

Leadership Team Meeting
GVPHC
Hampton DHS, March 17, 2016
Meeting Minutes

Meeting Attendees

Five Loaves – Brother Tim Hampton DHS - M. Holup (Chair), J. Tubaugh (HSRC Co-Chair) HNNCSB – S. Armstrong	HRCAP – M. Jackson NNDHS - W. Harrison The Planning Council – M. Zingraff TSA Peninsula – T. Satchell (HSRC Chair)
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- **Minutes**- Minutes will be approved at the next meeting.
- **Treasurer's report** – Members discussed utilizing GVPHC funds to bring in training opportunities for the CoC. M. Zingraff will solicit input from members via electronic survey in May 2016.
- **Canon Funds – Peninsula Community Foundation Agreement** – M. Holup will follow up with PCF regarding the funds and will report at the next Leadership Team meeting.
- **Virginia Homeless Solutions Program** – Members reviewed the funding request put forth by the Program Monitoring Committee. 7 members voted in favor to accept the application; it will be released to GVPHC members via email for electronic vote.
- **Updates**
 - **GVPHC Homeless Hotline**- Hotline providers met via conference call last week. Members agreed that data produced by the Hotline should drive how the CoC targets resources and address gaps in services. Brother Tim reported winter shelters may not be providing accurate information regarding hours of operation to the Hotline. During the next renewal process for Memorandums of Understanding, M. Holup will review each to confirm all processes. Information regarding the Hotline will be distributed to emergency rooms, police departments, and all other entities that make contact with the homeless population outside normal operating hours.
 - **Veterans 100 Day Challenge**- Members discussed removing the Veterans Subcommittee, as all veteran cases should now be discussed at SCAAN meetings. The Team recommended that the Chair of the Veterans Subcommittee, a representative from the VA and a representative from VASH all attend Leadership Team meetings in order to provide oversight of the Veterans process. The Veterans Subcommittee Plan will be updated to include SCAAN operating procedures. The Team will discuss bringing SSVF referrals through SCAAN at the next meeting.
 - **Environmental Reviews** – The Commission on Homelessness will review the environmental review process at the May meeting. Members were asked to have someone who can sign off on reviews in attendance.
- **Committee Reports**
 - **Program Monitoring Committee**- One agency did not meet the attendance requirements as outlined in the Bylaws to be eligible for funding through the VHSP process and will be notified via email. Members reviewed the amount of funding requested and received through the FY2014-2016 VHSP process.

- **Housing Resources Committee** – The Committee is currently revising the presentation given at the last Landlord Workshop to ensure it applies to all jurisdictions within the GVPHC. A new full-time outreach worker will be charged with keeping track of a master list of all landlords.
- **SOAR Team**- No report.
- **SCAAN** – Upper and Lower SCAAN Committees are working to adapt to the new procedures incorporating the VI-SPDATs. Members requested copies of the agenda be sent out prior to meetings to confirm which VI-SPDATs were received.
- **HMIS**- Josh is now sending out report cards bimonthly instead of monthly to give agencies time to correct their data. The Committee is seeking a new Chair, preferably a HMIS user.
- **GVPHC April Meeting Agenda**
 - **Phrase of the Month**- Robert's Rules of Order
 - **Presentation**- Housing Resource Committee
- **GVPHC May Meeting Agenda**
 - **Phrase of the Month**- Release of Information
 - **Presentation**-

