

Leadership Team Meeting
GVPHC
Hampton DHS
January 10, 2013 Meeting Minutes

Meeting Attendees

Family & Youth Foundations – T. Johnson HNNCSB- Co-Chair -D Schwartz, S. Armstrong Hampton DHS- Co-Chair – M. Holup, A. Hill	Menchville House – S. Jones NNDHS- J. Kirsch The Planning Council – Y. Smith, J. Dixon
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Minutes for December 13, 2013 reviewed, a motion was made, seconded and approved by majority vote to approve the minutes.

Coordinated Intake System – Update

- S. Armstrong reported receipt of an email from the Peninsula Community Foundation requesting a proposal for the multi-year funding of a call center. The email included a request to meet sooner-than-later to discuss the development of the system and funding requirements. S. Armstrong, J. Dixon, S. Jones and Y. Smith will work to develop a proposal including budget information and a job description.
- Members of the Housing Resource Committee are scheduled to take a second tour of the ForKids Call Center in Norfolk this afternoon. During the last meeting, the committee reviewed the Call Center options and discussed the development of a timeline for the submission and ratification of a proposal for the call center. When discussing the use of the ForKids Call Center the Leadership Team posed several questions that will need to be addressed in the proposal, including:
 - If ForKids can have two HMIS systems and one Peninsula license to enter calls from the Peninsula into the Peninsula's HMIS? Or will the systems need to be merged and what is the cost?
 - Will there be one (1) number for both sides or will the Peninsula get a separate number? And can this number be toll free for persons calling from remote areas.
 - Does the Peninsula's operator have to be located at ForKids in Norfolk?

CoC Consolidated Application- Update

Y. Smith reported that the FY2012 Continuum of Care NOFA was released on November 9, 2012 with a January 18, 2013 submission deadline. The Program Monitoring Committee met to review the application and provide input on several sections. The application revealed a list of items that the CoC needs to address in the next year, including the review of the 10year plan, the establishment of a strategic plan and the launch of a central intake system. J. Dixon proposed hosting a priority session in March or April to review the 10 Year Plan to End Homelessness and establish priorities for the GVPHC.

Point-in-Time Count

Y. Smith reported that the 2013 Point-in-Time Count is scheduled for Wednesday, January 23 through Thursday, January 24, 2013. Thursday's count will be set up similar to 50 Peninsula Campaign, wherein volunteers will meet at Mary Immaculate Hospital at 6:00am for volunteer training, refreshments and team assignment. A sign-in sheet will be distributed during the GVPHC meeting to recruit additional volunteers for each team. Farm Fresh and Krispy Cream to donate food and PATH will provide juice and paper products.

Committee Reports

- Leadership- no report
- Program Monitoring- HSG/ESG/HPP providers will report during the January 24th meeting.
- HMIS- J. Cohen sent out monthly data quality reports to users.

- SCAAN/50 Peninsula Referrals- three (3) more people from the 50 Peninsula Registry have been housed. SCAAN will continue to host guest presenters at monthly meetings to improve access to mainstream resources.

Next meeting: February 14, 2013 @ 9:00 a.m. @ Hampton DHS.

Minutes submitted by D. Hugill

Leadership Team Meeting
GVPHC
Hampton DHS
February 14, 2013 Meeting Minutes

Meeting Attendees

HNNCSB- Co-Chair - S. Armstrong Hampton DHS- Co-Chair – M. Holup	Menchville House – S. Jones NNDHS- J. Kirsch The Planning Council – Y. Smith
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Minutes for January 10, 2013 reviewed, a motion was made, seconded and approved by majority vote to approve the minutes.

GVPHC Meeting Agenda

- No presentations will be scheduled for this month's GVPHC meeting. Presentations will resume in March.

Coordinated Intake System – Update

- Members of the committee to host a special meeting on February 25th to continue development of a proposal. The proposal to include information
- Members of the Housing Resource Committee are scheduled to take a second tour of the ForKids Call Center in Norfolk this afternoon. During the last meeting, the committee reviewed the Call Center options and discussed the development of a timeline for the submission and ratification of a proposal for the call center. When discussing the use of the ForKids Call Center the Leadership Team posed several questions that will need to be addressed in the proposal, including:
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Next meeting: February 14, 2013 @ 9:00 a.m. @ Hampton DHS.

