

Leadership Team Meeting
GVPHC
Hampton DHS, February 12, 2015
Meeting Minutes

Meeting Attendees

Hampton DHS- Co-Chair – M. Holup HNNCSB- S. Armstrong, D. Schwartz JCC- A. Taylor LINK –J.Schaller	Menchville House- J. Tubaugh, N. Ruckman, Intern Newport News DHS- S. Gerald The Planning Council – Y. Smith TSA Peninsula – T. Satchell
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Leadership Team Meeting Minutes- Minutes from the January 9, 2015 will be reviewed during the March meeting.

GVPHC Housing Crisis Hotline – The hotline pilot providers continue to meet to address problems and monitor the process. ForKids announce the addition of a third phone line for the hotline and encouraged the distributions of the new number to help reduce the cost of the toll free number.

Veterans: 100 Day Challenge- the Peninsula successfully met and exceeded the goal to house 100 veterans in 100 days, with the reported 104 veterans housed and an additional 31 veterans matched to housing with plans to move in a few weeks. Members of the team attended a debrief and award ceremony in Richmond, where they committed to housing 60 more homeless veterans in the next 100 days through continued community collaboration. The Teams partnerships have been strengthened tremendously and have contributed to a 75 percent reduction in Veteran homelessness in the State of Virginia.

2015 Point in Time Count- the Peninsula conducted the count on the evening of Wednesday, January 28, 2015 and the morning of January 29, 2015. The group agreed that the count went well and teams did a good job covering the region. For the 2016 count, members suggested that we consider deploying late morning and/or afternoon teams to identify persons in known congregate areas.

GVPHC 2015 To-Do List- Y. Smith presented a draft of the GVPHC 2015 To-Do List, highlighting specific tasks related to governance, capacity building, etc.

GVPHC March Meeting Agenda – No discussion, members reminded that the February Membership meeting has been cancelled.

Next meeting: March 12, 2015 @ 9:00 a.m. @ Hampton DHS

Leadership Team Meeting
GVPHC
Hampton DHS, March 12, 2015
Meeting Minutes

Meeting Attendees

Hampton DHS- M. Holup HELP- C. Dillow HNNCSB- S. Armstrong, D. Schwartz JCC- A. Taylor LINK –J.Schaller, A. Ruffin Menchville House- J. Tubaugh, S. Jones	Newport News DHS- S. Gerald, M. Taylor The Planning Council – Y. Smith TSA Peninsula – T. Satchell VAMC- M. Chick-Ebey
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Leadership Team Meeting Minutes- Minutes from the February 12, 2015 were reviewed and approved.

Treasurers Report- S. Jones reported an account balance of \$3,076.71. The following expenses will be paid this month:

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|--------------------------------------|--------------|
| (1) GVPHC P.O. Box | (-) \$86.00 |
| (2) OrgCode Case Management Training | (-) \$750.00 |

GVPHC Housing Crisis Hotline – The hotline pilot providers continue to meet to address problems and monitor the process. Attendees agreed to cancel this month’s meeting to avoid low attendance.

2015 GVPHC Point in Time Count – Update- Y. Smith reported that The Planning Council is still working to confirm data for several programs. Will plan to present the results during the April meeting along with articulating the importance of good data quality and timely submission of reports.

Veterans: 100 Day Challenge- M. Holup reported that HUD-VASH has identified 20 additional HUD-VASH vouchers, therefore the committee will continue with referrals and housing of CH persons to VASH. HELP and LINK winter/emergency shelter participants and families have been identified as target populations. LINK has provided several households with furniture, and will be working the HELP to open a warehouse. HELP has secured eight NCCC persons to run the warehouse and deliver furniture. Donations will be accepted. HELP is exploring options for transportation, including approaching the city to provide a driver, and the GVPHC to aid with cost for renting a U-Haul. The Veterans group plans to expand participation to include: SSVF providers, LINK, Wounded Warriors, and CSB- PATH.