Next meeting: April 14, 2016 @ 9:00 a.m. @ Hampton DHS

Minutes submitted by Y. Smith

Leadership Team Meeting

GVPHC

Hampton DHS, April 14, 2016

Meeting Minutes

Meeting Attendees

ACCESS – N. Todd Five Loaves – Brother Tim Hampton DHS - M. Holup (Chair), J. Tubaugh (HSRC Co-Chair), A. Hill (SCAAN Chair) HRHA – D. Melvin HRCAP – M. Jackson JCC – A. Taylor	LINK – A. Ruffin NNDHS - M. Taylor (Vice Chair) The Planning Council – Y Smith, M. Zingraff TSA Peninsula – T. Satchell (HSRC Chair) VA Medical Center – D. Cruea
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- **Minutes**- Minutes will from the March 17, 2016 were approved with the following amendments:
 - Information that may not be reported accurately by the winter shelters to the Hotline includes shelter hours of operation.
 - J. Tubaugh is now attending on behalf of Hampton DHS.
- **Treasurer's report** – There are currently 27 paid members.
- **Canon Funds – Peninsula Community Foundation Agreement** – M. Holup will follow up with PCF regarding the funds and will report at the next Leadership Team meeting.
- **Updates**
 - **Veterans 100 Day Challenge**- D. Cruea reported the region will receive approximately 80-90 new VASH vouchers. The VASH program will begin accepting veterans who score a 7 or above on the VI-SPDAT as well as veterans from out of state; veterans do not need to be chronic to qualify. Referrals sent to the VA will also be copied to the Hampton Redevelopment and Housing Authority to ensure that referrals continue moving through the system. Members recommended that any veterans not self-sustaining be referred to VASH for additional supports. 8 vouchers were issued in March; 7 vouchers have been issued so far in April.
 - **Governance** – The Planning Council is currently working with a consultant, Housing Innovations, to complete a system redesign for the SVHC to assist in meeting HEARTH objectives and will apply principles implemented to the GVPHC. Members discussed diversifying membership on the Leadership Team to include agencies that do not receive CoC or VHSP funding. The Team also discussed the current attendance requirements and creating opportunities for new members to join the GVPHC. Members moved to create a workgroup that will review and possibly amend the Bylaws. It was seconded and passed. Brother Tim will work to convene the group.
- **Committee Reports**
 - **Program Monitoring Committee**- The VHSP grant was submitted by the deadline, April 21, 2016. The Committee is scheduled to meet on April 28, however there is a housing seminar at Hampton University on the same day. Members voted to cancel the meeting so that members can attend the seminar.
 - **Housing Resources Committee** – The Committee will present a draft of the Landlord Workshop presentation at the April GVPHC meeting.
 - **SOAR Team**- No report.

- **SCAAN** – Members will determine how the VA and other agencies are referring to Road2Home to ensure all referrals are coming through SCAAN.
- **HMIS**- The merger with the Portsmouth system was not completed due to an error. Once the merger is completed, updates to the system will be scheduled. The Committee meets next week after the GVPHC meeting.
- **GVPHC April Meeting Agenda**
 - **Phrase of the Month**- Robert's Rules of Order
 - **Presentations**
 - Housing Resource Committee
 - 2016 Point In Time Count results
- **GVPHC May Meeting Agenda**
 - **Phrase of the Month**- Release of Information
 - **Presentation**-

Next meeting: May 12, 2016 @ 9:00 a.m. @ Hampton DHS

Leadership Team Meeting
GVPHC
Hampton DHS, May 12, 2016
Meeting Minutes

Meeting Attendees

<p>ACCESS – N. Todd Hampton DHS- M. Holup (Chair), J. Tubaugh (HSRC Co-Chair), A. Hill (SCAAN Chair) HNNCSB - S. Armstrong HRHA – D. Melvin HRCAP – M. Jackson JCC – A. Taylor LINK – A. Ruffin</p>	<p>NNDHS- M. Taylor (Vice Chair) NN Police Department – M. Hudgins Salvation Army Peninsula – T. Satchell (HSRC Co-Chair) The Planning Council – Y. Smith, M. Zingraff United Way Greater Williamsburg – C. West Volunteer – J. Kirsch</p>
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- **Minutes**- Minutes will from the April 14, 2016 were approved as written.
- **Treasurer’s report** – There are currently 27 paid members.
- **Nominating Committee** – M. Holup’s position as Chair of the GVPHC will be up for election in June. A. Ruffin, A. Hill, and J. Kirsch all agreed to participate as members of the Nominating Committee, which will be responsible for confirming that nominees are willing to accept the nomination.
- **GVPHC Bylaws Workgroup** – The Bylaws Workgroup will convene after the May GVPHC meeting.
- **Updates**
 - **Veterans 100 Day Challenge**- VASH is currently accepting veterans who score a 7 or above on the VI-SPDAT. The program is also working to establish a payee for each participant to assist in maintaining stability. To date, the Road2Home program has housed 2 veterans. Additionally, the Hampton Roads Community Action Program (HRCAP) is working to complete the SSVF Community Plan Update and is soliciting CoC input. HRCAP will present at the May GVPHC meeting.
 - **GVPHC Homeless Hotline** – The Hotline Committee will meet Friday, May 13th. The Newport News Police Department will participate and solicit feedback on creating a mobile app that will connect homeless callers in need to resources during the hours in which the Hotline is closed.
- **Committee Reports**
 - **Program Monitoring Committee**- The Committee did not meet in April but will meet following the Leadership Team to discuss the disbursement of VHSP funds.
 - **Housing Resources Committee** – The Committee is currently working to review and correct the Newport News Resource Guide. The Landlord Workshop will be held in September, possibly in the evening to enable more landlords to attend.
 - **SOAR Team** - The Team is meeting today at the CSB.
 - **SCAAN** – Members met with the Road2Home (R2H) program to clarify the process with SCAAN. R2H will only accept referrals from SCAAN, and will work to incorporate mental

health and other relevant documents into the screening process, as referrals were previously only accepted based on self-report. SCAAN is also considering implementing a membership process to identify agencies eligible to attend meetings. The tentative launch date for the membership packet is July 1, 2016.

