

**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**February 8, 2012 Meeting Minutes**

**Meeting Attendees**

<b>Hampton DHS</b> - Co-Chair - M Holup, <b>Hampton/NN CSB</b> - Co-Chair -D Schwartz <b>Menchville House</b> – Treasurer - S. Jones <b>The Planning Council</b> – D Hugill, J. Dixon	<b>Housing Development Corp of Hampton Roads</b> – Sr. David Ann <b>LINK</b> – P. Shine, L. Finding <b>Newport News DHS</b> – J. Kirsch <b>The Aids Fund</b> – S. Taylor-Donahue
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**I. Website Update**

D. Hugill reported that the GVPCCC website contract is paid through October 2012. Carroll Prescott is the webmaster for the GVPCCC website. The cost for Carroll to maintain this website is \$614.00 per year. The Task Force on Homelessness website (vapeninsulahomeless.org) is paid by The Planning Council through contract with the COH and the cost for the vapeninsulahomeless.org domain name is \$13.00 per year and \$19.95 per month for a total of \$252.40 per year. This website is managed by D. Hugill.

J. Dixon and D. Hugill had a conference call with Carroll Prescott to discuss fee amount to manage the vapeninsulahomeless.org website as D. Hugill needs additional training to manage the website in a more professional manner. Carroll Prescott has managed the Southside CoC website and will now design and manage the newly merged CoC on the Southside. It is possible due to the volume of business that the CoC's in this area provide that the annual fee may be discounted. Carroll Prescott stated he would review the website and would provide estimate to manage the vapeninsulahomeless.org website.

**II. Peninsula Community Foundation Update**

D. Hugill reported that she met with Mike Monteith of the Peninsula Community Foundation and discussed possibility of an agency endowment for the GVPHC – specifically for the 50 Peninsula 1000 Homes Campaign. He suggested a Donor Advised Fund would be more appropriate and states he will be willing to submit a written proposal to his board and feels they may be able to assist and possibly waive initial rules due to trial and error nature of this campaign and because the campaign serves a public purpose and is a charitable activity. He states if approved by the board there are two fees associated with the Donor Advised Fund (\$250.00 set up fee and a 1% annual fee based on the average yearly balance in the fund). Additionally there will need to be \$5000.00 to incorporate fund and to maintain a fund between \$5,000 - \$10,000. Next step is to submit a formal proposal to PCF explaining the campaigns contribution to the region and the Consortiums need for a reputable agency to provide services as fiscal agent. Discussion among Leadership Team was to submit formal proposal to see if the PCF would approve a Donor Advised Fund for the GVPHC 50 Peninsula campaign and exact cost involved. If proposal accepted by PCF, the Leadership Team will take to Consortium for final vote.

III. Article for Oyster Pointer regarding 50 Peninsula - 1,000 Homes reviewed and approved for publication.

**IV. Bylaws**

Discussion on last few pages of bylaws. Revisions discussed and will be inserted and emailed to GVPHC for review and discussion/vote at the GVPHC meeting on March 20<sup>th</sup>.

**V. Identifying 2011-2012 Paid Member**

Meeting time expired prior to this agenda item. It was decided the Chairs, CoC Coordinator, and newly elected treasurer would meet to turn over bank statements to newly elected Treasurer S. Jones to allow time for review and further discussion at the next Leadership Team meeting.

**Next meeting March 8, 2012 @ 9:00 a.m. @ Hampton DHS**  
**Meeting Adjourned**

**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**March 15, 2012 Meeting Minutes**

**Meeting Attendees**

<b>Hampton DHS- Co-Chair - M Holup,</b> <b>Menchville House – Treasurer - S. Jones</b>	<b>First Home Care – Lisa Duez</b> <b>The Planning Council – D Hugill</b>
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**I. Website Update**

D. Hugill provided website proposal from Carroll Prescott. The website design proposal for Taskforce on Homelessness estimate is \$395.00 for the specifications outlined in the proposal provided. Basically if the vapeninsulahomeless.org redesigns its website after Southside CoC, it will be \$395.00 plus \$12.95 per year. The \$12.95 fee will be what is paid to keep the domain name of vapeninsulahomeless.org currently paid for by The Planning Council. Carroll states will need permission or direction from the Chair of GVPCCC to redirect GVPCCC website to vapeninsulahomeless.org. Advised Carroll that GVPCCC has been restructured and is now GVPHC.

Question posed since the GVPCCC website is already paid through October 2012, why couldn't the GVPCCC website be redesigned after Southside CoC and be given a price of \$395.00 for renewal in October. Debby will contact Carroll and ask question and report back at next meeting.

**II. Bylaws**

D. Hugill reported noted changes on Bylaws after last GVPHC meeting and follow-up emails with suggested changes. Leadership Team reviewed noted changes and requested final version be sent to GVPHC for final review and vote at next meeting on March 20, 2012.

**III. Peninsula Community Foundation Update**

D. Hugill submitted a draft Peninsula Community Foundation proposal for review. The Leadership Team reviewed and requested one edit to add "and ongoing efforts to end homelessness" to the Charitable Activity statement. D. Hugill will make the change and submit to Peninsula Community Foundation for consideration.