VA GAP Analysis- M. Chick-Ebey presented information on the Veterans Affairs Gap Analysis. The gap analysis identifies a need for additional resources for RRH and PSH for non-VASH eligible veterans. An electronic copy will be sent to The Planning Council for distribution and comments. M. Chick-Ebey also reported that the SSVF providers across the region met and agreed to switch to 100 percent Rapid Re-Housing for all funds (no more prevention) to aid in meeting the federal goal of ending “unsheltered” homelessness by December 2015. Additionally, Virginia Peninsula Community Development Corporation (VBCDC) agreed to expand SSVF services to the Peninsula.

Committee Reports-

- (1) **Program Monitoring** – rescheduled March meeting will meet on March 19th at 9:00am at Hampton Department of Human Services.
- (2) **Housing and Service Resource Committee** – Started planning for next Landlord Workshop for late spring/early summer. The Committee has plans to incorporate face-to-face visits with landlords prior to the event.

- (3) SCCAN – Lower SCAAN reports that several new agencies have started attending bi-weekly meetings. Upper SCAAN is preparing to staff households affected by the upcoming closure of a Williamsburg hotel.
- (4) SOAR Team- the committee is considering aligning the Teams meeting schedule with the HMIS Committee, with plans to meet immediately following the HMIS Committee meetings since a majority of the members attend both meetings.

GVPHC March Meeting Agenda –

- (1) Phrase of the Month- M. Taylor to provide an overview on Rent Reasonableness
- (2) Presentation(s) – Norfolk State University, MSW Intern program

Next meeting: April 9, 2015 @ 9:00 a.m. @ Hampton DHS

Minutes submitted by Y. Smith

Leadership Team Meeting

GVPHC

Hampton DHS, April 9, 2015

Meeting Minutes

Meeting Attendees

Hampton DHS- M. Holup, A. Hill, Kelly HELP- C. Dillow HNNCSB- D. Schwartz JCC- A. Taylor LINK – A. Ruffin	Menchville House- J. Tubaugh Newport News DHS- M. Taylor The Planning Council – Y. Smith TSA Peninsula – T. Satchell
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Leadership Team Meeting Minutes- Minutes from the March 12, 2015 were reviewed and approved.

Treasurers Report- J. Tubaugh reported there are 33 dues paying members and an account balance of \$2,246.73, after the following expenses were paid:

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|--------------------------------------|--------------|
| (1) GVPHC P.O. Box | (-) \$86.00 |
| (2) OrgCode Case Management Training | (-) \$750.00 |

Members asked that the Treasure follow-up on the purchase of bus passes to offer to the appointed formerly homeless representative to attend monthly meetings.

GVPHC Housing Crisis Hotline – The hotline pilot providers will meet Friday, April 10th. Members noted that the hotline still prompts callers to press a number for the winter shelter schedule. Pilot providers will also discuss what happens to literally homeless families, now that winter shelter is closed. The Daily Vacancy Report went live on April 1st.

Peninsula Veterans: 100 Day Challenge- C. Dillow announced that Langley Air Force Base recent gave away over 400 units of furniture and is preparing to give-a-way more furniture. A representative at Langley will contact C. Dillow for the next give-a-way. The Leadership will request the approval of funds to rent a U-Haul truck to move the furniture, when the time presents. Hampton DHS staff will research the cost of the U-Haul and a request for approval will made during the April general meeting. M. Holup announced that she will be stepping down from the challenge. The Team is scheduled to meet this afternoon at 3:00pm with Matt Leslie of Veterans Services to address the changes and establish a plan to move forward.

VA GAP Analysis- M. Chick-Ebey presented information on the Veterans Affairs Gap Analysis. The gap analysis identifies a need for additional resources for RRH and PSH for non-VASH eligible veterans. An electronic copy will be sent to The Planning Council for distribution and comments. M. Chick-Ebey also reported that the SSVF providers across the region met and agreed to switch to 100 percent Rapid Re-Housing for all funds (no more prevention) to aid in meeting the federal goal of ending “unsheltered” homelessness by December 2015. Additionally, Virginia Peninsula Community Development Corporation (VBCDC) agreed to expand SSVF services to the Peninsula.