- **HMIS-** The merger with the Portsmouth system was completed. Brother Tim has been elected as the new Chair. The Planning Council is beginning HMIS audits; scores received will be included on the CoC Scorecard.

- **GVPHC May Meeting Agenda**

- **Phrase of the Month-** Release of Information
- **Presentation-** SSVF Community Action Plan

Next meeting: June 9, 2016 @ 9:00 a.m. @ Hampton DHS

DRAFT

Leadership Team Meeting

GVPHC

Hampton DHS, June 9, 2016

Meeting Minutes

Meeting Attendees

Five Loaves – T. Luken Hampton DHS - J. Tubaugh (HSRC Co-Chair), A. Hill (SCAAN Chair) HNNCSB - S. Armstrong HRHA – D. Melvin HRCAP – M. Jackson LINK – A. Ruffin	NNDHS - M. Taylor (Vice Chair) NN Police Department – M. Hudgins The Planning Council – Y. Smith, M. Zingraff The Salvation Army Peninsula – T. Satchell UWGW – C. West
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- **Minutes**- Minutes will from the May 12, 2016 were approved with two noted amendments:
 - T. Satchell and C. West were present.
- **Treasurer's report** – The GVPHC has an account balance of \$2,791.50. Membership dues were also received from the Hampton Housing and Redevelopment Authority which are not reflected in the total funds.
- **GVPHC Housing Crisis Hotline** – The Hotline Committee is now meeting bimonthly at Hampton DHS; the next meeting will be held on Friday, July 8, 2016. The Committee confirmed that police departments and other client advocates who outreach literally homeless persons need to have the client contact the Hotline directly to ensure call notes are placed under the correct client note, instead of calling on behalf of clients. Members discussed implementing Hotline referrals directly to outreach through HMIS to help connect literally homeless individuals not connected to services. The GVPHC will request the creation of an outreach program in HMIS for the outreach referral process. The Consortium determined the Hampton Department of Human Services will be responsible for receiving the referrals and distributing them to the appropriate program. Hampton DHS and the VA outreach workers will provide coverage to the Upper Peninsula.
- **GVPHC Nominating Committee** – Nominations for the position of GVPHC Chair are due tomorrow, June 10, 2016. The nominating committee will contact all nominations received and may provide additional suggestions for the position.
- **Updates**
 - **Veterans 100 Day Challenge**- Representatives from the GVPHC participated in the Virginia Veteran Homelessness Summit. The SSVF Community Plan was submitted on June 3, 2016. The Hampton Redevelopment and Housing Authority is currently completing 8 to 10 intakes a week, with 35 veterans currently looking for housing. 15 of those veterans received a voucher in or before April 2016; Sadie and Jessica from Hampton DHS will assist those 15 veterans in finding housing. Additionally, Brother Tim will collect housing inspection criteria from GVPHC members and solicit assistance from the faith community in the housing search process.
 - **GVPHC Bylaws Committee** – The Bylaws Committee will meet following the Leadership Team meeting.

- **Committee Reports**

- **Program Monitoring Committee-** The Committee reviewed the CoC Scorecard to be used during the FY2016 CoC Application Process. Supplemental Applications have been released for renewal projects and are due July 7, 2016. Members expect the NOFA to be released soon. A meeting regarding new VHSP regulations will be announced. The Leadership Team will review the HUD CoC process at the July meeting for new members.
- **Housing Resources Committee** – The Committee is currently working to review and correct the Newport News Resource Guide.
- **SOAR Team** – The Team will reschedule the last meeting that did not take place.
- **Lower SCAAN** – J. Kirsch was elected Chair Emeritus.
- **Upper SCAAN** – The registry currently has 39 people listed, with 18 still needing housing.
- **HMIS-** No new report.
- **Leadership Team** – The Team will focus on subpopulations including substance abuse, domestic violence, human trafficking, and unaccompanied and parenting youth at the next meeting.