**IV. Treasurer Report**

S. Jones reported that the \$225.00 Chamber of Commerce Membership expires soon. States benefits of being a Chamber member is GVPHC members can receive a reduced rate for events sponsored by the Chamber.

Discussion to bring item before GVPHC to vote on renewal of Chamber of Commerce membership. S. Jones request post office box for centralized mailing and to change name on bank account to GVPHC. Will present to GVPHC for discussion.

V. Discussion in regards for a new logo for GVPHC. Suggestion to make announcement at the next GVPHC meeting for any ideas. Further discussion to present GVPHC items for voting one month and vote next month to allow time for discussion and feedback.

**Next meeting April 12, 2012 @ 9:00 a.m. @ Hampton DHS**

**Meeting Adjourned**

**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**April 12, 2012 Meeting Minutes**

**Meeting Attendees**

<b>Hampton DHS</b> - Co-Chair - M Holup, <b>HNNCSB</b> - Co-Chair -D Schwartz <b>Menchville House</b> – Treasurer - S. Jones <b>Newport News DHS</b> – J. Kirsch	<b>The Planning Council</b> – D Hugill <b>PICH</b> – E. Lemon <b>Guest</b> – C. Prescott
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Minutes for March 15, 2012 reviewed. D. Schwartz made a motion to approve the minutes. M. Holup 2<sup>nd</sup>. Minutes approved with no correction.

GVPHC Bylaws (FINAL) were signed/dated by Chair/Co-Chair

**Website Update**

C. Prescott attended meeting to answer questions and provide estimate and options for the website. Discussion around redesign and management of the GVPCCC website or the vapeninsulahomeless.org website. C. Prescott indicated that redesign site fee for either site would be \$395.00 and a monthly management fee ranging from \$20.00 - \$50.00 depending on the amount of time needed to manage the site. C. Prescott stated that his management fee for the GVPCCC website was \$50.00 a month due to the volume of request he was receiving from many sources. C. Prescott also stated another option was to talk with Norfolk Consortium and split the hosting cost as there is plenty of room for both Consortiums to have their own independent site however, split the hosting cost of \$179.00. D. Hugill will speak with J. Dixon at TPC to discuss this option. After further discussion it was requested that C. Prescott provide a spreadsheet with available options and pricing for all cost involved (i.e. redesign site fee, hosting cost, Domain Name fee, and monthly management fees). It was further requested if C. Prescott could redirect either or both existing sites to new site. C. Prescott states would need a letter from GVPCCC Chair advising same. Advised C. Prescott that GVPCCC has been restructured and new name for organization is GVPHC and a letter will be forthcoming from the Chair requesting the GVPCCC site be redirected to the current Task Force site until final decision regarding which website will be adopted has been reached. C. Prescott will be forwarding estimates for varying options to D. Hugill. D. Hugill will forward to Leadership and GVPHC for discussion at the next GVPHC meeting.

**COH Update**

D. Hugill reported that Claudia Gooch will be speaking at the next COH meeting around ideas from best practices/evidenced based models for permanent housing. The COH has been working on regional data collection system which is now in design. Request to be made to COH to work collaboratively towards goals of creating permanent housing.

**Program Monitoring Committee**

No update

**SCAAN**

There have been some complaints of a lot of talking and side talk at SCAAN meetings and no resolution on some cases, specifically in regards to clients where there are no ROI. Discussion to schedule a training day of how clients will be staffed (i.e. must have ROI and HMIS consent) and possibly create a face sheet that indicate initial plan of service signed by the Chair of SCAAN indicating who is doing what for client and a process for reporting back at the next SCAAN meeting. In addition to create a plan for follow-up for data purposes and to show outcomes – basically a format or standard operating procedure to bring uniformity to staffing clients brought to SCAAN. Enforce rule, if no ROI then no discussion of clients even if no first/last names used. Agreement reached to have a small working group develop a standardized process for SCAAN, develop necessary forms, and put a standard operating procedure in writing so everyone is knowledgeable of how to bring a case to SCAAN and the process of staffing cases at SCAAN. Once developed the proposed procedures will be taken to SCAAN for input/training. Working group identified as E. Lemon, J. Kirsch, A. Hill, M. Holup, D. Schwartz, S. Jones, A. Taylor and D. Hugill. Working group will meet at HDHS at 9 a.m. on Thursday, April 19<sup>th</sup>.

## HMIS

No report

## 50 Peninsula

Question raised if there is enough consent to share information at SCAAN to staff 50 Peninsula cases. Consent on VI survey does state ‘the information that you tell us during the interview will be stored in a secure database and also be shared with outreach workers and case managers who will follow up with you for services. All of your information will be kept secure and individuals who will see it have signed confidentiality waivers and will not share your information.’ Question raised that HIPPA requires additional consent for those with physical and mental health issues. These questions will be discussed further after the SCAAN standardization meeting on April 19<sup>th</sup>. The goal is that all cases going to SCAAN including 50 Peninsula follow the same procedure. Will also discuss with VCEH to see what other regions are doing with the question if additional consent needed for 50 Peninsula cases. Discussion to remind Dee Riter to keep track of 50 Peninsula clients being house separately than SCAAN cases.