Minutes submitted by D. Hugill

Leadership Team Meeting
GVPHC
Hampton DHS
March 14, 2013 Meeting Minutes

Meeting Attendees

HNNCSB- Co-Chair - S. Armstrong, D. Schwartz Hampton DHS- Co-Chair – M. Holup PICH- E. Lemon	NNDHS- J. Kirsch The Planning Council – Y. Smith
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GVPHC Meeting Agenda

A representative from Peninsula Worklink was scheduled by the Service Coordination Committee to present at the March GVPHC meeting.

Coordinated Intake System/Central Intake Proposal

Members of the Housing Resource Committee are working to finalize and release a draft of the proposal for the call center. The proposal will include a three year funding request for \$150,000. M. Holup will schedule a meeting with the foundation once a draft of the proposal is released, Y. Smith, J. Cohen and S. Jones will be in attendance.

CoC Strategic Planning/10 Year Plan Review

Strategic Planning/10 Year Plan Review is scheduled to take place on April 22nd, during the regularly scheduled GVPHC.

ESG Consolidated Application- Update

- M. Holup presented concerns as the CoC Lead Agency with entering contracts as the current CoC Lead, because her term as GVPHC Chair is coming to an end, which according to the Bylaws requires the change of the CoC Lead. Y. Smith reviewed the minimal responsibilities of the CoC Lead Agency and presented concerns with the continuous change in the CoC Lead Agency. M. Holup to speak with the HDHS Director regarding the indefinite continuation as CoC Lead Agency. Y. Smith with present the argument to the Commission on Homelessness (CoH) and advocate for selection of a permanent CoC Lead.
- The Team discussed the use and prioritization of funds under the ESG –CoC Consolidated Application, including:
 - (Rapid Re-Housing Funds) special consideration for persons that identify SCAAN as only source of referrals. To meet this guideline agencies wishing to access RRH funds will be required to present the case before the SCAAN Committee for acceptance. Presenting agencies will be required to provide case management services.
 - Consider streamlining Prevention funds to serve multi localities (similar to the HPRP process).
- Y. Smith to incorporate a “special considerations clause” in the Supplemental Application prior to releasing it this week.

Point-in-Time Count

Y. Smith reported that the 2013 Point-in-Time Count took place on Wednesday, January 23 through Thursday, January 24, 2013; results of the count are forthcoming. The Team also discussed concerns with the registration process and limitations at A Night’s Welcome, which could result in a decrease in the number of persons identified as sheltered during the count.

Next meeting: April 11, 2013 @ 9:00 a.m. @ Hampton DHS.

Leadership Team Meeting
GVPHC
Hampton DHS
April 11, 2013 Meeting Minutes

Meeting Attendees

HNNCSB- Co-Chair - S. Armstrong, D. Schwartz, S. Niles Hampton DHS- Co-Chair – M. Holup, A. Hill PICH- E. Lemon NNDHS- J. Kirsch	The Planning Council – Y. Smith Menchville House- S. Jones LINK- P. Shine Other - L. Sprinkle and C. Green
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Minutes for March 14, 2013 reviewed, a motion was made, seconded and approved by majority vote to approve the minutes.

Coordinated Intake System/Central Intake Proposal

Y. Smith announced plans to release a draft of the proposal for comment in the next few days. Members will have a week to submit comments and suggestions. M. Holup will speak with the Foundation during the April 22nd Strategic Planning meeting and work to schedule a time to further discuss the proposal either in late April or early May. M. Holup will identify herself and Y. Smith as the point of contact for the GVPHC.

CoC Strategic Planning/10 Year Plan Review

Strategic Planning/10 Year Plan Review is scheduled to take place on April 22nd, during the regularly scheduled GVPHC. J. Dixon is working to draft an agenda and presentation highlighting the achievements of the GVPHC. D. Schwartz to follow up with T. Johnson regarding refreshments for the event.

