

# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 1/7/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS	Heather Barker, NDHS - HART
Mary Riley, City of Chesapeake	Mike Wasserberg, Norfolk OTEH
Sarah Johnson, ForKids	Yilla Smith, The Planning Council
Juanita Dowdy, ForKids	Maddi Zingraff, The Planning Council
Mary Crosby, ForKids	Kristen Pine, YWCA-SHR
Olivia Smithberger, H.E.R. Shelter	

## AGENDA TOPICS

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### Agenda topic February Membership Meeting Agenda

#### PHRASE OF THE MONTH:

**DISCUSSION:** Committee agreed on the following agenda:

- Phrase of the Month Housing Inventory Count; or SAMSA; Permanent Housing
- Presentation(s) Legal Aid  
Goodwill Hospitality Program
- Vision Update (Rare, Brief, Non-Recurring)
- Committee Updates

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### Agenda topic SVHC System Re-Design

**DISCUSSION:** The Committee reviewed the process conducted by S. Wagner of Housing Innovations, who attended multiple SVHC Committee meetings including Service Coordination Committee – Singles, Executive Committee, SVHC General Membership meeting, and the SVHC Families Committee. She also conducted multiple site visits, including the Union Mission and the Salvation Army. The Executive Committee reviewed the governance presentation that was previously given at the December Executive Committee meeting, which included the current structure of the SVHC and discussed the need for the governing body to be responsible for amending and approving any Bylaw changes and bringing recommendations to the Board. Members discussed expanding the current Program Monitoring Committee (to include agencies such as the United Way and the Hampton Roads Community Foundation) and designate it as the CoC governing body. The Committee also discussed eliminating meeting attendance as a requirement for agencies seeking funding through the CoC process as it creates a barrier for new programs; therefore, the CoC will work to create a process that is inclusive but competitive. The Committee also discussed creating a 3 step process for voting to include how recommendations are brought to/from committees, formatted motion briefs to review prior to voting, and distinguishing which body will approve recommendations.

**CONCLUSION:** The Committee identified the following steps: Review the Bylaws and establish a governance charter; Meet with Housing Innovations to identify a proposed structure; Determine a CoC Lead. Members of the Executive

Committee and the Re-Design Committee will meet via conference call on 1/21/16 at 10:00 a.m. to review the Bylaws with Housing Innovations.

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**Agenda topic *Regional Prevention Funds***

**DISCUSSION:** At the last Regional Task Force to End Homelessness meeting, the Task Force discussed the agencies in the region that would be submitting applications for state funding for Rapid Re-Housing. The Planning Council previously requested Rapid Re-Housing funds on a regional application; the State is now requesting that applications be completed on a CoC level.

**CONCLUSION:** The Planning Council will host a regional meeting for Prevention providers on 2/9/16 at 9:00 a.m. at The Planning Council to discuss the needs for prevention throughout the CoCs and to determine gaps and funding priorities.

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**Agenda topic *2016 Point In Time Count/Housing Inventory***

**DISCUSSION:** The 2016 Point In Time Count will be held on January 26<sup>th</sup> and 27<sup>th</sup>, 2016. Norfolk will host Project Homeless Connect on the 27<sup>th</sup>; outreach workers will encourage homeless persons to attend, but will engage those who do not wish to participate in order to capture data. Outreach workers will conduct a secondary sweep of known sites in the afternoon. The Planning Council will meet with Union Mission to determine coverage with the mobile app.

**CONCLUSION:** Outreach teams have been identified in Norfolk, Chesapeake and Western Tidewater. The Planning Council will provide training on utilizing the mobile app. The Housing Inventory Count will confirm program numbers for January 26<sup>th</sup>; The Planning Council is currently working to update the forms and will provide an overview at the February SVHC meeting.

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**Agenda topic *SCC- Singles Permanent Supportive Housing Motion***

**DISCUSSION:** The Service Coordination Committee – Singles put forth a motion to allow clients with a VI-SPDAT score of 9, 10, or 11 and a SCC referral for Permanent Supportive Housing to be offered every 4<sup>th</sup> PSH vacancy in an effort to encourage access to openings typically offered to higher scoring individuals. Previously members declined to accept the motion; however a motion brief was distributed electronically with further information to the Executive Committee prior to the meeting.