## Vacant Committees/Identify Potential Chairs/Goals & Objectives for Committees

Discussion about Housing Resources Committee. Would like to see this committee coordinate housing intake process for ES and TH – possibly springboard off SCAAN standardization meeting and the procedures developed at that meeting. Would like to have ES and TH program directors involved to give input and collaborative process. Also would like to have HBT involved and to continue recruiting landlords for housing. Recommended that Sylvia Jones and Centierra Boyd coordinate first meeting for committee and have committee nominate chairs for this committee. First meeting for Housing Resources Committee is scheduled for May 1<sup>st</sup> @ 9:30 a.m. @ Menchville House. Announcement will be made at the next GVPHC meeting. Discussion about Services Resources Committee. Would like to have this committee continue to update Street Cards, coordinate welcome kits for 50 Peninsula (i.e. possible representative from LINK on committee since they have warehouse of furniture), prepare hygiene kits for annual PIT, and develop and keep updated a running list of service resources within the region. Recommended Tonya Johnson and Theora Rankin to coordinate first meeting for committee and have committee nominate chairs for this committee. Date of first meeting tentatively scheduled for May 1<sup>st</sup> @ 11 a.m. at TSA. Discussion around the Preventative Resources Committee tabled until these committees get formalized.

## Draft Outline for PCF/GVPHC Agreement

D. Hugill also reported on meeting with PCF (M. Monteith and his attorney Patrick McDermott) around the Ferguson money that was pledged from the 50 Peninsula Debriefing. S. Jones and M. Holup were also in attendance from the GVPHC. Discussion around how the process of staffing/housing the individuals identified from the 50 Peninsula Registry Week and how the Ferguson money would be distributed. M. Monteith indicated that he would prefer to deposit a specified amount into an account (GVPHC) for checks to be written to pay for the services around housing the 50 Peninsula and to draw up an agreement regarding same and to include in agreement how the case files will be kept should he be audited. M. Holup discussed how SCAAN would process 50 Peninsula cases and that cases would be housed with the Chair of the GVPHC. M. Holup discussed case files would be kept in the same way as required for state funding and can be made available at any time should PCF be audited. In discussion of what to include in the agreement it was brought to the attention of the attorney that GVPHC is neither a nonprofit nor a legal entity and that this may be an issue to signing the agreement. Suggestion made that the agreement may be signed by the CoC Coordinator as an employee of TPC - nonprofit. D. Hugill advised that any agreement from TPC must be signed by the president of TPC. Another suggestion was to ask the Chair of the COH to sign agreement. Another concern raised at the meeting by the attorney and Mike Monteith was that funds being transferred into an account that is not another non-profit or legal entity could be an issue. D. Hugill to discuss with TPC to see what options are available as TPC is a non-profit at least until GVPHC becomes legal entity or non-profit. D. Hugill is working on agreement after further conversations with TPC and also discuss with Alan Archer of the COH.

Minutes submitted by D. Hugill

**Other Business:**

Discussion around regional SOAR Team. D. Schwartz recommended to have L. Howlett attend the June Leadership Team to discuss in more detail in regards to developing a regional SOAR Team and then take information back to GVPHC meeting for more in-depth discussion.

**Next meeting May 10, 2012 @ 9:00 a.m. @ Hampton DHS**

**Meeting Adjourned**

Minutes submitted by D. Hugill

**Leadership Team Meeting  
GVPHC  
Hampton DHS  
May 10, 2012 Meeting Minutes**

**Meeting Attendees**

<b>Hampton DHS</b> - Co-Chair - M Holup, <b>HNNCSB</b> - Co-Chair -D Schwartz <b>Menchville House</b> – Treasurer - S. Jones <b>Newport News DHS</b> – J. Kirsch	<b>The Planning Council</b> – J. Dixon <b>HNNCSB</b> – J. Cipriano <b>HELP</b> – C. Dillow
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**Other Business:**

Items I – V from May 10<sup>th</sup> Agenda not covered due to length of time to cover Agenda Item VI (review of HSG grants).  
Defer Agenda items I – V to June meeting.

**Next meeting June 14, 2012 @ 9:00 a.m. @ Hampton DHS**

**Meeting Adjourned**

**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**June 14, 2012 Meeting Minutes**

**Meeting Attendees**

<b>Hampton DHS- Co-Chair - M Holup, A. Hill</b> <b>HNNCSB- Co-Chair -D Schwartz</b>	<b>The Planning Council – D Hugill</b> <b>PICH – E. Lemon</b> <b>Guest – Latasha Howlett</b>
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Minutes for April 12, 2012 and May 10, 2012 reviewed. D. Schwartz made a motion to approve the minutes. M. Holup 2<sup>nd</sup>. Minutes approved with no correction.