Committee Reports-

- (1) **Program Monitoring** – rescheduled March meeting will meet on March 19th at 9:00am at Hampton Department of Human Services.
- (2) **Housing and Service Resource Committee** – Started planning for next Landlord Workshop for late spring/early summer. The Committee has plans to incorporate face-to-face visits with landlords prior to the event.
- (3) **SCCAN** – Lower SCAAN reports that several new agencies have started attending bi-weekly meetings. Upper SCAAN is preparing to staff households affected by the upcoming closure of a Williamsburg hotel.

- (4) SOAR Team- the committee is considering aligning the Teams meeting schedule with the HMIS Committee, with plans to meet immediately following the HMIS Committee meetings since a majority of the members attend both meetings.

GVPHC March Meeting Agenda –

- (1) Phrase of the Month- M. Taylor to provide an overview on Rent Reasonableness
(2) Presentation(s) – Norfolk State University, MSW Intern program

Next meeting: April 9, 2015 @ 9:00 a.m. @ Hampton DHS

Minutes submitted by Y. Smith

Leadership Team Meeting
GVPHC
Hampton DHS, May 14, 2015
Meeting Minutes

Meeting Attendees

Hampton DHS- M. Holup HELP- C. Dillow HNNCSB- D. Schwartz, S. Armstrong LINK – A. Ruffin, Cynthia, J. Schaller	Menchville House- J. Tubaugh, C. Durden The Planning Council – M. Zingraff TSA Peninsula – T. Satchell Volunteer – J. Kirsch
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Leadership Team Meeting Minutes- Minutes from the April 9, 2015 will be reviewed at the next meeting.

Treasurers Report- J. Tubaugh reported there are 33 dues paying members and an account balance of \$2,246.73.

GVPHC Housing Crisis Hotline – The hotline pilot providers met last week to discuss updating agency MOUs. ForKids will distribute the MOUs to all existing and new partners to ensure all agencies are on the same cycle. The Hotline will go live on July 1, 2015.

Virginia Homeless Solutions Program -The Virginia Homeless Solutions Program (VHSP) grant was submitted on Friday, May 8, 2015. The CoC requested funding for two senior and two entry-level case managers to support general Rapid Re-Housing initiatives, in addition to \$80,000 to support two case managers for Rapid Re-Housing for Veterans. All case management positions will support the GVPHC.

Peninsula Veterans: 100 Day Challenge - C. Dillow reported that the Veterans Committee will be receiving 91 new HUD-VASH vouchers and will be targeting families and street homeless veterans.

NCCC Americorps – C. Dillow reported the NCCC Americorps students completed their 7 week program with the GVPHC. The team worked with H.E.L.P, Hampton DHS, Menchville House, Natasha House and the food bank on initiatives including HMIS data entry the Veterans Challenge. The CoC will host a second Americorps team beginning July 25, for 7-8 weeks. C. Dillow asked Committee members for projects for the students to be involved in, in order to submit their daily schedule.

Committee Reports-

- (1) **Program Monitoring** – The CoC has completed registration. The Committee discussed the report card and the score card at the last meeting.
- (2) **Housing and Service Resource Committee** – The next Landlord Workshop is scheduled for September 29, 2015. The Committee will work to release an invitation in June/July.
- (3) **SCAAN** – Lower SCAAN reports that due to an influx of new agencies attending meetings, the Committee is considering creating a welcome packet to encourage attendees to become GVPHC members. The packet would also include information regarding confidentiality, meeting guides, and a SCAAN governance document. Lower SCAAN will also add a confidentiality clause to the sign in sheet. Chairs of both SCAAN Committees will meet to further address confidentiality and Standard Operating Procedures.
- (4) **SOAR Team-** No new report.