**CONCLUSION:** 4 committee members voted to accept the motion; 1 voted to deny. The motion passed.

# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 3/3/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS	Heather Barker, NDHS - HART
Sarah Johnson, ForKids	Mike Wasserberg, Norfolk OTEH
Juanita Dowdy, ForKids	John Boylan, Norfolk OTEH
Beth Cross, H.E.R. Shelter	Yilla Smith, The Planning Council
Jill Baker, NDHS - HART	Maddi Zingraff, The Planning Council

## AGENDA TOPICS

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### Agenda topic Virginia Homeless Solutions Program Process

**DISCUSSION:** The Committee has recognized conflicts of interest within the CoC as a current barrier to implementing a decision making process within the SVHC's existing structure, particularly in regards to the current VHSP Application Process. The Committee outlined the process the CoC will follow for the 2016-2018 application:

- All agencies requesting funding under the 2016-2018 VHSP will attend to present and discuss their proposed projects to the Program Monitoring Committee on Wednesday, March 9, 2016 at the Norfolk Community Services Board.
- Any agency with financial interest in the process will recuse themselves from the discussion and the voting process.
- All attendees without a conflict of interest will vote if each applicant is eligible to apply, but will not consider the amount of funding requested.
- During the 2016-2018 VHSP Application Process, some agencies padded their budgets while others did not, which may affect the ability to function after budget cuts are made. The CoC will address standardizing inflation during the next grant application process.
- The ranking committee will determine the percentages of the final award that each agency will receive after the award has been made.

The Committee reviewed possible changes to the grant application process to ensure all agencies are informed and applying for funding based on the identified funding priorities, which include:

- The Executive Committee will identify funding priorities for the CoC and distribute the information prior to the grant release. Agencies can then determine the type of funding they wish to pursue based on the identified need.
- The Program Monitoring Committee will continue to monitor program performance, but a ranking committee will review and recommend grant application approvals. Those approved to apply for funding will be submitted to the Executive Committee for a final vote.

- Agencies will submit accurate numbers on their Supplemental Applications. The Ranking Committee will then determine the percent of inflation that should be applied across the CoC to ensure everyone is inflating at the same rate and has equal access to awarded funds.
- The CoC will establish standards around cost per household per program type.
- The SVHC will create a Bylaws Committee to address the attendance requirement, which currently states that agencies must attend 75% of SVHC and Program Monitoring Committee meetings to qualify for funding. If the attendance requirement is removed, the CoC will create another qualifying process to ensure agencies are in good standing.

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**Agenda topic Governance Structure**

**DISCUSSION:** The Committee reviewed the current structure decision making process within the SVHC's existing structure. The Committee agreed that all Committee Chairs are responsible for bringing proposals to the Executive Committee for approval. The Executive Committee will develop a standardized motion brief for Committees to use when proposing a policy change. The Executive Committee will also work to expand its membership to reduce conflicts of interest.

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# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 4/7/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS	Mike Wasserberg, Norfolk OTEH
Mary Riley, City of Chesapeake	John Boylan, Norfolk OTEH
Sarah Johnson, ForKids	Yilla Smith, The Planning Council
Beth Cross, H.E.R. Shelter	Maddi Zingraff, The Planning Council
Kim Lombart, NDHS - HART	Kristen Pine, YWCA
Heather Barker, NDHS - HART	

## AGENDA TOPICS

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### Agenda topic *Approval of March 3, 2016 Minutes*

**DISCUSSION:** The Committee approved the minutes with the following noted amendments:

- Include that the Committee held lengthy discussion in regards to changing the attendance requirement.

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### Agenda topic *Virginia Homeless Solutions Program Application Process*

#### *VHSP Debrief*

**DISCUSSION:** The Committee reviewed the VHSP application process and recommended the following changes for grant processes:

- Address the attendance requirement and appropriate changes to the Bylaws before the next grant application process;
- Continue the use of the Supplemental Application, but consider releasing them to the Program Monitoring Committee prior to the peer review process;
- Set funding priorities for the CoC prior to the next grant, as they cannot be changed during the application process by looking at the following:
  - Compare the amount of funds spent on families and singles versus population size;
  - Compare data among populations and determine which population is not experiencing rare, brief and nonrecurring trends to help focus funding priorities. Request the HMIS Committee assist in the collection of this data;
  - Create general policies that allow the CoC to address changes in trends among the homeless population;
  - Align the CoC's and the Regional Task Force to End Homelessness's goals.

Members recognized concerns with the current approach to funding disbursement, which is based on the percentage each agency requested of the total request. Existing programs may not be able to function after budget cuts, requiring the funding be awarded to a new program. Members discussed ranking projects by utilizing an assessment tool to assign points similar to the CoC scorecard, which would give renewal projects credit for good

outcomes, but will not penalize new projects for a lack of outcomes. Members moved that the non-conflicted members of the Program Monitoring Committee will meet to prioritize all projects and offer a ranking recommendation in regards to the VHSP award. It was seconded and approved. The Planning Council will coordinate the meeting and will provide the Supplemental Applications and assessment tools to members prior to the meeting.