**Regional SOAR Discussion**

- Latasha Howlett State SOAR Coordinator was present at meeting to assist in discussion and implementation of a Regional SOAR Team.
- Concerns: many caseworkers in our CoC are trained in SOAR - however very limited SOAR applications being completed due to length of time involved, process overwhelming to most caseworkers; caseworkers have no mentors to discuss application process and no point of contact for assistance with questions regarding SOAR application.
- SOAR application have not been successful potentially due to no one caseworker identified to process application from beginning to end.
- Discussion to create a regional team – a committee made up of interested SOAR caseworkers (team members) willing to complete a SOAR application from start to finish. The committee will be made up of representative(s) from each jurisdiction and will meet monthly with state representative (Latasha Howlett) available for Q&A and mentoring. This committee will also include representative from DSS and SS for Hampton, Newport News and James City County, however, these reps will most likely attend every other month or on a quarterly basis. The purpose of including reps from DSS and SS is to build a relationship and a POC for a more seamless application process.
- Proposed referral process – Committee Chair for the Regional SOAR team to assign a SOAR case to team member. Monthly meetings to provide support for team member to process application to completion. Team members to gauge their workload and only accept a SOAR case if time permits.
- Other concerns: If SOAR application approved for individual clients will there be enough money for client to secure housing (i.e. \$674.00 may be all a client receives). Suggestion to request Housing Resource Committee to target housing (i.e. rooms for rent, etc) for this target population.
- Decision made to introduce a Regional SOAR Team proposal @ GVPHC August 21<sup>st</sup> meeting. The State SOAR Coordinator to be present at GVPHC meeting to address questions/concerns. Decision made to schedule an ‘interest’ meeting for Thursday, Sept 13<sup>th</sup> @ 9 a.m. @ HDHS as part of the Leadership Team meeting. State SOAR Coordinator to be present at interest meeting for additional Q&A and to decide on future meeting place/dates/time.

**Housing & Services Resources Committee Update**

- D. Hugill reported the preliminary goals and objectives for the committees. Additional discussion around committee goals and objective will be at the next quarterly meeting with committee chairs present. The Services Resource Committee will meet the first Tuesday of every month at 9:00 a.m. at The Salvation Army in Hampton. The Chair/Co-Chairs are Tonya Johnson and Theora Rankins. The Housing Resource Committee will meet the first Thursday of every month at 9:00 a.m. at Menchville House in Newport News. The Chair/Co-Chair are Sylvia Jones and Centierra Boyd. The Coordinated Intake Proposal is being worked through the Housing Committee.

**PCF/GVPHC Agreement Update**

- D. Hugill reported the agreement between the Peninsula Community Foundation and GVPHC with the inclusion of The Planning Council acting as ‘fiscal agent – part b’ was submitted to Mike Monteith on Tuesday, May 8th. The agreement was emailed to the GVPHC officers and The Planning Council for review and comment prior to submission to the Peninsula Community Foundation. The agreement was scheduled to be taken to the Peninsula Community Foundation board on May 11<sup>th</sup>. Email from Mike on 5/9/12 stating he reviewed the proposed agreement. Suggesting if TPC provides the payment processing role then he would recommend a ‘field of interest fund’ and not a ‘donor advised fund’. The email further stated regardless of how we proceed that the ‘Field of Interest Fund’ document needed to be signed by TPC and GVPHC. After reading the ‘Field of Interest’ document and discussion with Suzanne Puryear this document reads in

the first paragraph that the irrevocable gift appears to be coming from the Consortium and The Planning Council to the Foundation. Mike advised the language in the field of interest document is PCF standard language and it talks about an initial “gift” to the Foundation because the normal requirement is a \$5,000 opening donation. However, further discussion between TPC and Mike was to possibly simplify the process by having TPC receive the donation for the GVPHC and delay opening the fund with PCF until it becomes clear that a partnership is beneficial. If TPC is going to be the fiscal agent nothing further would be needed from PCF since TPC would be acting as fiscal agent (i.e. writing check, providing financial statement, etc). Mike further stated if the GVPHC wants to have an address on the Peninsula where donations can be made PCF would be happy to create a donor advised fund. Due to confusion of whether a donor advised fund needs to be completed or not - D. Hugill emailed Mike for clarification. Mike emailed and stated ‘if we wish to establish a fund with PCF that a ‘Field of Interest fund’ document would need to be completed. ....this is the document where the language reads as if TPC and GVPHC will be contributing to PCF. Discussion to possible meet with Mike in person to discuss the language of the ‘field of interest fund’ and further discuss exactly what is needed from TPC as fiscal agent and what is needed if anything from GVPHC.

### **Website Update**

- D. Hugill reported at the last GVPHC meeting the decision to vote on an option for the website was tabled until July/August GVPHC meeting. Due to budget the only option at this point is for the CoC Coordinator to continue managing the vapeninsulahomeless.org website. An email was sent to Carroll Prescott advising him to redirect the GVPCCC website to the vapeninsulahomeless.org website.

### **SCAAN Coordinated Intake System – Update**

- D. Hugill reported The Coordinated Intake System draft outline was reviewed by the Housing Committee. Several comments that the Housing Barrier Assessment Tool needs to be included. Suggestion to combine the Housing Barrier Assessment Tool with the SCAAN Coordinated Assessment Form (SCAF) to limit the number of new forms being created. Also noted the Housing Barrier Assessment Tool needs to be at the beginning of the intake process at the same point in the outline as the SCAF. The Housing Resources Committee has offered to take the task of combining these two forms for the Coordinated Intake System and present to SCAAN, Leadership, Housing Program Directors and ultimately to GVPHC for comment/edit. Additional feedback from the Program Monitoring Group regarding the proposed Coordinated Intake Systems – primarily that some agencies cannot allow staff time (due to grant funding and documenting work hours) to take all calls from clients outside their scope of work and become the accepting agency to present case to SCAAN. Other concern was the amount of time that the current Chairs of SCAAN are willing to accept (i.e. receive/review SCAFs and prioritizing clients for meeting, completing OSP’s) – future Chairs may not be willing to step into this role due to volume of work involved for the Chair(s) of this committee. Some proposed changes made to flowchart to address these concerns. HRC will continue to make necessary changes and will also incorporate concepts from NAEH toolkit on Coordinated Assessment and submit a revised plan to Leadership Team.