ESG Consolidated Application- Update

- Members addressed concerns with the unspecified structure and formality of the upper Peninsulas “SCAAN Committee.” The Team agreed to offer mentorship and develop reporting/communication requirements to ensure that the committee functions as a SCAAN Committee.
- Supplemental Applications will be reviewed by the Program Monitoring Committee for all interested State ESG grantees on April 12, 2013. Applicants will have an opportunity to provide project overviews, however agencies will be assessed for eligibility based on the requirements stated in the Bylaws. Ineligible grantees will be afforded the opportunity to partner with qualified grantees, pending the grantees approval.

Committee Reports

- Leadership- no additional report
- Program Monitoring- no additional report
- HMIS- A. Hill reported that three (3) agencies have data quality concerns; The Planning Council is working to address problematic agencies.
- SCAAN/50 Peninsula Referrals- 19 people from the 50 Peninsula Registry have been housed, however there continues to be problems with wrap-around services to ensure that persons housed remain housed.
- Housing Resources Committee- no additional report
- SOAR- S. Niles reported that there are currently 16 members on the regional team working to staff 6 cases.

Next meeting: May 9, 2013 @ 9:00 a.m. @ Hampton DHS.

Leadership Team Meeting
GVPHC
Hampton DHS
May 10, 2013 Meeting Minutes

Meeting Attendees

HNNCSB- Co-Chair - S. Armstrong, D. Schwartz Hampton DHS- Co-Chair – M. Holup NNDHS- J. Kirsch, T. Rankin	The Planning Council – Y. Smith Menchville House- S. Jones
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Minutes for April 11, 2013 reviewed, a motion was made, seconded and approved by majority vote to approve the minutes.

Coordinated Intake Form

Presentations to SCAAN should now be conducted utilizing the approved GVPHC Coordinated Intake Form along with signed release of information forms. SCAAN will need to discuss the use of the form for presentations and funding requests during their May meeting. SCAAN should also solicit shelter and program guidelines for entry and/or assistance from each participating agency.

Coordinated Intake System/Central Intake Proposal

M. Holup will attempt to schedule a time to meet with the Peninsula Foundation to discuss the proposal as soon as possible. M. Holup will identify herself and Y. Smith as the point of contact for the GVPHC. In preparation for the upcoming changes and system implementation the Team suggested the planning of a Resource Fair. The Services Coordination Committee will work with the Housing Resources Committee to develop an agenda to coordinate the Fair.

ESG Consolidated Application- Update

- The ESG Consolidated Application was submitted on April 26, 2013 and included a funding request for \$496,210, including the 5% allowed for administration. DHCD will schedule a conference call to review the application and negotiate award amounts. The Program Monitoring Committee will need to revisit eligible applicants and develop a plan for making cuts and funds disbursement.

GVPHC May Meeting Agenda

- Central Intake Proposal Presentation S. Jones
- Phrase of the Month –“Serious Mental Illness”
- Bylaws addendum
 - To align terms of Chair and Treasurer as stated in the Bylaws, propose to appoint the next Chair to a three (3) year max term.
- Committee Reports

Next meeting: June 13, 2013 @ 9:00 a.m. @ Hampton DHS.

Leadership Team Meeting
GVPHC
Hampton DHS
June 13, 2013 Meeting Minutes

Meeting Attendees

HNNCSB- Co-Chair - S. Armstrong, D. Schwartz Hampton DHS- Co-Chair – M. Holup	The Planning Council – Y. Smith Menchville House- S. Jones
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Copies of the Minutes from the May 10, 2013 meeting weren't available for review, therefore the approval of the May Minutes will take place during the July meeting.

Coordinated Intake System/Central Intake Proposal

M. Holup, S. Jones, Y. Smith and J. Cohen presented the Central Intake Proposal to the Peninsula Foundation on May 22nd and are still awaiting an announcement.