### ***Funding Priorities***

**DISCUSSION:** The Committee discussed creating an ad hoc committee by soliciting volunteers from the SVHC membership, including a representative from each subcommittee, to look at data and identify gaps that each subcommittee may be facing. The ad hoc committee could potentially use the survey data provided by Housing Innovations to assist in identifying priorities. Subcommittees will be tasked with a set of structured questions provided by the Executive Committee to help distinguish their needs. The Planning Council will review documents to see if a set of questions has been previously created. Members determined that each subcommittee should review their priorities during May in order to identify CoC priorities at the SVHC General Membership meeting in June. SCC-Singles will invite members to attend a separate meeting to discuss priorities; SCC-Families will attend the SVHC Families Committee in May. Subcommittees should also focus on subpopulations including DV, LGBT, and veterans.

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### ***Agenda topic SVHC Motion Brief Template***

**DISCUSSION:** Members reviewed the existing motion brief template to be used by subcommittees when putting forth a motion for approval by the SVHC Executive Committee. The template currently identifies the motion, the committee or member proposing the motion, the recommended action by the SVHC, explanation of the motion, and other alternatives considered by the proposing member/committee. Executive Committee members recommended including how the committee came to the conclusion of the final proposal, including steps and actions taken.

# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 5/5/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS	Heather Barker, NDHS - HART
Sarah Johnson, ForKids	Mike Wasserberg, Norfolk OTEH
Juanita Dowdy, ForKids	John Boylan, Norfolk OTEH
Carolsue McGehee, NCSB	Maddi Zingraff, The Planning Council
Kim Lombart, NDHS - HART	Eleanore Banyan, Virginia Supportive Housing

## AGENDA TOPICS

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### Agenda topic Approval of April 7, 2016 Minutes

**DISCUSSION:** The Committee approved the minutes as written.

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### Agenda topic June SVHC General Membership Meeting Agenda

**DISCUSSION:** Committee agreed on the following agenda:

- Phrase of the Month CABHI/Road 2 Home
- Presentation(s) Children's Crisis Center of Hampton Roads
- Vision Update (Rare, Brief, Non-Recurring)
- Committee Updates

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### Agenda topic Funding Priorities Discussion

**DISCUSSION:** Members discussed facilitating a CoC funding priority discussion, utilizing data points established by the subcommittees relevant to the needs of each population. Funding priorities will be identified by including:

- Housing Inventory Data;
- Subpopulation data, including numbers served and projected lengths of stay ;
- CallPoint data from call centers and Department of Human Services walk ins;
- CoC Debriefing documents;
- DHCD feedback from the FY2016-2018 Virginia Homeless Solutions Program application;
- Service Coordination Committee data, specifically populations waiting the longest for housing;
- Union Mission data;
- Populations other than literally homeless, including prevention, McKinney-Vento and those experiencing a housing crisis;
- Data provided by ACCESS and domestic violence providers that relates to homelessness and housing.

The HMIS Committee will then look at the data points to determine how to pull the data.

**CONCLUSION:** The Executive Committee will task subcommittees with establishing data points and confirming that all providers who should be involved in the discussion are participating. The Program Monitoring Committee will focus on subpopulations including single women, HIV/AIDS, and domestic violence, at the June meeting, SVHC Families will address the youth population, and the Employment Taskforce will identify additional needs. Data points will be due to The Planning Council and the HMIS Committee by Friday, June 3, 2016. The HMIS Committee will hold a special meeting in June to review the data points.

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**Agenda topic HUD Announcements**

**DISCUSSION:** HUD announced the Tier 2 awards; members reviewed the list of Tier 1 and Tier 2 recipients. The Planning Council will reach out to HOPE Village on behalf of the CoC to confirm the program's funding status.

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**Agenda topic NRHA/SVHC Agreement**

**DISCUSSION:** The NRHA is in the final step of approval of the agreement with the SVHC and has submitted the proposed plan to HUD. The SVHC has created multiple work groups tasked with the following:

- Establishing assessments, prioritizations, and criteria to be used for the referral process;
- Defining housing stabilization, including treatment plans and length of services;
- Determining how to identify graduates from homeless programs and institutions eligible for placement in NRHA units.

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**Agenda topic Committee Updates**

**Employment Taskforce** – The Taskforce has scheduled three upcoming spotlight series to highlight employment resources for case managers.

**Program Monitoring Committee** – Members will discuss the attendance requirement at the June meeting.

**SVHC Families Committee** – The Executive Committee voted to approve the motion put forth by the SVHC Families Committee which recommends that all females in the 3<sup>rd</sup> trimester of pregnancy be presented to the SCC-Families Committee.



# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 6/2/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Sarah Johnson, ForKids	Yilla Smith, The Planning Council
Juanita Dowdy, ForKids	Maddi Zingraff, The Planning Council
Mary Crosby, ForKids	Eleanore Banyan, Virginia Supportive Housing
Heather Barker, NDHS - HART	Betsy Murdock, Virginia Supportive Housing
John Boylan, Norfolk OTEH	Kristen Pine, YWCA-SHR

## AGENDA TOPICS

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### Agenda topic Approval of May 5, 2016 Minutes

**DISCUSSION:** The Committee approved the minutes as written.

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### Agenda topic August SVHC General Membership Meeting Agenda

**DISCUSSION:** Committee agreed on the following agenda:

- Phrase of the Month Chronic Homelessness
- Presentation(s) Urban League Employment Program
- Vision Update (Rare, Brief, Non-Recurring)
- Committee Updates

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### Agenda topic Funding Priorities Discussion

**DISCUSSION:** The Committee requested all subcommittees to review which data points should be included in the SVHC Gaps Analysis. All recommended data points should be submitted to The Planning Council by June 10, 2016. The Planning Council will review the data points to determine if they can be incorporated into the Analysis. Chairs of subcommittees present at the Executive Committee meeting reviewed various gaps relevant to the needs of their respective populations including case management for single adult households, including those designated for NRHA and TRBA units, transportation, and child care. Members discussed incorporating the following data into the gaps analysis:

- Healthcare for the Homeless data;
- Department of Human Services walk in services, including those provided and those unavailable;
- Point In Time Count trends; and,
- Subpopulation data not accounted for in HMIS, including HIV/AIDS and Domestic Violence.

**CONCLUSION:** The Planning Council will utilize the report provided by Housing Innovations, HMIS, and data provided by Service Coordination Committees and agencies not participating in HMIS to create a draft analysis of gaps within the SVHC. The draft will be sent out by June 15<sup>th</sup> for further review and comment. The HMIS Committee will hold a special meeting to review the report prior to its presentation at the June Program Monitoring Committee meeting.

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**Agenda topic** *SVHC System Redesign Recommendation Report*

**DISCUSSION:** The Housing Innovations (HI) Recommendation Report will be sent to the Executive Committee and the System Redesign Committee for input. The Action Plan portion of the report will be completed after HI receives feedback.

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**Agenda topic** *SVHC Attendance Requirement*

**DISCUSSION:** Members discussed removing the 75% attendance requirement for agencies applying for new project funding that have not historically received funding by the CoC. New agencies would instead be responsible for submitting additional documentation or answering more in-depth questions on membership applications and/or Supplemental Applications.

**CONCLUSION:** Members voted to put forth the recommendation to remove the attendance requirement for agencies not historically funded through the CoC, with the understanding that these agencies will be required to answer additional questions or provide further documentation during funding competition processes. The Program Monitoring Committee will review the motion to provide input on the documentation and/or additional questions to be included; the motion will then be presented at the June SVHC for discussion, followed by an electronic vote.

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# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 7/7/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS AIDS Care	Yilla Smith, The Planning Council
Sarah Johnson, ForKids	Maddi Zingraff, The Planning Council
Juanita Dowdy, ForKids	Naomi Gunnell, The Planning Council
Heather Barker, NDHS - HART	Eleanore Banyan, Virginia Supportive Housing
John Boylan, Norfolk OTEH	Hugo Elfinstone, Virginia Supportive Housing
Mike Wasserberg, Norfolk OTEH	Kristen Pine, YWCA-SHR

## AGENDA TOPICS

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### Agenda topic Approval of June 2, 2016 Minutes

**DISCUSSION:** The Committee approved the minutes as written.

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### Agenda topic August SVHC General Membership Meeting Agenda

**DISCUSSION:** Committee agreed on the following agenda:

- Phrase of the Month Chronic Homelessness
- Presentation(s) Urban League Employment Program
- Vision Update (Rare, Brief, Non-Recurring)
- Committee Updates

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### Agenda topic Chronic Homeless Priority

**DISCUSSION:** The Committee reviewed HUD Notice CPD-14-012 which establishes the order in which eligible households should be served in all CoC-funded Permanent Supportive Housing, prioritizing those that are experiencing chronic homelessness. Although the Service Coordination Committees currently consider the length of homelessness episodes, they currently prioritize the most vulnerable households for placement. Adopting the chronic homeless priority would affect the order in which persons are recommended for vacancies depending on chronicity and how chronic homelessness is documented. Members discussed potential issues associated with prioritizing chronic homelessness, including the effect on outcomes, particularly on the CoC Scorecard. The Executive and Program Monitoring Committees will address scorecard thresholds if issues present.