### **Other Business:**

- Decision made to cancel July 12<sup>th</sup> meeting and have quarterly meeting with Chairs at August meeting.
- Future discussion points – 3 year report card on 10YP – revise/update.
- Future discussion to integrate the goals and strategies in the 10YP into each committee’s objectives.

**Next meeting August 9, 2012 @ 9:00 a.m. @ Hampton DHS**

**Meeting Adjourned**

Minutes submitted by D. Hugill



**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**August 9, 2012 Meeting Minutes**

**Meeting Attendees**

<b>ACCESS</b> – C. Boyd	<b>Menchville House</b> – S. Jones
<b>Hampton DHS</b> - Co-Chair - M Holup, A. Hill	<b>PICH</b> – E. Lemon
<b>HNNCSB</b> - Co-Chair -D Schwartz, S. Armstrong	<b>The Planning Council</b> – D Hugill

Minutes for June 14, 2012 reviewed. D. Schwartz made a motion to approve the minutes. D. Schwartz 2<sup>nd</sup> the motion. Minutes approved with no correction.

**PCF/GVPHC Agreement Update**

- D. Hugill states had meeting on July 24<sup>th</sup> with Mike Monteith of the Peninsula Community Foundation to discuss Ferguson money and reported as follows:
  - There was \$50,000 deposited into the homelessness fund @ Peninsula Community Foundation from Ferguson. Approx \$32,000 left. Some funds went to VCEH and some funds went to another organization outside the CoC jurisdiction.
  - Mike clarified statement from 50 Peninsula Debriefing regarding Ferguson’s decision to support homelessness. Since that announcement Ferguson (Terry Hall) has asked PCF along with Kathy Johnson and Richard Goll to assist in developing a white paper on homelessness. D. Hugill and A. Archer was invited to attend meeting June 29<sup>th</sup>. D. Hugill unable to attend. The purpose of the meeting is to report back to Ferguson the best use for the homelessness funds. Mike has also called Lynne Finding, Joy Cipriano, Charlotte Dillow, Sister David Anne for input as well.
  - Would like to see GVPHC with common vision/outcomes with each agency free to work their programs as they are doing.
  - At this point Mike is planning to make the following three recommendations to Ferguson:
    1. Private Vouchers - \$ amount on annual basis
    2. Investor in physical plant – political will not there but may be if thought out model presented to councils by businesses alongside homelessness agencies.
    3. Coalition building – building exercise/group exploration for different opportunities
  - Advised Mike under HEARTH Act that an active Board will need to be created with Governance Charter for Board and all Committees for GVPHC. There has been encouragement to get local businesses involved with the CoC’s Board to add insight from business perspective regarding best practice models, best use of funds, etc. Possibly a real connection to the Coalition building with Ferguson.
  - Request was made to PCF to fund 50 Peninsula clients on case by case basis with security/utility deposit when the deposits become the only barrier to housing a client from 50 Peninsula campaign. Mike advised a letter requesting same may be submitted for consideration and most likely will be approved.
  - Request was made for Mike to attend the next GVPHC meeting to update the whole CoC regarding Ferguson money. Mike agreed to attend.

**SCAAN Coordinated Intake System – Update**

- D. Hugill reported The Coordinated Intake System draft outline was revised by the Housing Committee due to feedback from the Program Monitoring Committee and Leadership Team. The HRC is modeling after Central Intake Toolkit from NAEH.
- C. Boyd and S. Jones reported that the committee agreed to move forward with the “Decentralized Intake” model from the toolkit with multiple agencies providing intake. The GVPHC model will be called the ‘Coordinated Intake System’ (CIS). S. Jones is working on the draft for the ‘Intake Screening Form’ - calling on various agencies for input. C. Boyd is working on a draft for the ‘Housing Barrier Assessment’. Both forms will be reviewed at the next HRC meeting. A rough draft of the CIS model has been created and will be reviewed again at the HRC meeting. HRC hopes to present at the next Leadership Team meeting.

**Committee Reports:**

- **Leadership Team:** Discussion presented for Leadership to start development of 501c3 and Board creation for GVPHC. S. Armstrong volunteered to start paperwork for 501c3 status. S. Armstrong advised this will be a long process and some funding may be needed to process the paperwork. Discussion to invite city managers and others to a one day 8 hour meeting with specific agenda to get Board selection and 501c3. The purpose is to get everyone’s input from the ground floor for the new board and direction of GVPHC. Will put on agenda for next month for further discussion and planning.