- **GVPHC June Meeting Agenda**

- **Phrase of the Month-** Client Landlord Advocacy
- **Presentation-** None

Next meeting: July 14, 2016 @ 9:00 a.m. @ Hampton DHS

Leadership Team Meeting
GVPHC
Hampton DHS, July 14, 2016
Meeting Minutes

Meeting Attendees

Five Loaves – T. Luken Hampton DHS - J. Tubaugh (HSRC Co-Chair), A. Hill (SCAAN Chair), M. Holup HNNCSB - S. Armstrong HRCAP – M. Jackson LINK – A. Ruffin	NNDHS - M. Taylor (Vice Chair) The Planning Council – M. Zingraff Transitions – D. Brown (GVPHC Chair) United Way Greater Williamsburg – C. West
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- **Minutes**- Minutes will from the June 9, 2016 meeting were approved without any noted amendments.
- **Treasurer’s report** – No new report.
- **GVPHC Housing Crisis Hotline** – The Hotline Committee is now meeting bimonthly at Hampton DHS, however, the July meeting is canceled. The next scheduled meeting will be held in September. The Committee needs to determine if MOUs have been updated and will ask J. Dowdy from ForKids to confirm via email who has not yet updated their MOUs.
- **Case Management – Prevention and RRH Document Review** – The Committee reviewed a document adapted from the HUD Case Management website, which addresses the case management standards associated with Prevention and Rapid Re-Housing. The SCAAN chairs will work to remove all references to the Homeless Prevention and Rapid Re-Housing Program (HPRP) and include that the case management expectations pertain to all CoC housing programs, in addition to incorporating how agencies will be held accountable. Members agreed the document should be adopted by both SCAAN Committees in an effort to standardize case management practices across the CoC.
- **Updates**
 - **Veterans 100 Day Challenge**- Since last meeting:
 - 7 units have been leased
 - 11 VASH vouchers have been issued
 - 39 veterans are housing searching
 - 14 have ported to other localities.Additionally, Road2Home has housed 3 VASH eligible veterans.
 - **GVPHC Bylaws Committee** – The Committee discussed amending the Bylaws to allow members who meet the 70% attendance requirement of Leadership Team meetings eligible to vote on GVPHC matters at general membership meetings. The Bylaws Committee will meet after the Leadership Team meeting in August. Brother Tim will distribute recommended Bylaw changes electronically.
- **Committee Reports**
 - **Program Monitoring Committee**- Met on July 12th to present and review Supplemental Applications. The draft ranking order is as follows:
 - Coordinated Assessment
 - CHAP Peninsula

- CANLINK IV
- Transitions - HOME DV
- Onward
- Safe Harbors
- CANLINK I
- Transitions
- Shelter + Care
- HMIS

Bonus money is available for PSH or RRH, however it may not be enough for a whole project; the CoC may look to expand an existing program or fund a case manager. The Bonus funding available was previously 15% of budget, but has been reduced this year to 5%. The Hampton Newport News CSB has one condition on the Shelter Plus Care project, therefore it was ranked in Tier 2. Transitions was also ranked with recommendations.

- **Housing Resources Committee** – M. Hudgins, NNPD, has requested outreach cards to include the Housing Crisis Hotline number in addition to information regarding showers, meals, and laundry services. Hampton DHS is currently working on the card and will bring the completed version to the Committee for review. The NNPD is also requesting referrals from the Angel Tree process for GVPHC clients that are either homeless or housed that may need additional assistance from the Backing the Thin Line organization. The Committee will ask if the NNPD will conduct delivery or if HDHS will do delivery. Will discuss collecting bus passes, diapers other needs for during the year, not just during the holidays. The Landlord event will be held on September 29 from 6-7:30. D. Wynn, NNDHS, will see if they can host at South Morrison. The Committee will connect with Upper Peninsula providers to invite Upper Peninsula landlords. Save the dates will be sent out next month. Speakers may include Harrison and Lear, Hartford at Anchor Point.
- **SOAR Team** – The Team will have conference call July 21, 2016 at 11 am.
- **Lower SCAAN** – Since February, SCAAN has housed 76 households and completed 38 VASH referrals. 72 cases are currently pending; 26 of which are VASH referrals. The Road2Home program may be accepting clients based on self-report of chronicity; the Committee will verify with the program if this is standard procedure. The Leadership Team suggested polling SCAAN attendees in September to see how the new process is working for them and if it's user friendly.
- **Upper SCAAN** – 44 households are currently on the registry. 26 households have been housed; Upper SCAAN is working well with the VASH program and moving clients through the process quickly.
- **HMIS**- Brother Tim, Chair, requested additional access to HMIS records during SCAAN meetings as he can't see call notes. Members suggested adding to the SCAAN guidelines that agencies must do research in HMIS prior to presenting to give group accurate information. Additionally, the NNPD wants to partner with the GVPHC to use vending machines to distribute items that may be needed by the homeless population. Churches may help sponsor. Want GVPHC's assistance to create ID's that would get money on it for a

Minutes submitted by M. Zingraff

week (noncumulative) to be used on machines. Will expire after 30 days and will need to see case manager for reinstating.