**CONCLUSION:** Currently, veteran households are prioritized at the top of SCC agendas. Members suggested the agenda follow the proposed outline to incorporate both priorities:

- Chronically homeless veterans

- Chronically homeless non-veterans
- High to low vulnerable households

It was moved that the Committee adopt the HUD prioritization for chronically homeless households while continuing to include the CoC's established priority for veterans. All members voted to accept the motion; the motion passed.

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### **Agenda topic SCC Membership Application**

**DISCUSSION:** Members reviewed a draft of the SCC Membership Application, which SCC-participating agencies will be required to complete acknowledging that attendees have completed proper training regarding confidentiality and HIPAA, and agree to follow the code of conduct. The application also requires agencies to designate the representatives attending on their behalf in order to establish consistent attendance; interns will be covered under the responsible agency's application. Members recommended changes including:

- Change the required signature from Executive Director to Program Representative
- Include received by CoC Lead date
- Title the document "SCC Participation Agreement"
- Add language to the SCC Release of Information directing readers to see the SVHC website for a full list of members

**CONCLUSION:** The Planning Council will make the suggested changes and distribute the document electronically for final review.

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### **Agenda topic 2016 CoC Application**

**DISCUSSION:** The Committee reviewed the timeline for the CoC Application. Supplemental Applications for Renewal Projects are due July 13; The Planning Council will solicit availability for the peer review process, as the National Alliance to End Homelessness Conference is scheduled during the next regularly scheduled Program Monitoring Committee meeting. Statements of Interest for new projects are due August 5. All projects must be submitted into esnaps by August 14. Members discussed the 2016 CoC Scorecard, for which Rapid Re-Housing targets still needed to be established. HUD has recommended measuring the length of time from enrollment to move in date, however the CoC currently does not have standards for collecting this data.

**CONCLUSION:** Members voted and approved to award 10 points automatically to agencies operating RRH programs. Additionally, the Scorecard will also include HIV/AIDS and Related Diseases in the subpopulations section for bonus points.

# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 8/4/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS AIDS Care	Mike Wasserberg, Norfolk OTEH
Sarah Johnson, ForKids	Angela Kellam, The Planning Council
Juanita Dowdy, ForKids	Maddi Zingraff, The Planning Council
Heather Barker, NDHS - HART	Naomi Gunnell, The Planning Council

## AGENDA TOPICS

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### Agenda topic *Approval of July 7, 2016 Minutes*

**DISCUSSION:** The Committee approved the minutes as written.

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### Agenda topic *SCC Participation Agreement*

**DISCUSSION:** The Committee reviewed the updates made to the Participation Agreement that were recommended by the Executive and Service Coordination Committees. Members advised that the agreement should state that only literally homeless singles and households will be presented at meetings to clarify that prevention cases are not staffed through the SCC process. Members discussed the importance of participation from all SVHC jurisdictions in the Coordinated Assessment process to ensure that the CoC is working to reduce geographic barriers and allowing equal access to all clients, regardless of where and to which agency they present. Additionally, SCC Chairs will work with participating agencies to ensure documentation is complete sooner to keep shelter lengths of stay at a minimum.

**CONCLUSION:** Members voted to approve the use of the Participation Agreement immediately by both SCCs.

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### Agenda topic *2016 CoC Application – New Project Review Tool*

**DISCUSSION:** The Committee discussed the ranking process for new and renewal projects for the 2016 HUD CoC Application Process and how to assess both types of applicants with similar criteria. The Committee acknowledged that it will be difficult to determine which new projects the CoC should approve for funding as the Continuum has not yet established priorities, only the HUD directive which states Permanent Housing, including both Permanent Supportive Housing and Rapid Re-Housing, is the available option. The Committee agreed that upon the completion of the 2016 process, the CoC should work to develop established ranking committees and priorities throughout the year to ensure readiness for each grant competition.

**CONCLUSION:** Members agreed the evaluation tool for new projects should correlate with the 2016 CoC Scorecard for renewal projects. The Planning Council will solicit examples of new project evaluation tools and ranking processes from other CoCs, including Homeward in Richmond. Members interested in the development of the new project evaluation tool will meet Tuesday, August 9 following the SCC – Families meeting to begin work on the scoring criteria and process.

# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 10/6/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Sarah Johnson, ForKids	Becky O'Meara, The Planning Council
Juanita Dowdy, ForKids	Maddi Zingraff, The Planning Council
Heather Barker, NDHS – HART	Naomi Gunnell, The Planning Council
John Boylan, Norfolk OTEH	Hugo Elfinstone, Virginia Supportive Housing
Mike Wasserberg, Norfolk OTEH	Kristen Pine, YWCA-SHR

## AGENDA TOPICS

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### Agenda topic Approval of August 4, 2016 Minutes

**DISCUSSION:** The Committee approved the minutes as written.

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### Agenda topic October SVHC General Membership Meeting Agenda

**DISCUSSION:** Committee agreed on the following agenda:

- Phrase of the Month Imminent Danger
- Presentation(s) Domestic Violence Hotline
- Vision Update (Rare, Brief, Non-Recurring)
- Committee Updates

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### Agenda topic SVHC FY2015 Annual Report Review

**DISCUSSION:** The Committee reviewed the SVHC Annual Report, which has historically been organized around the goals in Opening Doors. Highlights of the report include CoC funding awards and decreases in veteran homelessness. Members discussed updating the title of the report, however the decision was made to keep it in line with previous reports, based on Fiscal Year. Additionally, members were concerned the number of calls completed by the Hotline for the SVHC was not accurate, as well as the data point regarding the percent decrease in family homelessness.

**CONCLUSION:** ForKids and The Planning Council will review the data points in question. The Report will be released after the changes have been made.

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### Agenda topic SVHC/NRHA Memorandum of Understanding

**DISCUSSION:** The Committee reviewed the final draft of the MOU, which outlines the stipulations of the partnership between NRHA and The Planning Council (TPC), and the requirements for each program's involvement. Members

motioned to approve the MOU and allow TPC to sign. All members approved the motion; the motion passed. Members agreed that the MOU should include the timeframe in which NRHA will offer housing NRHA, which has already been agreed upon, conditions regarding not following the MOU, and verbiage that states agencies will mediate if a client or household fires an agency as case manager or refuses to cooperate with other program requirements. The Planning Council will be the point of contact for all referrals and concerns during the process.

**CONCLUSION:** Members will vote electronically once the changes have been made to the MOU.

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### **Agenda topic** *SVHC Gaps Analysis*

**DISCUSSION:** The Committee reviewed updates made to the Gaps Analysis, which is intended to help the CoC set funding priorities as part of a larger analysis.

**CONCLUSION:** The Planning Council has submitted the Analysis to Housing Innovations for review.

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### **Agenda topic** *System Redesign*

**DISCUSSION:** The System Redesign Committee evaluated the report provided by Housing Innovations and identified, prioritized, and determined where tasks should be discussed in order to reach the suggested goals. The Committee hopes to provide guidance to the subcommittees which were assigned tasks.

**CONCLUSION:** Members agreed to provide the task list to subcommittees, but will continue the discussion at the next meeting in regards to CoC priorities, such as creating subcommittees to address youth and discharge planning.

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### **Agenda topic** *Roundtable Updates*

- S. Johnson will resign as Chair in December. The SVHC will select a new chair at the December SVHC meeting.

# Southeastern Virginia Homeless Coalition

## MINUTES

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Meeting date | time 11/3/2016 1:00 PM | Meeting location The Planning Council, Norfolk, VA

Type of meeting Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS	Angela Kellam, The Planning Council
Sarah Johnson, ForKids	Yilla J. Smith, The Planning Council
Juanita Dowdy, ForKids	Naomi Gunnell, The Planning Council
Kim Lombart, NDHS – HART	Hugo Elfinstone, Virginia Supportive Housing
John Boylan, Norfolk OTEH	Kristen Pine, YWCA-SHR
Mike Wasserberg, Norfolk OTEH	

### AGENDA TOPICS

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#### Agenda topic Approval of October 6, 2016 Minutes

DISCUSSION: The Committee approved the minutes with the following (underlined) revisions to the SVHC Annual Report Review discussion: Additionally, members concerned that the number of calls completed by the Hotline and the emergency shelter data for families for the SVHC were not accurate.....

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#### Agenda topic December SVHC General Membership Meeting Agenda

DISCUSSION: Committee agreed on the following agenda:

- Phrase of the Month No Phrase of the Month
- Presentation(s) Winter Shelters
- Vision Update (Rare, Brief, Non-Recurring)
- Committee Updates

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#### Agenda topic Committee Reports

DISCUSSION:

- SCC Singles: the Committee is awaiting the outcome of the first referrals made to NRHA after conducting the review and prioritization of seven referrals for the program. Three referrals for Housing Choice Vouchers (HCV) were sent to approval. Additional data will be presented at the next Executive Committee meeting.
- SCC Families: the Committee submitted four referrals for the NRHA program (three primary and one alternate). Families with the greatest financial need were given the highest priority. The Committee will also change the meeting dates and frequency of the SCC Families Committee to meet every other week, on the opposite week of the SCC Singles.
- Program Monitoring Committee: the Committee has resumed the review of the Standards of Care. The Committee also conducted the review of the System Redesign Task List and made recommendations for the improvement of the NOFA process. The Committee agreed to combine the November and December meeting to convene in early December before or after the December SVHC meeting.