- **Program Monitoring:**
  - S. Armstrong reported the next step for the NOFA process announced (Grants Inventory Worksheet – GIW). Current projects are confirming grant amounts and submitting to HUD.
  - NOFA registration will open in the next few weeks and remain open for 30 days. After registration closes then the NOFA will be announced shortly after that...most likely mid-late September.
  - The PMC will now be including all funded agencies (i.e. ESG, HPP, and HSG funds). The state is now requiring recipients of these funds to attend the PMC meetings. PMC will have agencies from all funding sources meet on a quarterly basis starting at the September meeting. The CoC HUD funded agencies will still meet monthly to accomplish the work involved with the NOFA grant.
  - The PMC will be reviewing the Renewal Supplemental Application(s) for the CoC HUD funded agencies at the next meeting.
- **HMIS:**
  - Hill reported HMIS has agreed to go to quarterly meetings.
  - Some agencies not attending and the committee is having issues with null values from these agencies. The individual agency null values increase overall CoC null values. Null values mean that information is not being entered or not being entered correctly. D. Hugill reported that she and J. Cohen will be conducting site visits and HMIS audits for all agencies and provide additional training to those agencies having difficulties with entering HMIS data.
  - Agencies MUST send their data entry person to the HMIS meetings not a substitute...Suggestion was to pull HMIS license owner for each agency and advise ED of each agency.
  - There is also a problem with the quarterly reports for the COH. Clients who are receiving ongoing services will be counted every quarter unless exited and you cannot exit a client without income and housing updates which creates a dilemma with the quarterly reports b/c it shows higher numbers because clients are being counted every quarter. COH will need to decide if they want to count duplicated or unduplicated clients. If duplicated the numbers will be significantly higher.
- **SCAAN/50 Peninsula**
  - Working with approximately 3 families from TSA due to cut in funding for emergency shelter. Other cases being staffed as presented from individual agencies.
  - 50 Peninsula has housed 7 clients through CSB, LINK, ACCESS, HUD VASH and private housing. A smaller group has been formed to review 50 Peninsula client list as there are some problems with clients not being eligible into housing options available. The small group hopes to review each client and verify as much information as possible and then house clients according to the best housing source available.
- **Housing Resource Committee**
  - C. Boyd and S. Jones reported the committee is aligning their plans and actions steps to align with 10YP. The main objective now is to create the Coordinated Intake System for review and final vote by the GVPHC. The goal is to present the CIS model, intake form, and barrier assessment at the next Leadership meeting and other committees for feedback and then to GVPHC for discussion and vote by September/October 2012.
- **Service Resource Committee**
  - Chairs not in attendance. D. Hugill reported the SRC is working on a list of agencies that can provide individualized case management. Wrap around services with adequate case management seem to be a recurring gap when placing the 50 Peninsula clients. If client is eligible for Medicaid, case management is not a problem. The small group reviewing 50 Peninsula cases are making it a priority for those clients who may qualify for Medicaid to refer those client to the Regional SOAR Team (when created next month) so that when housing becomes available – the case management will also be in place.
- **Other Business:**
  - S. Jones reminded everyone that GVPHC dues are due. A request to increase the dues to \$35.00 to cover the cost of the Chamber of Commerce dues, post office box, fees related to becoming a 501c3, and website expense. It was decided per bylaws to bring to the GVPHC for discussion and vote at the next meeting. S. Jones will work with D. Hugill to update the current invoice.
  - It was also recommended to provide a handout at the next GVPHC meeting regarding NOFA details/basic guidelines as there are still questions surrounding this process. The handout will be a reference for agencies to take with them as presenting the details apparently has not been effective in conveying the process. Also request a Q&A time possibly at the September meeting as the August meeting agenda is full.

Next meeting September 13, 2012 @ 9:00 a.m. @ Hampton DHS. Meeting Adjourned @ 10:45 a.m.

Minutes submitted by D. Hugill

**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**September 13, 2012 Meeting Minutes**

**Meeting Attendees**

**HNNCSB- Co-Chair -D Schwartz, J. Cipriano**  
**Hampton DHS- Co-Chair - A. Hill**

**Menchville House – S. Jones**  
**The Planning Council – D Hugill, J. Dixon**

Minutes for Aug 9, 2012 reviewed. J. Dixon made a motion to approve the minutes. A. Hill 2<sup>nd</sup> the motion. Minutes approved with no correction.

**SCAAN Coordinated Intake System – Update**

- D. Hugill provided an update on The Coordinated Intake System outline/draft. The latest version discussed by the HRC was a decentralized Intake System with five intake points (various agencies volunteering to be an intake agency). As the latest version was being discussed it was noted that each agency would have a different phone number therefore clients could potentially call 5 different agencies for assistance. Suggestion made to have each agency rotate being the 'central intake' for a day and using a central number that can be forwarded to the 'central intake agency of the day'. Discussion that the Upper Peninsula could not support all calls for the whole jurisdiction and possible have two central numbers (one upper and one lower) and have two sets of rotating agencies (one for Upper and one for the Lower Peninsula). Suggestion made that hours of operation be Monday – Friday 9 a.m. – 4 p.m. and that CIS number(s) not be publicized during pilot except among our CoC to gauge the number of calls in anticipation for when CIS fully launched to the public. The CIS Intake Form and Housing Assessment Barrier were reviewed and further edits will be made by Sylvia Jones. Another suggestion made to possibly use Ferguson money to support a Central Intake Model and to look at Norfolk's Call Point and HART Team as a local model to implement and review cost to submit a written proposal to PCF as a possible strategic investment concept for Ferguson to invest. D. Hugill to schedule tour for Call Point and HART Team.

