

# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 1/5/2017 12:30 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS	John Boylan, Norfolk OTEH
Mary Riley, City of Chesapeake	Mike Wasserberg, Norfolk OTEH
Juanita Dowdy, ForKids	Maddi Zingraff, The Planning Council
Beth Cross, HER Shelter	Yilla J. Smith, The Planning Council
Kim Lombart, NDHS – HART	Eleanore Banyan, Virginia Supportive Housing

## AGENDA TOPICS

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### Agenda topic Approval of December 1, 2016 Minutes

**DISCUSSION:** The Committee voted to approve the December 1, 2016 minutes without noted changes.

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### Agenda topic Committee Reports

**DISCUSSION:**

- **SCC Singles:** The Committee is in the process of identifying the second round of referrals to be submitted to NRHA.
- **SCC Families:** Some members have signed and returned the SCC Participation Agreement. The Committee is still waiting on some agencies to return the form.
- **Program Monitoring Committee:** The Committee met on January 4, 2017.
- **Employment Task Force:** The Task Force has not met in three months due to low attendance. The Resource Spotlight Series for December was canceled due to the speaker, as presenters have not been easy to confirm. The Committee has also been unable to secure a co-chair. Members suggested the Committee focus on job retention, as some veteran service providers have experienced difficulty with clients obtaining and retaining jobs once housed. Some difficulty is attributed to program rules; clients are not removed from programs if they do not gain employment. Additionally, the Task Force could release the Spotlight Series online, which would enable access to more case managers, and should seek additional feedback from employment committees with other population focuses to determine if engaging clients in need of jobs is part of their scope of work. Members suggested that the Virginia Employment Commission attend SCC meetings. The Planning Council will work to update the SVHC website to include information on job fairs.

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### Agenda topic Nominating Committee

**DISCUSSION:** All candidates declined an officer position with the SVHC. The Committee will meet again and will consider businesses who support ending homelessness, current agency board members, retired board members, and winter shelter coordinators.

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**Agenda topic** *Establish CoC-Authorized Signatory*

**DISCUSSION:** The Committee discussed establishing a formal process where all requests for a CoC signature, including letters of support and CoC certifications, will be submitted to the Executive Committee for approval. Once approved, the SVHC Chair or other appointed officer will sign the requested document. In the event of a conflict of interest or the absence of officers, signing will default to the CoC Lead Agency, of it related to funding, the Program Monitoring Committee Chair.

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**Agenda topic** *SCC Participation Concerns*

**DISCUSSION:** All signed agreements are due on January 15, 2017. The completed list of registered members will be sent to the SVHC webmaster for posting after the deadline. The CoC received a complaint about a member agency unethically sharing information regarding clients. Members motioned that effective immediately, the agency is suspended from participating in any committee that shares client-level information until the CoC is able to investigate further. All members approved; the motion passed. The CoC Lead will send a letter informing the agency of the decision and that participation will be suspended until the CoC meets with the agency board. The CoC will require that the agency demonstrates knowledge of HIPAA compliance.

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**Agenda topic** *SVHC Conflict of Interest Policy*

**DISCUSSION:** Examples of conflicts of interest policies were provided to members to review and discuss at the next meeting. Any suggestions may be sent to The Planning Council.