- Employment Task Force- the Executive Committee discussed possible goals and objectives of the Task Force, noting that attendance has decreased. Members discussed the need for more training for case managers to prep for job retention and ways to encourage people in PSH and on SSI/SSDI to get a job.
- HMIS Committee: No meeting this month

**CONCLUSION:** Y. Smith agreed to attend the next Employment Task Force meeting to assess their current challenges and direction of the Committee.

**Agenda topic Youth Demonstration Project**

**DISCUSSION:** The Planning Council (TPC) is still assessing the feasibility of applying for the grant to fund a pilot project in Chesapeake.

**CONCLUSION:** The Committee agreed to continue to identify ways to address youth homelessness and discussed the possibility of pursuing a planning grant from local community foundations. TPC will also convene youth providers and look for ways to improve data collection and coverage for the youth population during the Point in Time Count.

**Agenda topic System Redesign Committee**

**DISCUSSION:** The Committee reviewed the topics assigned to the Executive Committee and developed a timeline for (1) when each topic will be discussed and for (2) when the action steps and implementation steps for each topics will be forwarded to Housing Innovations for incorporation in the final document.

**CONCLUSION:** The Committee developed the following timeline for each topic:

TOPIC	PRIORITY	TIMELINE
Establish CoC Funding Priority	1	
Implement a Governance Charter (policy & procedures manual)	1	December 2016- February 2017
Review/develop Project/Funding Review Tool(s)	1	January – March 2017
CoC Data Report Development	1	
Develop a process for reviewing the work of the CoC	3	
Discharge Planning Strategy	3	July – TBD

**Additional Discussion-Housing Trust Fund Applications**

**DISCUSSION:** There are 2 Housing Trust Fund applications seeking CoC support for Rapid Re-Housing.

- 1) Geneive Shelter (email from Geneive staff read by S. Johnson) requesting \$100,000 in financial assistance and supportive services for individuals and families in Western Tidewater.
- 2) ForKids, inc. (as presented by Juanita Dowdy) requesting \$100,000 in Rapid Re-Housing assistance for families in SVHC, to supplement existing Rapid Re-Housing programming.

**CONCLUSION:** The Committee voted unanimously to approve letters of support for the two applications. SVHC Chair will write letters on behalf of the CoC to be included with the applications.

# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 11/3/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS	Angela Kellam, The Planning Council
Sarah Johnson, ForKids	Yilla J. Smith, The Planning Council
Juanita Dowdy, ForKids	Naomi Gunnell, The Planning Council
Kim Lombart, NDHS – HART	Hugo Elfinstone, Virginia Supportive Housing
John Boylan, Norfolk OTEH	Kristen Pine, YWCA-SHR
Mike Wasserberg, Norfolk OTEH	

## AGENDA TOPICS

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### Agenda topic Approval of October 6, 2016 Minutes

**DISCUSSION:** The Committee approved the minutes with the following (underlined) revisions to the SVHC Annual Report Review discussion: Additionally, members concerned that the number of calls completed by the Hotline and the emergency shelter data for families for the SVHC were not accurate.....

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### Agenda topic October SVHC General Membership Meeting Agenda

**DISCUSSION:** Committee agreed on the following agenda:

- Phrase of the Month No Phrase of the Month
- Presentation(s) Winter Shelters
- Vision Update (Rare, Brief, Non-Recurring)
- Committee Updates

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### Agenda topic Committee Reports

**DISCUSSION:**

- SCC Singles: the Committee is awaiting the outcome of the first referrals made to NRHA after conducting the review and prioritization of seven referrals for the program. Three referrals for Housing Choice Vouchers (HCV) were sent to approval. Additional data will be presented at the next Executive Committee meeting.
- SCC Families: the Committee submitted four referrals for the NRHA program (three primary and one alternate). Families with the greatest financial need were given the highest priority. The Committee will also change the meeting dates and frequency of the SCC Families Committee to meet every other week, on the opposite week of the SCC Singles.
- Program Monitoring Committee: the Committee has resumed the review of the Standards of Care. The Committee also conducted the review of the System Redesign Task List and made recommendations for the improvement of the NOFA process. The Committee agreed to combine the November and December meeting to convene in early December before or after the December SVHC meeting.

- Employment Task Force- the Executive Committee discussed possible goals and objectives of the Task Force, noting that attendance has decreased. Members discussed the need for more training for case managers to prep for job retention and ways to encourage people in PSH and on SSI/SSDI to get a job.
- HMIS Committee: No meeting this month

**CONCLUSION:** Y. Smith agreed to attend the next Employment Task Force meeting to assess their current challenges and direction of the Committee.

**Agenda topic Youth Demonstration Project**

**DISCUSSION:** The Planning Council (TPC) is still assessing the feasibility of applying for the grant to fund a pilot project in Chesapeake.

