

Norfolk Homeless Consortium

Continuum of Care Committee

Meeting Minutes

January 9, 2008

Attendees:

Stacie Walls-Beegle, ACCESS
George Davies, CAMG
Peggy Crutchfield, NCSB
Alicia Matthews, St. Columba
Debbie Williams, The Planning Council
Clara Smith, VSH-Gosnold Apts
Charles Peek, Second Chances

Crystal Bonneville, Barrett Haven, Inc
Vikki Henderson, ForKids
Mary Mann, Salvation Army
Brian O'Dell, TACT
Julie Dixon, The Planning Council
Roxie Hoven, YWCA

1. Continuum of Care Awards

The Continuum of Care awards were announced just before the holidays. All Norfolk programs were fully funded.

2. Continuum of Care priorities

Stacie Walls-Beegle discussed the priorities setting session that took place after the 11/28 NHC meeting. The Executive Committee is preparing for a community wide assessment process that will not be completed before the 2008 CoC application cycle. The 11/28 session was to create an interim set of priorities that will guide the application process. The priorities and project guidelines as adopted by the NHC will be posted on the NHC website. Suggestions were made to add that the populations for which applications will be accepted are listed in no particular order and to add the CoC meeting attendance requirement to the project guidelines section.

3. Renewal projects

For the last several months there has been discussion at the Executive Committee and the CoC Committee of whether or not renewal projects should be automatically ranked above new projects. The Executive Committee has asked that the CoC Committee, either as a whole or as a smaller workgroup, develop a system for ranking renewal projects that provides a threshold at which renewals will not be ranked above new projects.

The group decided that a smaller workgroup will meet on January 22nd at 9:30am at The Salvation Army office on Raby Road. The following people volunteered for the workgroup:

- Roxie Hoven
- Vikki Henderson
- Julie Dixon
- Mary Mann
- Charles Peek

- Stacie Walls-Beegle
- Debbie Williams
- Alicia Matthews (maybe)
- Barbara Gaddy (maybe)

Because there were still questions of how the Standards of Care could play a role in this ranking process, Debbie looked at the Columbus, OH Community Shelter Board's website and found that they have an evaluation and ranking process and guidelines. Those guidelines were handed out at the meeting. Members were asked to review those documents and send comments or questions to Debbie before the Jan. 22nd meeting.

Debbie will contact Columbus to ask if they use the Standards or Care as part of this process and if they have any additional materials they would be willing to share.

4. Point in Time Count

Debbie Williams gave an update on volunteer needs for the Point in Time Count. Last year each CoC funded agency was asked to have 2 volunteers participate in the street count or NEST count, and we are asking for this commitment again in 2008. Each agency should contact Debbie Williams with the names of their volunteers and the time that the volunteers are able to count.

The Housing Inventory that is submitted as part of the CoC application is supposed to be conducted in connection with the PIT count. Debbie handed out forms that agencies can use to submit the number of emergency shelter, transitional, and permanent supportive beds for each program. There is also a form to determine the "unmet" need of the individuals counted during the PIT count. Debbie will send each of these forms next week.

5. Standards of Care

Vickie Greene gave copies of the 2nd visit checklist and a list of questions that she had regarding the revised Standards. The group answered the questions, several of which resulted because of errors that were made in the revision. Debbie Williams will fix those errors and send a new copy of the Standards to Vickie for the reviews. The updated version will also be posted to the NHC website.

In Section I, a clarification needs to be added that Standard I2 does not apply to scattered site programs. Also, a Standard needs to be added that asks for programs that do not require case management to document program eligibility including homelessness and income verification.

The question was also raised about whether or not programs that are not HUD funded should be reviewed. The answer was that CoC funded "programs" should be reviewed. Also, clarification was given that case records should be reviewed for all CoC funded "activities." Debbie Williams will review the budgets submitted in the CoC and email Vickie a list of each agencies' CoC funded support services.

Next Meeting: Regularly scheduled meeting is February 13th