ESG Consolidated Application- Update

The ESG Consolidated Application was submitted on April 26, 2013 and included a funding request for \$496,210, including the 5% allowed for administration. Grantees were invited to participate on a conference call with DHCD on May 21st where it was announced that the GVPHC received an initial award amount of \$395,168 (20% less than requested amount) with a score of 68 (average score was 66 and highest score was 81). To adhere to the funding cuts reductions were made under shelter operations and rapid rehousing. On May 31st, DHCD announced that as a result of sequestration, funding levels for ESG and HOPWA funding will be reduced across the board by approximately 16 percent resulting in a new award amount of \$331,625 (not including the 4.5% allowed for admin).

M. Holup still needs to meet with James City County (JCC) to discuss the disbursement of funds and address concerns with billing for administration. The Team also discussed plans to have all referrals for RRH assistance go through SCAAN, affording the Upper Peninsula the opportunity to send applications for assistance to Hampton DHS before all meetings and attend SCAAN via conference call.

Resource Workshop

S. Jones presented plans for a fall resource workshop to introduce the proposed central intake system. The Housing Resources Committee and the Services Resource Committee met and developed workshop topics. The Team determined that the Housing Resources Committee should continue working on the agenda and speakers, while the Services Resource Committee focuses on the logistics for the workshop.

GVPHC May Meeting Agenda

- Peninsula READS
- Phrase of the Month –“Rapid Re-Housing”
- Officer Nominations
- Committee Reports

Next meeting: July 11, 2013 @ 9:00 a.m. @ Hampton DHS.

**Leadership Team Meeting
GVPHC
Hampton DHS
July 11, 2013 Meeting Minutes**

Meeting Attendees

HNNCSB- S. Armstrong Hampton DHS- Co-Chair – M. Holup, A. Hill JCC OHCD- A. Taylor	NNDHS- T. Rankin SCAAN- J. Kirsch The Planning Council – Y. Smith
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Copies of the Minutes from both the May 10, 2013 and June 13, 2013 meetings were reviewed. A motion was made, seconded and approved by majority vote to approve both sets of Minutes.

Coordinated Intake System/Central Intake Proposal

The Housing Resources Committee and the Service Resources Committee hosted a joint meeting on July 2nd to plan the October Central Intake (CI) Workshop including the workshop agenda and presenters. The Committee is working to reserve space at Mary Immaculate. The Leadership Team requested that the committee work to draft and submit a budget for the workshop to be approved during the August GVPHC meeting.

Review of Current Committee Structure

Discussion was postponed until the August meeting.

Upper/Lower SCAAN

Hampton Department of Human Services will host an ESG/HPP training on July 17, 2013 at 1:30pm to discuss case files and applications for RRH.

A. Taylor agreed to draft a summary illustrating how Upper SCAAN will work, who attends, etc. A. Hill and J. Kirsch will assist Upper SCAAN with the use of forms for release of information, coordinated assessments and HMIS.

GVPHC August Meeting Agenda

- Central Intake Award and Resource Workshop
- Phrase of the Month –“Prevention”
- Treasures Report & Dues
- HPP/ESG/HSG Budget Info.
- Committee Reports

Next meeting: August 8, 2013 @ 9:00 a.m. @ Hampton DHS.

Leadership Team Meeting
GVPHC
Hampton DHS
August 8, 2013 Meeting Minutes

Meeting Attendees

HNNCSB- S. Armstrong Hampton DHS- Co-Chair – M. Holup JCC OHCD- A. Taylor Menchville House- S. Jones	NNDHS- T. Rankin The Planning Council – Y. Smith
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Copies of the Minutes from the July 11, 2013 meetings were reviewed. A motion was made, seconded and approved by majority vote to approve the Minutes.

SCAAN (Upper/Lower)

M. Holup reported that Hampton DHS still hasn't received an ESG contract from the State. Lower SCAAN is still working to develop a process for accessing Rapid Re-Housing (RRH) funds through SCAAN. Hampton DHS hosted training in July on RRH files and forms. M. Holup will release a list of agencies that can make referrals.

