

**Western Virginia Continuum of Care  
Meeting Minutes  
October 17, 2019  
Woodstock, VA**

**Welcome/Introductions (5 mins)**

**Old Business:**

**1) Review and Approval of August's minutes (5 mins)**

- a) Harrisonburg City Council representative Adam Fletcher pointed out a misspelling of the name of Harrisonburg City Manager's Assistant, Amy Snider; the spelling was corrected.
- b) Motion to approve August minutes was made by Emily McCarty, Paul Rush seconded. All in favor, none opposed.

**2) Committee Updates (35 mins)**

- a) *Centralized Intake Committee – Shannon Porter, Chair*
  - i) Paul Rush: CI group had a meeting on 10/16 to review details concerning gathering data at intake and ensuring checks are done to reduce client duplication. The committee also ironed out some interagency relationships.
  - ii) Centralized intake within the CoC is being done by Mercy House, Shenandoah Alliance for Shelter (SAS), and AIDS Response Effort (ARE). ARE has walk-ins twice a week and Mercy House and SAS have walk-ins five days a week.
- b) *Best Practices Committee – Lynn Gray, Chair*
  - i) Vine Adowei provided committee updates.
  - ii) Last meeting held in September and had discussed training topics for the CoC 2020 schedule based on recent NOFA requirements.
  - iii) The next meeting will be in November.
- c) *Compliance and Evaluation Committee – Seli Perry, Chair*
  - i) The committee met last month to complete the MOU for VHSP grantees and finalize the package for site visits. They also finalized a schedule for agency site visits.
  - ii) Michael Wong: stated that the committee oversaw the NOFA process this year and will work on implementing the process into the VHSP funding process.
- d) *Data and Performance Committee – Laura Black, Chair*
  - i) The committee will be getting together in the coming weeks as preparation for the Point-in-Time (PIT) count approaches.
  - ii) Also shared about some changes next week Friday in HMIS; the tweaks will be done overnight and over the weekend so no one will be impacted.
- e) *Media and Advocacy Committee – Oscar Cerrito-Mendoza, Chair*
  - i) The committee is currently working on the CHI brochure and CoC brochure.
  - ii) Also, editing press releases announcing ARE doing outreach and relaying information about the January 2020 PIT count.
- f) *Built for Zero Case Conferencing – Vine Adowei, Team Lead*
  - i) The CoC has been working on the Built-for-Zero case conferencing initiative to prioritize and house most-vulnerable clients in our CoC region. The process entails reviewing what barriers people have that are hindering them from getting housed,

bringing all resources to the table and figuring out the logistics behind getting them into housing, then creating a housing plan for them.

ii) Next case conferencing session will be on November 20<sup>th</sup> in Woodstock.

*g) Executive Committee*

i) The executive committee has met to discuss policy updates, overview goals and objectives, and plan for the governance meeting.

**New Business:**

**3) Racial Disparity Report (15 mins)**

a) Laura Black: discussed the racial disparity report she created for this year's CoC NOFA. Explained that there is a disparity in the percentage of African Americans who are homeless in our CoC compared to the percentage of African Americans in the general population. However, the percentage of African Americans that the CoC served is higher than the percentage of African Americans in the general population, which shows the CoC is serving without discrimination.

**4) CoC Governance (45 mins)**

*a) By-law/policy Updates*

i) Charter: Sheila Orndorff made a motion to approve, Seli Perry seconded. All were in favor, none opposed.

ii) Other policy documents updated and approved: anti-discrimination policy, by-name list policy, monitoring and ranking policy, and committee membership handbook.

*b) 2020 Meeting Schedule*

i) Seli Perry made a motion to approve, Mandy Underwood seconded. All were in favor, none opposed.

*c) 2020-2022 Strategic Plan Goals and Objectives*

i) Goal 1, Objective 1:

(1) For street outreach, a goal is to ensure that there is full coverage for the entire CoC (currently, ARE is still searching for someone to hire for that position).

(2) Nicky Fadley: current SO funding does not cover supplies; Sheila Orndorff: asked that Nicky Fadley send out a list of needs and she said she would do so.

(3) Need for specific outcomes to measure performance, such as establishing specific locations in the North to conduct outreach since ARE will be starting from the scratch.

ii) Goal 1, Objective 2:

(1) Will not change since it remains an unmet goal; only update target date to 2022.

iii) Goal 1, Objective 3:

(1) Met Objective 3, but will keep it as an ongoing goal.

iv) Goal 2, Objective 1:

(1) To be determined by the Executive Committee.

(2) Suggestions included: to increase partner engagement by 2022 by having consistent representation from community stakeholders (the stakeholder groups we are currently missing are education, healthcare, and employment).

v) Goal 2, Objective 2 & 3:

(1) The CoC will keep Objectives 2 and 3 for 2022.

vi) Goal 2, Objective 4:

- (1) Suggested measures: four community events, highlighting CoC successes, tracking website engagement, quarterly communication, annual CoC “shoutout” report, one to two community events (can use this to reach out to specific stakeholders to bring them back to engagement within the CoC).
- vii) In terms of the committee level of responsibilities, the committees agreed to discuss this at their next meetings and come up with committee-specific goals for the strategic plan.
- d) *Confirm committee memberships and sign handbook*
  - i) Vine Adowei: distributed copies of the membership handbook agreement page for members to sign up for committees. As per changes in the policy approved by the Executive Committee and larger CoC, all VHSP and HUD grantees are required to actively participate on at least two committees.
  - ii) Emily McCarty: mentioned the need for creating a membership signup sheet for the CoC in general rather than specific to committee membership.
  - iii) Emily McCarty: suggested a page on the CoC website that highlights participating agencies in the CoC to let others know the kinds of agencies engaging within the CoC.

**5) Adjourn/Announcements (5 mins)**

<b>Attendee</b>	<b>Organization</b>
Laura Black	Harrisonburg Redevelopment and Housing Authority (HRHA)
Oscar Cerrito-Mendoza	AIDS Response Effort (ARE)
Danielle Cullers	Supportive Services for Veteran Families (SSVF)
Nicky Fadley	Strength in Peers (SiP)
Zanata Fenn	AIDS Response Effort (ARE)
Adam Fletcher	City of Harrisonburg
Katie Furneisen	Shenandoah Alliance for Shelter (SAS)
Miranda Hulse	First Step
Ryan Kirby	Strength in Peers (SiP)
Jacalyn Lee	Choices of Page County
Emily McCarty	Harrisonburg Redevelopment and Housing Authority (HRHA)
Chris Monroe	Northwestern Community Services Board (NWCSB)
Sherri Longhill	Catholic Charities Diocese of Arlington
Sheila Orndorff	Shenandoah Alliance for Shelter (SAS)
Seli Perry	Mercy House
Paul Rush	Mercy House
Danny Sheets	Shenandoah Alliance for Shelter
Mandy Underwood	AIDS Response Effort (ARE)
Karen Via	Harrisonburg Community Health Center (HCHC)
Amanda Williams	Dept. of Veteran Affairs (VA)
Diane Wittreich	Family Promise of Shenandoah County
Michael Wong	Harrisonburg Redevelopment and Housing Authority (HRHA)