- **Leadership Team** – No new report.
- **VHSP** – The VHSP MOU template has possibly been approved. MOUs will be delivered on Tuesday for signatures.

Police will not remove homeless encampments without first referring to David to make sure

- **GVPHC July Meeting Agenda**

- **Phrase of the Month**- GVPHC Website
- **Presentation**- GVPHC Website – to include Point In Time Count Reports, CoC Acronym list, SCAAN Resources, VI-SPDATs, Data Requests

Next meeting: August 11, 2016 @ 9:00 a.m. @ Hampton DHS

DRAFT

Leadership Team Meeting
GVPHC
Hampton DHS, August 11, 2016
Meeting Minutes

Meeting Attendees

<p>ACCESS – N. Todd (PMC Chair) Hampton DHS- M. Holup HNNCSB - D. Schwartz (SOAR Chair) HRCAP – M. Grant JCC Office of Housing – A. Taylor (Treasurer) LINK – A. Ruffin</p>	<p>NNDHS- M. Taylor (Vice Chair), D. Wynn (HSRC Chair) Newport News Police Dept. – M. Hudgins The Planning Council – M. Zingraff United Way Greater Williamsburg – C. West</p>
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- **Minutes**- Minutes from the July 14, 2016 meeting were approved without any noted amendments.
- **Treasurer’s report** – 12 agencies have submitted dues. M. Zingraff will send another email reminding members to register. The GVPHC has an account balance of \$3,281.50. It was motioned and seconded that if dues are submitted in June of the prior Fiscal Year, they can be applied to membership for the following year. All members voted to approve; the motion passed.
- **Updates**
 - **GVPHC Housing Crisis Hotline** – The Hotline Committee is now meeting bimonthly at Hampton DHS, however, the July meeting is canceled. The next scheduled meeting is in September.
 - **Veterans 100 Day Challenge**- Hampton Redevelopment and Housing Authority has approximately 30 vouchers remaining. HUD-VASH is using higher vulnerability scores due to the low amount. If any veterans are housed using VHSP funding, please report it to M. Holup. Additionally, Virginia Veteran and Family Support currently has funding available for utilities (reimbursable funds). Members should contact M. Holup if they need to access these funds.
- **Committee Reports**
 - **Program Monitoring Committee**- The Committee conducted a peer review on all renewal projects. At the last meeting, the Committee focused on VHSP budgets, prevention and new documentation standards. Members received a package with all documents needed before reimbursements can be completed. The August meeting may be rescheduled unless any other requirements for the 2016 HUD CoC Application process need to be completed.
 - **Housing Resources Committee** – The Committee is currently preparing for the third annual Landlord Partnership Event. Members reviewed the press release that the Committee will release immediately. M. Zingraff will send the GVPHC letterhead to D. Wynn. Advertisement for the event will be on the local channel and standard media outlets. The event will be held at South Morrison in the evening to allow landlords from smaller agencies to attend.
 - **SOAR Team** – The Team will meet in October. The State Coordinator is gathering end year data to entered into OAT. Recently, two applications were approved in under two months.
 - **Lower SCAAN** – SCAAN is currently using HUD-VASH vouchers for those needing PSH.
 - **Upper SCAAN** – The Committee is currently experiencing difficulties with Environmental Reviews. Members will review the State policy.
 - **HMIS**- Some agencies received failing scores on the data completeness report cards; members are concerned it’s due to the merger or the insertion of Hotline data.

- **Leadership Team** – No new report.
- **VHSP** – The VHSP grant was released yesterday. MOUs have been received from each agency; agencies can begin spending and will reopen programs with the Hotline.

- **GVPHC September Meeting Agenda**
 - **Phrase of the Month**- Documenting Chronic Homelessness
 - **Presentation**- Peninsula Worklink – Lisa Taylor
FY2016 GVPHC Annual Report

- **GVPHC October Meeting Agenda**
 - **Phrase of the Month**- Human Trafficking
 - **Presentation**- Signs of Human Trafficking