A. Taylor attended a meeting of the lower SCAAN and will work to draft a summary illustrating how Upper SCAAN will work, who attends, etc. to send out by Monday.

GVPHC Resource Workshop

The GVPHC Homeless Hotline Resource Workshop is scheduled for October 23rd at Mary Immaculate Hospital. The committee is requesting a budget, not to exceed \$300 to cover the cost of food and refreshments for the event.

Review of GVPHC Committee Structure

The Team reviewed a list of GVPHC Committees along with each committees most recent Work Plan and confirmed the Committees objectives. The Housing Resource Committee and Service Resource Committee voted during their August meeting to merge into the Housing and Service Resource Committee. The Leadership Team supported the decision.

The Team also discussed Governance and reviewed the recommendations from HUD as to who should be involved in the Consortium. As a result, the Team drafted a list of organizations that should be involved, including:

- Businesses
- Public Housing Authorities
- School District/Universities
- Hospitals (discharge planners)
- Law Enforcement
- Homeless/Formerly Homeless Individual

From the list, the Team will invite organizations to attend monthly meetings as presenters and encourage agencies to send their homeless/formerly homeless individuals and interns to monthly meetings.

GVPHC September Meeting Agenda

- HELP
- Phrase of the Month –“Governance”
- Treasures Report & Dues
- HPP/ESG/HSG Budget Info.
- Committee Reports

Next meeting: September 12, 2013 @ 9:00 a.m. @ Hampton DHS

Leadership Team Meeting
GVPHC
Hampton DHS
January 9, 2014 Meeting Minutes

Meeting Attendees

HNNCSB- S. Armstrong Hampton DHS- Co-Chair – M. Holup JCC OHCD- A. Taylor Menchville House- S. Jones	NNDHS- T. Rankin The Planning Council – Y. Smith; J. Dixon
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GVPHC Housing Crisis Hotline- “Pilot agencies” including; Hampton DHS, Transitions, The Salvation Army-Peninsula, Menchville House and Hampton Newport News CSB met to plan the initial launch of the hotline and will continue to meet to address referrals, assessment, dispositions, etc. Newport News DHS and James City County have also expressed interest in joining the pilot and will plan to attend the Friday, January 10, 2014 meeting at 9:30am. Still no word from Bowman on the final merger date.

ESG/HPP- Hampton DHS reported issues with the timely and accurate submission of information. Concerns with the RRH process in both upper/lower SCAAN have been addressed and the process seems to be working. Hampton DHS still hasn't submitted reimbursement, Mary H. plans to present budget in February and discuss reallocation.

SSVF- Office of Human Affairs (OHA) emailed a request to assist vets with first month's rent and security deposit, prompting concerns. The Leadership Team will request quarterly reports from OHA and invite them to the February meeting for a program update.

Committee Reports

- a. **Program Monitoring Committee-** the Ranking Committee plans to meet on January 16, 2014 to rank all CoC Project Applications for renewal funding.
- b. **Homeless Management Information Systems (HMIS) -** the committee will meet after this month's GVPHC meeting to discuss the Point in Time Count.
- c. **Services Coordinated And Assessment Network (SCAAN)-** Leadership Team still needs information on the meeting time and location of Upper SCAAN, A. Taylor to forward the information to the CoC Coordinator.
- d. **Housing and Service Resources Committee-** the hosted a joint meeting to plan the January 30th Point in Time Count. Maddy to contact Seaton Youth Shelter and request a presentation during the March 18th meeting.
- e. **SSI/SSDI Outreach, Access and Recovery (SOAR) Team-** the SOAR State Representative contacted J. Dixon with a request to assist with the regrouping of the SOAR team, siting concerns with the process. J. Dixon will follow-up with the representative and ask for a presentation during the March 18th meeting.

GVPHC January Meeting Agenda

- Phrase of the Month –“Rapid Re-Housing”
- By-Laws Update
- PIT Count Update
- Treasures Report & Dues
- Committee Reports

Next meeting: February 13, 2014 @ 9:00 a.m. @ Hampton DHS