**Treasurer's Report**

- S. Jones reported \$836.29 as a balance in the GVPHC account and 11 paid members for FY13 membership. D. Hugill to send email reminder along with GVPHC invoice.

**Feedback/Input for 'White Paper' Report to PCF**

- D. Hugill reported at the last GVPHC meeting, M. Monteith with PCF spoke and gave an update on the Ferguson money. Ferguson has requested PCF to put together a 'white paper' report on homelessness and to give Ferguson suggestions on strategic investment concepts for the \$250,000 donation earmarked to assist in the area of homelessness. M. Monteith welcomed suggestions from the GVPHC. It was suggested at the GVPHC meeting for suggestions to be emailed to D. Hugill and then all suggestions submitted will be discussed at the Leadership Team Meeting for submission to the PCF. D. Hugill followed up the meeting with an email on August 29, 2012 to the GVPHC distribution list regarding same. D. Hugill received two suggestions: (1) Field trip to Richmond to see the Richmond Outreach Center and (2) Submit a proposal for a Central Intake System. The Leadership Team discussed the need for the Ferguson money to be used for security/utility deposit for the 50 Peninsula clients. However, realizing that Ferguson is wanting to expend their funds for a more broader use in an effort to capture other major funders, the Leadership Team agreed to submit a proposal for Central Intake (pending more research/discussion at the HRC level) and still request some funds be available to assist in housing the 50 Peninsula clients (especially when the security/utility deposit is the only barrier to house). D. Hugill will email PCF and advise same.

**HEARTH – Interim Rule**

- D. Hugill discussed some of the requirements under HEARTH in regards to establishing/creating a Board and Governance Charter for the Board and all Committees. Our CoC has met many of the requirements, however, lacking in a few key areas. Main points are that the Leadership Team needs to move to a Board structure and inclusive of more agencies/representative and a Governance Charter also needs to be created. J.Cipriano will handle the 501©3 paperwork, however, some of the points noted will need to be in place prior to starting the paperwork for the 501©3. The Leadership Team discussed and will concentrate on these key areas over the next several months. Further suggestion is that the Leadership Team needs to update the progress on the 10YP 2-3 times a year. In addition the CIS is now a mandatory requirement under the HEARTH.

**Next meeting October 11, 2012 @ 9:00 a.m. @ Hampton DHS. Meeting Adjourned @ 11:00 a.m.**

**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**October 11, 2012 Meeting Minutes**

**Meeting Attendees**

<b>Family &amp; Youth Foundations</b> – M. Hamlin <b>HNNCSB</b> - Co-Chair -D Schwartz, J. Cipriano, S. Armstrong <b>Hampton DHS</b> - Co-Chair – M. Holup, A. Hill	<b>Menchville House</b> – S. Jones <b>NN DHS</b> – J. Kirsch <b>The Planning Council</b> – D Hugill
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Minutes for Sept. 13, 2012 reviewed. S. Armstrong a motion to approve the minutes. A. Hill 2<sup>nd</sup> the motion. Minutes approved with no correction.

**Coordinated Intake System – Update**

- S. Jones updated the Leadership Team regarding the Central Intake and Housing Barrier Assessment Forms.
- D. Hugill/S. Armstrong/J. Cohen reported on the CALL POINT @ For Kids in Norfolk. CALL POINT operates 8 a.m. – 7 p.m. with two FTE and 2 interns per semester. Negative use of interns is constant training and gaps between semesters – but For Kids feel interns have been an asset to the overall success of Call Point. An additional 8 hours per month for data reporting from in-house staff. Call Point cost is \$5000.00 plus HMIS user license fee for each user. Additional cost - computer equipment/phone equipment, phone line cost, and use of space. For Kids received initial grant funds from the City of Norfolk. The most important step/success for CALL POINT is to build the library (resources) and maintain constant contact with all agencies to keep resource list updated. For Kids has created an assessment for CALL POINT and is available for our use (copies provided at meeting). For Kids stated they are unable to take all calls due to volume. Overflow calls go to voicemail and messages are triaged and returned within 24 hours. CALL POINT takes calls from everyone – not homeless only. For Kids states tried to use other agencies to man CALL POINT on a 24 hour basis, however, did not work out well and decided to keep at one location and reduce the hours of operation. Discussion at Housing Resource Committee that we do not want to be another I&R like First Call and could First Call be approached to house GVPHC CALL POINT workers at Riverside and take all calls related to homeless while First Call continues to operate the I&R. Housing Resource Committee is looking into this and at the next meeting would lay the ground work for a proposal.
- Discussion around can any HMIS agency access CALL POINT, and if so why can't each agency be 'open door' and input calls into HMIS under CALL POINT and refer appropriately – if someone manages resource page. Will take option back to Housing Resource Committee for further discussion.
- Discussion that GVPHC (consortium) needs to be updated as to the change from Coordinated Intake System to Central Intake. The Chair suggested that the pros and cons for Central Intake be part of the proposal to the GVPHC as well as the Coordinated Intake System and to discuss why the committee is working toward a Central Intake.
- Discussion around the GVPHC Board development. Suggestion to have in bylaws that chairs rotate so that they are staggered. It was noted that it is in the Bylaws for the Leadership Team (Chair/Co-chair/Treasurer) to rotate but not the Chairs for the subcommittees. Discussion to include ED from Avalon and Transitions to be on the Board as this subpopulation (DV) is required to be on the Boards. In addition to talk with the V.A. (Debby to talk with Marti or David) to find a representative who will serve on the Board. It was decided to take up further discussion on Board Development at the next meeting.