GVPHC May Meeting Agenda –

- (1) Phrase of the Month- C. Fischer to provide an update on the Housing Crisis Hotline
- (2) Presentation(s) – Rev. Charles Cheek, H.E.L.P. Jobs4Life program

Next meeting: June 11, 2015 @ 9:00 a.m. @ Hampton DHS

Minutes submitted by Y. Smith

Leadership Team Meeting

GVPHC

Hampton DHS, July 9, 2015

Meeting Minutes

Meeting Attendees

Hampton DHS- A. Hill (SCAAN Chair), M. Holup (Chair), K. Johnson HELP- C. Dillow (HMIS Co-Chair) J. Kirsch (SCAAN Chair) LINK – A. Ruffin, J. Schaller (HMIS Co-Chair)	NNDHS- M. Taylor (Vice Chair) The Planning Council – Y. Smith TSA Peninsula – T. Satchell (HSRC Chair) JCC- A. Taylor (Treasurer) Guest: Mike Monteith, Peninsula Community Foundation
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- **Minutes-** Minutes from the June 11, 2015 meeting approved, with the recommendation to add the officer's positions to the minutes.
 - **Treasurers report** – No report, former Treasurer still needs to schedule a time to transfer information to the new Treasurer, A. Taylor.
 - **Diversion Forms-** Distributed copies of the Diversion assessment currently being used by Connect Point in Virginia Beach. Team agreed to review the forms and present recommendations during the next Leadership meeting. Initial suggestions for the use and/or revision of the form, include:
 - Add a secondary review to be signed off on by the shelter
 - Attach form with referrals made in CallPoint so that the form can be added to client records.
 - Testers- suggest that HELP and Salvation Army start using to assessment and bring recommendations to the next meeting.
 - **GVPHC Homeless Hotline-** Distributed copies of the May 2015 hotline report for review and discussion. Y. Smith to request clarification on the number of calls/callers from no region recorded, why is this number so high? A. Taylor suggested meeting with the Upper SCAAN to encourage hotline participation, noting that St. Bede's expressed interest in joining the process.
 - United Way call issues – contact Georgia (not Shirley Finch) request that they come to the GVPHC and update information.
 - Prevention ready to re-open next week.
- M. Monteith, Peninsula Community Foundation, requested a report on the status of the hotline and the hotlines impact on the CoC. M. Monteith asked the following questions:
- Is the hotline working and doing what it's supposed to do?
 - What's the benefit to the provider?
 - Are we moving people into housing?
 - Has the referral system been made better?
 - Is this really stream lining the system? Are people really getting the right service?
- M. Holup and Y. Smith will prepare a presentation and plan to meet with M. Monteith in Mid-August.
- **Veterans 100 Day Challenge-** C. Dillow announced that the State moved the date to accomplish the goal of ending Veterans homelessness to Veterans Day 2015. Functional Zero- as long as the veteran has been engaged and given the opportunity to connect available services, we have reached functional zero, per the information shared at the Veterans Summit.

- **Peninsula Community Foundation** – M. Monteith announced that Canon started sending donations to the PCF for the GVPHC. The Leadership Team will need to discuss how funds will be used and draft an agreement with the PCF during the next meeting.

- **Committee Reports**
 - **Program Monitoring Committee-** is preparing for the FY15 CoC Peer Review process of renewal projects, include the implementation of the CoC Scorecard. Avalon has decided not to apply for FY15 CoC funds for their transitional housing program. Y. Smith has offered technical assistance during the transition.
 - **Housing Resources Committee** – still working on the landlord workshop. Asking for a budget of \$100 for the event. A motion was made, seconded and approved to provide the committee with \$100 for the event.
 - **SOAR Team-** looking for chair, D. Schwartz has been nominated.
 - **SCAAN** – J. Kirsch was reelected as the Co-Chair of the committee.
 - **HMIS-** LINK preparing for the use of ShelterPoint, to help streamline HMIS data entry during the winter shelter season.

