

Southeastern Virginia Homeless Coalition (SVHC)  
 Program Monitoring Committee Meeting Minutes  
 January 22, 2020  
 The Planning Council (2551 Eltham Ave., Suite I, Norfolk)

Attendees	Jay Brown, Commonwealth Catholic Charities Anita, Commonwealth Catholic Charities Sam O'Neil, Commonwealth Catholic Charities Juanita Dowdy, ForKids Bill Young, ForKids Stace Walls, LGBT Life Center Marla Robinson, NCSB John Guglielmino, NCSB	Heather Barker, HART Alicia Mathews, St Columba Charnitta Waters, STOP Amanda Brandenburg, The Planning Council Julie Dixon, The Planning Council Barbara Wagner, Virginia Supportive Housing Sequoia Owen, YWCA Kristen Pine, YWCA
AGENDA ITEM	DISCUSSION POINTS	
MINUTES	Minutes from the previous meeting were approved with changes to the committee report from SCC Singles where Carolsue was elected as chair and not Marla.	
VHSP APPLICATIONS	<p>CCC</p> <ul style="list-style-type: none"> <li>• Jay Brown came on behalf of CCC to explain the issues surrounding their RRH program and the news articles. Jay apologized that a senior management person was not here previously. Jay explained that around June/July when the OTEH closed, a number of clients were transferred from the TBRA subsidy to RRH. This is where the program began to get ahead of their spending. Jay is unsure how the report that the program was out of funds got so far out of whack. The communication between CCC and the clients was poor. Clients and Landlords were told the program was out of funds instead of explaining that the clients were no longer eligible. Clients let NCSB know about the issue. CCC went back to clients and told clients that they were not at risk of being exited from the CCC housing program. NCSB was able to identify some PSH placements for some of the client and brought their TBRA program back up to move some clients from CCC to NCSB. CCC is well on the way to achieve their goals for the year. Jay recommends that TBRA continues to be used to assist clients that have longer term needs. CCC does intend to reapply for VHSP RRH and serve the community. Jay states that they are about 70% spent for the fiscal year. The arrear checks for January have been requested, but the NCSB stated that they were not all up to date. CCC states that they will be able to make the remaining 30% and match last the rest of the 6 months. CCC has served 23 new clients since July 19, their goal was to serve 24 clients. CCC is committed to housing new clients and keeping clients currently housed in the program.</li> <li>• John stated that NCSB brought the TBRA program up and running before they were ready, not in response to the pilot article. Point of clarification: no OTEH TBRA clients were transferred to CCC from OTEH at their June close. Four OTEH RRH clients were transferred to CCC. The CoC needs to make the determination about how TBRA could be used a bridge to PSH and prioritized for clients with longer term needs. Why didn't CCC notify the CoC that they were experiencing financial issues before clients and landlords were notified? John asked if CCC felt like the issue was not bad enough to not notify the CoC. Jay said it was not a pervasive problem with the program. There was no letter to clients from staff. How does the CoC ensure that the VHSP application is strong? How does the CoC show DHCD that the CoC handles funding correctly? How does the CoC work to correct programs that have issues?</li> <li>• Why were 27 clients switched to other programs if it the clients were not at risk of losing their housing? The NCSB created space for 10 units in their state funded PSH program to rescue these clients. Clients had arrears to be paid. Their files were messy, budgets were not completed. Client files were over FMR and rent reasonableness. These clients were already in a housing program and their files should have been completed.</li> </ul>	

Juanita asked if the clients had multiple subsidies paying to case manage and rental assistance at the same time. CCC and NCSB stated that they did not overlap funds.

