



**POLICY AND PLANNING COMMITTEE  
MINUTES**

**September 27, 2023**

**10:00 AM**

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

**Minutes:**

Attendees:

Jean Jones (P&P Co-Chair)

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

Shirley Brackett (ForKids)

Clarence Harrison (PCOM)

Kathie Moore (PDBHS)

Darlene Washington (PVH)

Ursula Murphy (PSO)

Fatima Tomlin (Senior Services)

Nathan Ruckman (VSH)

Gladys Baker (STOP)

Amanda Brandenburg (TPC)

Jordan Schaller (TPC)

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

*Excused Absences:*

The meeting was called to order by Jean Jones (P&P Co-Chair) at 10:13 am.

I. Minutes –

- Ursula Murphy motions to approve the minutes from August 30, 2023 with corrections to the date in the footer. It is also requested that the time of the meeting and the meeting location be added to the header. Darlene Washington seconds the motion. The motion is approved by show of hands with no objections and one abstention from Fatima Tomlin.
- Sharonita Cousin motions to approve the minutes from August 2, 2023 with the addition of the time of the meeting and the meeting location added to the header. Nathan Ruckman seconded the motion. The motion is approved by show of hand with an objection from Darlene Washington and abstention from Ursula Murphy.

II. Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) –

- The HUD Continuum of Care application is submitted. The submitted application is on the CoC website. The Exhibit 2's for each application will also be made available on the CoC website.

- The Policy & Planning Co-Chairs opened a forum to discuss feedback on the CoC application process to include topics of the CoC Scorecard, Annual Local Application Process Review, Ranking and Review Process, Collaborative Application Review Process, and the Voting Process. See attached NOFO Debrief Notes.

### III. HMIS Access

- Jordan Schaller provided a review of the HMIS Access Policy. There were concerns from the Virginia Beach CoC that the regional HMIS body provided that last vote of approval for a new agency to join the HMIS. The policy has also been revised to have a clearer and more concise outline of the ways that a new agency may gain access to the Hampton Roads HMIS. Jean Jones requested to add an area for the information on the CoC Coordinators and Chairs be identified. Jordan Schaller also clarified that the HMIS Lead will proceed with providing access to the requesting agency.
- Darlene Washington recommended implementing a timeframe for the regional body to respond to a notice, and then a timeframe for the CoC to respond to any grievances received. Jordan Schaller clarified that can be done but that it will cause a delay and the concern may be if the requestor were provided access, then they are in the system when another agency may have concerns.
- Jordan Schaller provided that an AAQ was submitted around new agencies join HMIS and the HUD response was that each CoC has the power to govern their HMIS.
- The Policy & Planning Committee recommends providing notification to all the HMIS agencies that a new agency is requesting access to the Hampton Roads HMIS and provided 5 business days to notify the reviewing CoC of any concerns about the agency joining HMIS during the period to schedule an HMIS demonstration.
- The recommendation is for Executive Committee (EC) to approve the regional HMIS access policy with a Portsmouth managed addendum outlining the individuals responsible in PHAC for this process and the local CoC process.
- Ursula Murphy requested an update on the status of the Portsmouth Sherriff's Office's (PSO) request to join HMIS. The HMIS Lead has not received a response from the EC. P&P Chairs clarify that the process must be approved before the agency is vetted. Darlene Washington also notes that the process must be in place to provide equitable access.

### IV. HMIS Updates

- The FY2024 Data Standards go into effect on October 1, 2023. There is a recorded training course and documents available for review to include updated intake forms to account for the changes that agencies may use.
- FY2023 APR – CAPER and SSVF – pull before October 1, 2023 as the form will change and the upload format will change in SAGE.
- Jordan Schaller provided a reminder that every Federal partner has their own resource manuals. Jordan Schaller will provide the resource link.

- Jordan Schaller provided updates on what is coming soon – reporting season is starting for the LSA, SPMs, HIC, and PIT.
- Data Quality Plan – originally created in 2017 and adopted in 2018. The Data Team will be revising and updating the Plan and presenting those changes at the appropriate committees.
- HMIS Audits – the Data Team will go through and share HMIS audit methodology at the HMIS Committee and then at the P&P Committee.
- LSA usability report – every file aside from PSH was fully usable. PSH files were partially usable which Jordan Schaller speculates is due to the file type that is imported on HUD VASH data.

V. PIT

- A workshop will be planned soon, and a doodle will be sent out to invite members to participate.

VI. Strategic Planning

- No updates.

VII. Updates/Reminders

- VHSP Quarterly Call for VHSP and HTF grantees will be scheduled Thursday October 12, 2023 from 10 AM to 11 AM.
- During the NOFO process it was identified that there is a local Tribal Entity that is opening a clinic in Portsmouth. There is a virtual meeting with the Nansemond River Tribe on October 2, 2023.
- The Housing Trust Fund application is due October 2, 2023.
  - PSO reminded P&P of its intention to apply for the Underserved Population Innovation Project to expand housing and services for Project Zero.
  - VSH applied to renew the PSH funds through HTF for the South Bay SROs.
- Grievance Policy – Ursula Murphy asked if there is a form or process for the grievances not covered in the grievance policy. Jean Jones clarified that there are no other policies.

The meeting adjourned at 11:59 am.

Next meeting is October 25, 2023 – 10:00 AM