, served 14 persons.
- PCOM Chron – first quarter, on target. Served 4 persons.
- PDBHS Shelter Plus Care – carried over 48 persons, one person left, and another person was enrolled. Spent 26% of their grant in the first quarter.

IV. FY 2023 NOFO

- Voting – will be addressed at the Executive Committee meeting. Recommend sending the electronic vote only to those that can vote to reduce confusion.
- Executive Committee meeting changed to Sept 8.
- Still need to schedule the narrative workshop meeting.
- Narrative workshop – will schedule 30 minute virtual sessions to review specific subsets of questions.

V. Strategic Planning

- Jean and Sharonita have created a quick reference sheet with the actions assigned to the Policy & Planning Committee.

VI. Grievance Policy –

- Jean Jones reviewed the Grievance Policy, which is available on the CoC website.

VII. Updates/Reminders

- It was suggested that Policy & Planning move to another meeting date. The current schedule (last Thursday of the month at 10 AM) continues to be the best option.
- Jean and Sharonita are working on a Policy & Planning work schedule.
- The Executive Committee meeting will be held on September 8 in the Board Room.
- Older Adult training on September 15 is at ForKids at 9:30 am. ForKids would be glad to also share a demo of the call center.
- Coordinated Entry is reviewing the CES polices.
- The Health Dept is holding a Revive training, see Karen's email for more information.

The meeting adjourned at 10:57 am.

Next meeting is September 27, 2023 – 10:00 AM