**Next meeting November 8, 2012 @ 9:00 a.m. @ Hampton DHS. Meeting Adjourned @ 11:00 a.m.**

**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**November 8, 2012 Meeting Minutes**

**Meeting Attendees**

<b>Family &amp; Youth Foundations</b> – M. Hamlin <b>HNNCSB</b> - Co-Chair -D Schwartz, S. Armstrong <b>Hampton DHS</b> - Co-Chair – M. Holup,	<b>PICH</b> – E. Lemon <b>The Planning Council</b> – D Hugill, Y. Smith
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Minutes for Oct. 11, 2012 reviewed. S. Armstrong a motion to approve the minutes. M. Holup 2<sup>nd</sup> the motion. Minutes approved with no correction.

**Coordinated Intake System – Update**

- D. Hugill/S. Armstrong reported on the First Call Tour. First Call does not have space available for the CoC to put additional staff and take Central Intake Calls for the homeless through the existing First Call number. However, an option would be to ‘call forward’ those calls to another location (i.e. Central Intake Staff sitting at the new Day Center for example).

Several options for Central/Coordinated Intake were stated as follows:

- Use existing Call Point in Norfolk and provide staff at that location.
- Use the call forwarding approach from First Call to another location where the Central Intake Staff could accept calls.
- Use original idea of rotating agencies with a central number that is forwarding to various agencies participating in the Central Intake.

It was further discussed that the Housing Service Committee would take each approach and estimate cost for each proposal and to present more than one proposal with all the pros and cons of each proposal. Concern that ‘funding’ a Central Intake would not be sustaining.

- Other agenda items (GVPHC Board/501c3) were deferred to a later date. It was decided to concentrate on finalizing the Central Intake and then begin work on other items being mandated by HUD.

**Next meeting December 13, 2012 @ 9:00 a.m. @ Hampton DHS.**

**Leadership Team Meeting**  
**GVPHC**  
**Hampton DHS**  
**December 13, 2012 Meeting Minutes**

**Meeting Attendees**

<b>Family &amp; Youth Foundations</b> – M. Hamlin <b>HNNCSB-</b> Co-Chair -D Schwartz, S. Armstrong <b>Hampton DHS-</b> Co-Chair – M. Holup,	<b>The Planning Council</b> – Y. Smith <b>Menchville House</b> – S. Jones
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Minutes for November 8, 2012 reviewed, a motion was made, seconded and approved by majority vote to approve the minutes with the correction of the name of the “Housing Resources Committee 2<sup>nd</sup> the motion.

**Coordinated Intake System – Update**

- M. Holup provided a summary of the information presented during the Virginia Department of Housing and Community Development (DHCD) Input Session held on December 10, 2012. The committee discussed the information presented during the input session pertaining to the states requirement for CoC’s to actively work to develop and implement a Coordinated Assessment system. The group reviewed the progress made by the Housing Resource Committee to establish a Client Intake Form and discussed ways the forms could be used by the GVPHC to meet both HUD and DHCD’s requirements for Coordinated/Central Intake. The Housing Resources Committee will continue to assess options for the development of a hotline and will work to schedule a conference call and second tour of the ForKids hotline to gather more information on their system. Members continued to express concerns that a sustainable source of “funding” for Central Intake has not yet been identified. S. Jones will present the second draft of the GVPHC Client Intake Form for approval during the December 18, 2012 general meeting.

DHCD also announced plans to consolidated ESG funds and require all CoCs to submit one consolidated application for all ESG funding request. M. Holup suggested convening a meeting with all funded programs in either late January or early February to develop a Consolidated Plan in March to meet the April submission deadline.

- Y. Smith announced that HUD released the FY2012 Continuum of Care NOFA on November 9, 2012 with a January 18, 2013 submission deadline. The NOFA announced several chances, including:
  - HUD to evaluate performance of each grant, reallocation, HUD Priority – CH Projects that serve those with the longest histories of homelessness, Exhibit 2 e-snaps submission deadline (30 days before the application deadline), CoC to report on coordination and evaluation of ESG funds, TH and SSO may request up to 10%\$ of funding awarded under the NOFA to serve families with children and youth defined as homeless under other federal statutes.
  - Application to be assessed based on 130 point scale, CoC must receive a minimum score of 97 or above in order to have new projects awarded.
  - CoC’s are required to rank all projects applying for grant funds that it does not reject, new and renewals, in e-snaps. HUD is requiring CoCs to rank projects under two (2) tiers.
  - Additional CoC Strategic Planning Objective- Intent of the CoC to reallocate SSO and TH projects to create PH projects.

**Next meeting: January 10, 2013 @ 9:00 a.m. @ Hampton DHS.**