

# Best Practices Committee | MINUTES

**Meeting Date; Time:** 3/16/17; 11-11:45am      **Meeting Location:** Conference Call

<b>Type of Meeting</b>	Regular Meeting
<b>Note taker</b>	Amber Joiner-Hill (NSVRC)
<b>Attendees</b>	Valerie Roth ( <i>People Inc.</i> ); Dawn Sonifrank ( <i>First Step</i> ); Zanata Fenn ( <i>ARE</i> ); Whitney Hamrick ( <i>SAS</i> ); Robin Stevens ( <i>Choices</i> ); Jennifer Morrison ( <i>Response</i> ); Shannon Porter ( <i>Mercy House</i> )
<b>Absent</b>	Kaye Harris ( <i>The Laurel Center</i> )

2/16/17 approved, with correction of meeting date

**Agenda Topic: CoC 101 Task Group**

**Discussion**

- The goal of a CoC 101 curriculum is to educate people on the CoC’s mission, goals, and funding; Jennifer volunteered to help Valerie create this
- A task group would gather information on each homelessness program; 2-3 people would create a class that’s helpful for service providers and new participants; potentially a requirement for grantees to attend

<u>Action Items</u>	<u>Person Responsible</u>	<u>Deadline</u>
Create an outline of the curriculum	Jennifer and Valerie	Next committee meeting on 4/20

**Agenda Topic: CHI Task Group**

**Discussion**

- CHI already meets many of the requirements outlined in the Coordinated Entry Notice and there are just a few things they need spent more time on—primarily outreach and marketing
- The intent behind creating a task group was to make the structure of Intake inclusive
- The CHI staff will complete a self-assessment first and will then report back to the CoC with what they find and need assistance in
- Staff will also participate in an upcoming HUD webinar to learn more about how best to move forward, as far as creating a task group or identifying what CHI needs from the CoC in order be compliant with the new requirements

<u>Action Items</u>	<u>Person Responsible</u>	<u>Deadline</u>
Share information from the HUD Coordinated Entry webinar	Shannon	Next committee meeting on 4/20

**Agenda Topic: CoC Trainings**

**Discussion**

- CreditSmart will occur in April and Mercy House will likely host Motivational Interviewing training in May
- Bridges Out of Poverty isn't affordable, but there are free online resources that can be included on a list or incorporated in a CoC 101 training
- Mental health: Harrisonburg CSB is willing to lead a 1 ½-2 hour class to the CoC about mental illnesses commonly found in the homeless community
- BB&T training and DuPont credit training class and Managing Your Money classes are potential resources that can be brought to the CoC; Managing Your Money is already offered on a regular basis through VCE; BB&T training is something that individuals start on their own and the third and final session is in-person
- Suggestion is for the CoC (or Best Practices Committee) to offer two trainings in the spring and two in the fall; mental health in the fall and financial class in the winter are current possibilities
- This Committee can create a handout that lists suggested trainings for CoC meeting attendees to participate in; VA Law Help 2 Go is a website that clients can use to access information on various legal issues and was a suggestion for the list

<u>Action Items</u>	<u>Person Responsible</u>	<u>Deadline</u>
Work with Harrisonburg CSB to schedule a mental health training in the fall	Amber	Ongoing
Create list of training resources	Whitney and Zanata	Ongoing

**Agenda Topic: Announcements**

**Discussion**

- Valerie: CreditSmart class will be offered on April 20<sup>th</sup> by local nonprofits; please distribute event flyer as appropriate