- NCSB and CCC have different views of the issue. NCSB and CCC will talk to each other before the Governing Board. There are two different accounts of what happened.
- Should the CoC move forward with an application form CCC for VHSP RRH? The PMC needs clarity on the issue and what action steps that CCC has taken in order to make a recommendation to the Governing Board. CCC did note that they kept clients in the program longer than expected. They are looking forward to making better determinations about the number of months for rental assistance. PMC recommends that The Planning Council get with CCC and NCSB for information. Recommend collecting documentation on the clients that were in the CSB program. How many clients in a year, how much assistance they were going to provide, and the number of months? CCC is willing to provide any additional documentation.
- Bill – how does the CoC ensure that the VHSP application is strong? How does the CoC show DHCD that the CoC handles funding correctly? How does the CoC work to correct programs that have issues?
- Have a discussion at Peer Review to address how the agency will report issues with spending and action items to get back on track. How to track spending? Should agencies submit proof of their draw downs in addition to the quarterly report? How can the process balance restricting poor performing programs and supporting the program to become higher performing? PMC will need to adopt a more in-depth monitoring process.
- CCC is happy to provide a written statement about what happened and include it with their application.
- DHCD will be monitoring CCC. Can the CoC ask DHCD to monitor the specific client records affected by this issue. CCC has asked DHCD to audit the files from the years. The Planning Council, as the Lead, should reach out to DHCD to ask about auditing the files.
- DHCD did recently audit the YWCA. Taylor Ryan performed the audit and they did audit two years.
- TPC to get CCC (list of all clients that were presented at that little meeting, draw downs, # served and months & funds provided per case, HMIS report for clients served in CCC project & TBRA project as well as the clients that were entered into other units)
- Doodle for a special PMC meeting February 7 – 11, 2020.

#### VHSP Application

- VHSP application to be released 1/27/2020.
- PMC reviewed the 2019 HIC and the currently funded projects. The CoC has a gap in RRH for single adults. There is not enough funding to assist all of the client need for the CoC.
- Jan 19 – Dec 19: SCC Families housed 147 clients with RRH and 9 clients with PSH. There are 17 clients currently enrolled with RRH and in housing search. There is one client waiting for TH and two clients waiting for RRH. SCC Singles housed 64 households with RRH and 18 with PSH. There are 59 individuals on the PSH waitlist, 44 on the TH waitlist, and 72 clients waiting for RRH.
- All programs are likely to reapply for the same funds. YWCA will be asking for more RRH. STOP is also considering applying for singles RRH. VSH is looking to apply for Outreach funds for the WTW and Chesapeake area. ForKids is applying for Coordinated Entry funds.
- The supplemental application will not be in Wizehive this year. The Planning Council is waiting for the application to be released and then will be setting the timeline.
- Request letters of intent with supplemental applications.

PIT AND HIC	<ul style="list-style-type: none"> <li>• PIT count starts tonight, 1/22/2020, with the sheltered count. The unsheltered count will be early tomorrow, 1/23/2020, morning. The Housing Inventory Count is also based on the based and utilization rates for the night of 1/22/2019. Norfolk is meeting at 4 am at the NCSB. The City of Chesapeake volunteers have been assigned to police precincts. There will be teams to survey WTW. SVHC will have full coverage for the 2020 PIT Count.</li> </ul>
COORDINATED ENTRY WORKGROUP	<ul style="list-style-type: none"> <li>• The group will be meeting on January 31, 2020 from 12pm-2pm to finalize some of the recommendations regarding the HUD requirements. Please send staff to assist with the decision-making process. These decisions are in preparation for the April 1 Data Standards deadline.</li> <li>• Suzanne visited in early January. The Planning Council does have an open contract with Suzanne in case there are any remaining questions.</li> </ul>
HUD EXPENDITURE REPORTS	<ul style="list-style-type: none"> <li>• First time that HUD has provided these reports. We asked for them from DHCD and the said no. These were recently shared with The Planning Council but are already 3 months outdated. Looking forward to the next quarter updates.</li> </ul>
COMMITTEE UPDATES	<ul style="list-style-type: none"> <li>• SCC Singles – first meeting of the year! Large waitlists. TBRA and CC will resume and start their programs. NCSB TBRA is coming online with the intention to start housing many of the singles on the RRH waitlist and house many more persons than the grant is written for. NCSB will continue to spend FY2015 funds. They are looking to hire a case manager right now.</li> <li>• SCC Families – Having conversations about what the committee can do better and ways to improve (inconsistencies with VI-SPDAT and prioritization)</li> <li>• HMIS – Met in December. Will meet again in March.</li> </ul>
UPDATES AND ANNOUNCEMENTS	Push Joint Scorecard to March.

**Next Meeting: February 26, 2020 12:30 PM at The Planning Council.**