- **GVPHC August Meeting Agenda**
 - **Phrase of the Month-** Diversion
 - **Presentation-** Julius Conn day program

Environmental Review -LINK still awaiting a signature

Next meeting: August 13, 2015 @ 9:00 a.m. @ Hampton DHS

Minutes submitted by Y. Smith

Leadership Team Meeting
GVPHC
Hampton DHS, August 13, 2015
Meeting Minutes

Meeting Attendees

Hampton DHS- A. Hill (SCAAN Chair) HELP- C. Dillow (HMIS Co-Chair) HNNCSB – S. Armstrong (PMC Chair) J. Kirsch (SCAAN Chair) LINK – A. Ruffin	Menchville House – J. Tubaugh (HSRC Co-Chair) NNDHS- M. Taylor (Vice Chair) The Planning Council – M. Zingraff TSA Peninsula – T. Satchell (HSRC Chair)
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- **Minutes-** Minutes from the July 9, 2015 meeting approved.
- **Treasurers report** –The GVPHC account has been transferred to the new Treasurer, A. Taylor.
- **Diversion Forms** - Distributed copies of the Diversion assessment currently being used by Connection Point in Virginia Beach. Team reviewed the forms and presented recommendations, which included:
 - Changing questions that ask “why” to ask “what” to encourage faster response times; and,
 - Allowing the Hotline to use a shortened version of the form, including questions 1 through 4, and question 6, to prescreen for diversion opportunities.The Team approved the form; The Salvation Army and H.E.L.P. will present the form as the Phrase of the Month at the August GVPHC meeting.
- **Canon Funds – Peninsula Community Foundation Agreement** – PCF will serve as the fiscal agent for the funds; GVPHC members will submit claims requesting funding. The Consortium will further discuss how to disburse PCF funding, who will apply for claims, and the eligibility requirements for accessing funds.
- **GVPHC Homeless Hotline-** Discussed current issues with the Hotline to address at the Hotline meeting, including:
 - United Way call issues – J. Kirsch will contact Georgia to request that they update the GVPHC’s information.
 - M. Holup will contact 2-1-1 and 3-1-1 to update Hotline information.
 - How referrals are communicated to clients; clients are calling agencies and stating they were referred.
 - Diversionary questions – are they being completed?
 - Texting – Does the Hotline have the capacity to text to address issues with access to phones/minutes?
- **Veterans 100 Day Challenge-** C. Dillow reported the Americorps students are updating the master list. There are a few veterans that cannot be found; however, the CoC has almost accomplished functional zero. The Virginia Coalition to End Homelessness is hosting an upcoming conference on housing the most vulnerable, which will help the CoC continue to working towards ending veteran homelessness. Veteran providers will continue to administer VI-SPDATs on veterans at the winter shelters once they open for the season.

- **Formerly Homeless Representation** - A. Hill has identified a representative; C. Dillow will secure a bus pass for the August GVPHC meeting. A. Ruffin stated an additional representative from PORT is also interested in attending meetings.
- **Committee Reports**
 - **Program Monitoring Committee-** held the Peer Review process of renewal projects for the FY15 CoC application. Avalon will not to apply for FY15 CoC funds; approximately \$64,00 for a new project is available.
 - **Housing Resources Committee** – sent postcard invitations to landlords in the area. The Committee will send reminder emails and faxes. T. Satchell continues to work on the agenda.
 - **SOAR Team-** will vote on a chair at the September meeting.
 - **SCAAN** – continues to set aside time for addressing the Veterans Challenge. The Planning Council has requested success stories from SCAAN members to feature in the GVPHC annual report. SCAAN has requested the Consortium address membership at the next Leadership meeting, including a package to present to new members, policies regarding GVPHC membership, and confidentiality.
 - **HMIS-** needs a new Co-Chair, which will be announced at the next GVPHC meeting.
- **GVPHC August Meeting Agenda**
 - **Phrase of the Month-** Diversion
 - **Presentation-** Julius Conn day program
- **GVPHC September Meeting Agenda**
 - **Phrase of the Month** – Peninsula Winter Shelters
 - **Presentation**
 - Patrice Matthews, Unison Mental Health
 - Veterans Challenge Update
- **GVPHC October Meeting Agenda**
 - Presentation
 - Membership
 - GVPHC Annual Report

Next meeting: September 10, 2015 @ 9:00 a.m. @ Hampton DHS

Minutes submitted by Y. Smith