Next meeting: September 8, 2016 @ 9:00 a.m. @ Hampton DHS

DRAFT

Leadership Team Meeting
GVPHC
Hampton DHS, October 13, 2016
Meeting Minutes

Meeting Attendees

<p>Five Loaves – T. Luken (HMIS Chair) Hampton DHS- M. Holup, J. Tubaugh (HRSC Chair) HRCAP – M. Jackson HRHA – D. Melvin JCC Office of Housing – A. Taylor (Treasurer) LINK – A. Ruffin NNDHS- W. Harrison</p>	<p>Newport News Police Dept. – M. Hudgins The Planning Council – M. Zingraff Transitions FVS – D. Brown (GVPHC Chair) United Way Greater Williamsburg – C. West VA Medical Center – D. Cruea, M. Chick-Ebey</p>
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- **Minutes-** Minutes from the August 11, 2016 meeting were approved without any noted amendments.
- **Treasurer’s report** – The GVPHC has an account balance of \$3,471.52, with 19 registered members. A. Taylor will send a list of paid members to M. Zingraff to distribute and remind members that dues must be paid in order to vote on upcoming agenda items.
- **Updates**
 - **GVPHC Housing Crisis Hotline** – The Hotline Committee met in September. There are no issues with the Hotline at this time.
 - **Veterans 100 Day Challenge-** Hampton DHS has not received any legitimate requests for use of the Virginia Veteran and Family Support reimbursable funds. Eligible expenses are those that are not covered by other grants, including VHSP and HUD. Members agreed that requests for deposits for veteran housing should come to Hampton DHS first while funding is available; Hampton Roads Community Action Program will maintain smaller monthly budgets during the first half of the year to encourage the use of Hampton DHS funds, ensuring SSVF funding is available at the end of the fiscal year.
- **Committee Reports**
 - **Program Monitoring Committee-** The Committee did not meet last month and will elect a new co-chair at the October meeting.
 - **Housing Resources Committee** – The Landlord Partnership event was held in September. 42 landlords participated, and 20 have shared property availability with the GVPHC since attending. J. Tubaugh is maintaining a spreadsheet of properties and landlord information that will be shared with the SCAAN chairs and the Housing Broker Team. The Committee agreed that the information should not be shared with all agencies; it will only be shared with those who provide Rapid Re-Housing to ensure consistent communication is made with landlords. The Newport News Police Department has requested access to ResourcePoint in HMIS so that the Committee does not have to continuously update resource guides; instead, officers can see resources that are available with live updates.
 - **SOAR Team** – No new report.
 - **Lower SCAAN** – The Planning Council is working to align the registry with the Upper Peninsula Registry’s format. The Committee is still having issues collecting updates and dispositions from receiving agencies. SCAAN can contact D. Melvin at HRHA to collect information regarding veterans that the VA may have missed. Additionally, some referring

agencies are presenting full information needed by the Committee when making referrals. Members discussed pairing existing SCAAN members with new members to make sure all expectations are known. The Leadership Team agreed to hold a separate meeting to discuss SCAAN procedures, including closing SCAAN meetings, criteria to become a SCAAN member, incorporating ROIs and confidentiality rules. Currently, if an agency is not represented on the SCAAN Release, those agencies will be asked to remove themselves from meetings. M. Zingraff will send the existing Service Coordination Committee Participation Agreement that is being utilized on the Southside for review; M. Holup will solicit input from the City Attorney on how to incorporate or amend the document and create a process.

- **Upper SCAAN** – C. West reported the last meeting was efficient despite the Committee Chair's absence, however it was suggested that the Committee may benefit from reviewing the Housing First checklist provided by HUD. Currently, some programs require proof of income, employment, etc., and therefore only clients that meet these requirements are presented, which does not allow the housing registry to accurately reflect the homeless population in the Upper Peninsula. The Committee will review the checklist at the next meeting.
- **HMIS**- Committee will meet next Tuesday following the GVPHC meeting. The new data standards have been released, which include entering the disability status for all children within a household, and entering Releases of Information at both the program level and the agency level. Members requested if The Planning Council could send out report cards after agencies have adjusted their data.
- **VHSP** – The VHSP quarterly call was rescheduled for October 18 at 3:00 p.m.
- **GVPHC October Meeting Agenda**
 - **Phrase of the Month**- Human Trafficking
 - **Presentation**- Signs of Human Trafficking
- **GVPHC November Meeting Agenda**
 - **Phrase of the Month**- Prioritizing Vouchers
 - **Presentation**- Veteran's Affairs
- **Roundtable Updates**
 - Members suggested hosting a CIT training and a DV 101 training.

