

Southeastern Virginia Homeless Coalition (SVHC)  
 Program Monitoring Committee Meeting Minutes  
 February 24, 2021  
 GoTo Meeting

Attendees	Alicia Matthews, St Columba Bill Young, ForKids Duane Miller, VSH Maddi Zingraff, VSH Junita Dowdy, ForKids Christina Drake, CDHS Kristen Pine, YWCA Megan Honan, NCSB Marleisa Montgomery, Genieve	Meisha Calloway, YWCA Nathan Ruckman, LGBT Life Center Stacie Walls, LGBT Life Center Olisha Sawyer, STOP Megan Erwin, City of Norfolk Amanda Brandenburg, The Planning Council Julie Dixon, The Planning Council Shantelle Haggins, The Planning Council
AGENDA ITEM	DISCUSSION POINTS	
MINUTES	Maddi Zingraff motioned the minutes be approved as written. Juanita Dowdy seconded the motion. The motion carries without opposition. The minutes from December 8, 2020 were approved as written.	
VIRGINIA HOUSING	Julie Dixon presented the draft Request for Proposals (RFP) for the Virginia Housing Strategic Planning grant. The CoC needs to select a consultant before the application is submitted. The CoC chose to set the purpose of the strategic plan to focus on creating economically integrated and inclusive housing opportunities including affordable housing, workforce housing, mixed-income housing, and or community-based housing for persons with disabilities and Planning and Community Development to include significant attention to housing planning needs. RFP responses will be returned to Julie at The Planning Council. The timeline will be adjusted if the grant is awarded. Stacie recommends that the strategic planning process be viewed through a racial equity lens. Julie will include language in the RFP to highlight that.	
VHSP DEBRIEF	Amanda reviewed the comments from the VHSP application from 2020. The first note from DHCD was regarding CoC participation at the SVHC General Membership meeting. Our plan to address this is to include Program Monitoring and General Membership attendance in the calculation for this application. The second comment was regarding the Fair Housing policies for each grantee. We will ask for all agencies to send their policies to attach to the application. The third comment was regarding the CoC's monitoring and evaluation of grantees. This is something that the CoC has been doing for many years with Quarterly Reporting and HMIS Audits. This year we will be sure to include more information in the application regarding these monitoring and evaluation processes. DHCD last comment was regarding the System Performance Measures.	
SYSTEM PERFORMANCE MEASURES	Julie reviewed the current draft of the System Performance Measures. Wellsky is continuing to make updates to the reports. The Planning Council hopes to submit by Friday, February 26, 2021. The SVHC does look as if many of the measures will have worsened.	
QUARTERLY REPORTS	<ul style="list-style-type: none"> <li>• <u>Commonwealth Catholic Charities</u> – HTF. Will end in June 2021. CCC is looking to identify if any current clients will need to be transferred to another provider when their grant ends.</li> <li>• <u>ForKids</u> – On track with most grants. Prevention funding is spending slowly due to the moratorium.             <ul style="list-style-type: none"> <li>○ HTF</li> <li>○ CDBG</li> <li>○ ESG</li> <li>○ VHSP</li> <li>○ TBRA</li> </ul> </li> <li>• <u>NCSB</u> – TBRA – Ontrack</li> <li>• <u>Norfolk HART</u> – TBRA – not present</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>LGBT Life Center</u> – On track. HTF may not spend all the way down because the contract was incorrect, and the grant ended earlier than anticipated. LGBT Life Center is attempting to get extensions on the grants from DHCD. <ul style="list-style-type: none"> <li>○ ESG</li> <li>○ VHSP</li> <li>○ HTF</li> </ul> </li> <li>• <u>St. Columba</u> – On track. <ul style="list-style-type: none"> <li>○ ESG</li> <li>○ CDBG</li> </ul> </li> <li>• <u>STOP</u> – VHSP – Under spent currently @ 17%, \$38,077.43. Serving 14/30 persons. Will follow up with Charnitta regarding plan to reallocate or return to the state.</li> <li>• <u>The Salvation Army</u> – ESG – Not present.</li> <li>• <u>Virginia Supportive Housing</u> – On track <ul style="list-style-type: none"> <li>○ HTF</li> <li>○ CDBG</li> </ul> </li> <li>• <u>YWCA</u> – On track <ul style="list-style-type: none"> <li>○ ESG</li> <li>○ HTF</li> <li>○ VHSP</li> </ul> </li> </ul>
PERFORMANCE MANAGEMENT PROGRAM	Amanda Brandenburg reviewed the Program Administration Report. Juanita asked about including local grants from cities etc. to provide a fuller picture of the funding supporting each program. Amanda will set up a workshop to go through the tool to assist any agencies with using the tool. Will investigate how to include Match funding in the future.
COMMITTEE UPDATES	<ul style="list-style-type: none"> <li>• SCC Singles – Deadline for SCC submissions is moved up to Friday to allow committee members more time to review the agenda.</li> <li>• SCC Families – Working well. New Co-Chair is Emma Riley from ForKids.</li> <li>• HMIS – Meeting was the morning of 12/8. The HMIS group recommend that the CoC adopt a 90 day fall off to match the requirements for PATH. The CoC needs to discuss how this may affect CES. This will be added to the CES meeting agenda in March. HMIS meets again in March.</li> <li>• CES Workgroup – ForKids shared their concern about being able to clean up all the CES data in the project currently to ensure that it is as clean and accurate for upcoming APRs.</li> </ul>
PMC SCHEDULE	The PMC will begin meeting on the Third Wednesday of every month at 12:30 pm.
UPDATES & ANNOUNCEMENTS	ForKids will be moving to the New building in April! The GB approved to sign a letter of support for ForKids to convert the current PSH programs to 100% leased.

**Meeting adjourned 2:10 pm.**  
**Next Meeting: March 17, 2021 12:30 PM via GoTo.**