**CONCLUSION:** The Committee agreed to continue to identify ways to address youth homelessness and discussed the possibility of pursuing a planning grant from local community foundations. TPC will also convene youth providers and look for ways to improve data collection and coverage for the youth population during the Point in Time Count.

**Agenda topic System Redesign Committee**

**DISCUSSION:** The Committee reviewed the topics assigned to the Executive Committee and developed a timeline for (1) when each topic will be discussed and for (2) when the action steps and implementation steps for each topics will be forwarded to Housing Innovations for incorporation in the final document.

**CONCLUSION:** The Committee developed the following timeline for each topic:

TOPIC	PRIORITY	TIMELINE
Establish CoC Funding Priority	1	December 2016- February 2017
Implement a Governance Charter (policy & procedures manual)	1	
Review/develop Project/Funding Review Tool(s)	1	January – March 2017
CoC Data Report Development	1	
Develop a process for reviewing the work of the CoC	3	July – TBD
Discharge Planning Strategy	3	

# Southeastern Virginia Homeless Coalition

## MINUTES

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**Meeting date | time** 12/1/2016 1:00 PM | **Meeting location** The Planning Council, Norfolk, VA

**Type of meeting** Executive Committee

### Attendees

Stacie Walls-Beegle, ACCESS	Mike Wasserberg, Norfolk OTEH
Sarah Johnson, ForKids	Maddi Zingraff, The Planning Council
Juanita Dowdy, ForKids	Yilla J. Smith, The Planning Council
Heather Barker, NDHS – HART	Hugo Elfinstone, Virginia Supportive Housing
John Boylan, Norfolk OTEH	Kristen Pine, YWCA-SHR

## AGENDA TOPICS

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### Agenda topic Approval of November 3, 2016 Minutes

**DISCUSSION:** The Committee voted to approve the November 3, 2016 minutes without noted changes.

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### Agenda topic Committee Reports

**DISCUSSION:**

- **SCC Singles:** The Committee is continuing to maintain a long PSH pending list due to low turnover rates. Additionally, members have requested a SPDAT training to enable the committee to use a standardized assessment to prioritize individuals referred to NRHA.
- **SCC Families:** The Committee has discussed the direction and leadership of the SVHC Families Committee, the monitoring and policy driver of SCC-Families. The Executive Committee discussed either diversifying the Committee membership or allowing the Program Monitoring Committee (PMC) to assume responsibility for the monitoring component. Members agreed to suspend SVHC Families meetings and will work to create an additional committee that would provide oversight for Coordinated Assessment, the Service Coordination Committees, and the Hotline. The Committee would include program participants that are able to vote on policy changes. In the meantime, it was moved that any SCC-related issues will be addressed with the Executive Committee, and all Hotline and Emergency Overnight (ERO) data will be presented at PMC meetings. All members voted to accept the motion; the motion passed. The Participation Agreement has been sent out to participating agencies, but not all agencies that attend SCC have signed the form. Both SCCs with address members who have not signed at their next meetings. The deadline for returning the Agreement is January 15, 2017; if an agency does not provide a signed copy by the deadline, the agency will not be able to attend meetings.
- **Program Monitoring Committee:** The Planning Council will send out a Doodle to determine availability for a meeting in January 2017.
- **Employment Task Force-** No Report
- **Nominating Committee:** The Committee met to discuss possible candidates for the SVHC Chair and Co-Chair positions. All candidates approached have turned down the position. The Committee discussed amending the Bylaws to include two Co-chairs instead of a Chair and Vice-Chair.

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**Agenda topic SVHC System Redesign**

**DISCUSSION:** The Executive Committee was assigned two tasks during the System Redesign Process: 1) Establish funding priorities and, 2) Review the Governance Charter. Members agreed that the current SVHC policies meet HUD requirements, therefore the CoC will continue to function under the existing Bylaws until the identified changes have taken place.

**CONCLUSION:** The Executive Committee will prioritize implementing a Conflict of Interest policy before the next grant cycle. The CoC will develop a flow chart for mapping Prevention, Rapid Re-Housing and the regional Domestic Violence hotline.

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**Agenda topic SVHC Governance Charter**

**DISCUSSION:** The Committee reviewed the Governance Charter and suggested changing the headers and format. Members discussed hosting a meeting for SVHC members, stakeholders, and other coalitions whose missions overlap with homeless (i.e., discharge planning, hospitals, jails, etc.) to review the Charter and discuss changes to meetings, structure, and governance.

**CONCLUSION:** The Committee will identify attendees and contact HRPDC to schedule a meeting time in March 2017. The Governance Charter will be revisited once the SVHC holds the stakeholders meeting and addresses CoC structure.