Next meeting: November 10, 2016 @ 9:00 a.m. @ Hampton DHS

Minutes submitted by M. Zingraff

Leadership Team Meeting
GVPHC
Hampton DHS, November 10, 2016
Meeting Minutes

Meeting Attendees

<p>Hampton DHS- M. Holup, J. Tubaugh (HRSC Chair) Housing Crisis Hotline – P. Holley JCC DHS – B. Watson JCC Office of Housing – A. Driscoll LINK – A. Ruffin Menchville House – S. Jones NNDHS- M. Taylor (GVPHC Vice Chair) Newport News Police Dept. – M. Hudgins</p>	<p>The Planning Council – Y. Smith, M. Zingraff TSA Williamsburg – V. Davis Transitions FVS – D. Brown (GVPHC Chair) United Way Greater Williamsburg – C. West VA Medical Center – D. Cruea</p>
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- **Minutes-** Minutes from the October 13, 2016 meeting were approved without any noted amendments.
- **Treasurer’s report** – The GVPHC has an account balance of \$3,471.52, with 19 registered members. A. Taylor will send a list of paid members to M. Zingraff to distribute and remind members that dues must be paid in order to vote on upcoming agenda items.
- **Updates**
 - **GVPHC Housing Crisis Hotline** – The Hotline Committee will not meet in November due to Veteran’s Day. Members reviewed the hotline referral process to hotel/motel programs, which screens for diversion, followed by a referral to shelter vacancies, followed by a referral to a hotel/motel program if shelter vacancies are not available. Currently, The Salvation Army’s emergency shelter has been included with the CoC’s housing inventory; the Hotline will work to ensure the program is used as a last resort.
 - **Veterans 100 Day Challenge-** Hampton Section 8 is not receiving enough referrals. VASH reports the majority of vets housed are not from Hampton or Newport News. Hampton currently has 25 vouchers, with 10 in the porting process. The VA will report on the voucher process at the November GVPHC meeting.
- **Committee Reports**
 - **Program Monitoring Committee-** The Committee will meet December 8th after the Leadership Team.
 - **Housing Resources Committee** – The Committee held a preliminary Point In Time Count Interest meeting. 10-15 volunteers participated. The Newport News and Hampton Police Departments will collaborate with the GVPHC to assist in the Count. The Salvation Army Williamsburg will coordinate the Upper Peninsula, with 3 teams of 3 people. The Committee will not require teams to meet at headquarters this year prior to counting due to the different times that all teams need to deploy. Hygiene kits will be available the day before the count at HDHS.
 - **Lower SCAAN** – No new report.
 - **Upper SCAAN** – Lacking case management resources. There continues to be confusion regarding the responsibilities of referring and receiving agencies. Agencies hesitate to refer clients to the SCAAN process due to the case management requirement. GVPHC outreach workers will attend meetings to offer additional resources and may present cases to SCAAN to be accepted by other agencies. M. Holup and B. Watson will work to coordinate with

Colonial Behavioral Health to link further services with SCAAN. Agencies will identify first who will develop the service plan but will not require housing plans before clients are accepted. If a client is not connected to an agency, they can be sheltered and connected to outreach; United Way of Greater Williamsburg will provide office space for outreach to complete VI-SPDATs. James City County will only provide RRH funding; case management will be required by other participating agencies. Winter shelters on the Upper Peninsula will discuss the expected increase in need due to the new day center.

- **SOAR Team** – Next meeting November 29, 2016 at 2 p.m. at HNNCSB. M. Zingraff will advocate for another SOAR training.
 - **HMIS**- No new report.
 - **VHSP** – All shelters receiving VHSP funding must accept clients from the whole region. Shelter stays cannot be restricted to 30 days as it results in shelter hopping and discharges to homelessness. The CoC has a goal of meeting a 30-day average length of stay, but each household does not have to meet this goal. Other benchmarks on the CoC Scorecard, including exits to permanent housing and increasing income, receive more points than the length of stay category.
- **GVPHC December Meeting Agenda**
 - **Phrase of the Month**- A Year in Review
 - **Roundtable Updates**
 - Menchville House, The Planning Council, and Hampton DHS met with the Shelters to Shelters program, which works with property management firms with direct access to employment and housing. 3 maintenance positions are available; SCAAN will discuss possible referrals at the next meeting.

Next meeting: December 8, 2016 @ 9:00 a.m. @ Hampton DHS

Leadership Team Meeting
GVPHC
Hampton DHS, December 8, 2016
Meeting Minutes

Meeting Attendees

<p>Hampton DHS- M. Holup, Angel Hill (SCAAN Chair) J. Tubaugh (HRSC Chair) HNNCSB – S. Armstrong (PMC Chair) HRCAP – A. Bagley JCC Office of Housing – B. Watson, K. Denny LINK – A. Ruffin NNDHS- M. Taylor (GVPHC Vice Chair) Newport News Police Dept. – J. Acree</p>	<p>The Planning Council – Y. Smith, M. Zingraff TSA Williamsburg – V. Davis Transitions FVS – D. Brown (GVPHC Chair) United Way Greater Williamsburg – C. West 3e Restoration - T. Harden, F. Liggin</p>
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- **Minutes-** Members approved the minutes from the November 11, 2016 meeting with the following amendments:
 - SOAR Team is listed twice under Committee updates;
 - The Upper Peninsula SCAAN will use office space at the United Way Greater Williamsburg.

- **Treasurer’s report** – Members received a list of agencies who have submitted dues for the current Fiscal Year.

- **Updates**
 - **GVPHC Housing Crisis Hotline** – The Committee will meet December 9. The Planning Council reviewed data from Menchville House and observed slightly more than 60% referred to the Shelter were Category 2, or imminently at risk (doubled up, received eviction notice, etc.). 95% of Category 2 households exited back to family/friends or self-pay in a hotel/motel. Members confirmed that the Hotline should assess Category 2 persons for Prevention first and not automatically refer them to shelter. Recently there were 16 vacancies in all emergency shelter programs combined; the CoC should fill vacancies using winter shelter programs to ensure Category 1 households are placed in shelters. Outreach will conduct assessments at PORT and COFM to refer single females to Menchville House to fill the current vacancies. The Housing Crisis Hotline will need to discuss the criteria for prevention and will no longer refer Category 2. The Planning Council has placed a call to DHCD to confirm if low utilization rates would affect funding as Category 1 is a requirement for VHSP. Members discussed Menchville House offering 2 units of Emergency Overnight (ERO) placements to reduce the numbers of individuals and households that enter the program and leave after one day or who return to friends and family. Clients placed in ERO would not be considered active participants until they receive an actual shelter bed. A motion was made to cease accepting category 2 into shelter and to only accept those most vulnerable. All members approved; the motion passed.
 - **SCAAN Participation Agreement** – The agreement was released electronically last month to Committee members for review and combines previous guidelines with a code of conduct so that the Committee has policy in place if members are not participating appropriately. The agreement also requires that participating agencies acknowledge and assume responsibility for HIPAA and confidentiality training. The SCAAN Release of Information will only include agencies who sign the agreement and identify the staff members that will attend meetings.

Agencies that do not sign the agreement or who want to observe the SCAAN process will be allowed to seek resources at the beginning of the meeting, but will not remain while cases are discussed. Participation agreements for new members will be valid for 30 days. Once approved, the SCAAN ROI will be updated to state that a full list of registered members can be found on the GVPHC website, and the Agreement will be incorporated into both SCAAN committees. Members recommended adding to the Agreement that the GVPHC's goal is to adhere fully to Housing First.

- **Firm Foundation Vacancies** – Members discussed barriers to the program, but will keep the resource available in case an eligible household is found. Case managers can only ask clients if they are comfortable with the program requirements. The Planning Council will reach out and ask the Foundation for entry criteria and how the program wants to receive referrals. Discuss at next meeting.
- **Peninsula Veterans 100 Day Challenge** – Vouchers are still available. Reentry councils are aware of the resource.
- **Committee Reports**
 - **Program Monitoring Committee-** The Committee will meet December 8th after the Leadership Team and still needs to elect a co-chair.
 - **Housing Resources Committee** – The Committee is working to establish teams for the Point In Time Count and sites where the Count will take place. The next meeting will be held January 5, 2016. Volunteers have been asked to attend to review teams and updates to the mobile app. The GVPHC will host a potluck meeting on December 20, 2016.
 - **Lower SCAAN** – 52 RRH applications have been received.
 - **Upper SCAAN** – No new report.
 - **SOAR Team** – The Team met on November 29, 2016. M. Zingraff will send out the official email regarding SOAR training.
 - **HMIS-** No new report.
 - **VHSP** – Interviews for 3 full-time outreach employees are completed; the outreach workers should be full-time by December 26, 2016. Prevention spending is at approximately 50%; Rapid Re-Housing is slightly ahead of budget in the Upper Peninsula, and on target in the Lower Peninsula. The Committee reviewed reimbursement policies which state that only agencies who have a signed MOU are allowed to receive reimbursement funds from Hampton DHS.
- **GVPHC January Meeting Agenda**
 - **Phrase of the Month-** Point In Time Count and Housing Inventory
 - **Presentation (s)** – Newport News Alternatives

Next meeting: January 12, 2017 @ 9:00 a.m. @ Hampton DHS

Minutes submitted by M. Zingraff