

# **Continuum of Care Committee Minutes**

**March 14, 2007; 12:30 pm – 2:00 pm**

## **Attendees:**

Crystal Bonneville, Barrett Haven, Inc  
Katie Kitchen, Office to End Homelessness  
Alisa Berry, Office to End Homelessness  
Thaler McCormick, ForKids  
Alberto Torres, TACT  
Vikki Henderson, ForKids  
Charles Peek, Second Chances  
Roxie Hoven, YWCA

Calvin Robinson, NCSB  
Julie Dixon, The Planning Council  
Stacie Walls-Beegle, ACCESS  
Helmi Ortiz, St. Columba  
Brian O'Dell, TACT  
Mary Mann, The Salvation Army  
Beryl Alexander, CAMG  
Debbie Williams, The Planning Council

## **1. Letter of Intent for Renewals**

Stacie Walls-Beegle distributed spreadsheets with the budgets from the renewal LOI's and the spreadsheet that was created last year for upcoming renewals. The amounts submitted on the LOI's did not match the budgets that were expected.

Stacie asked each agency to check their numbers because agencies could have shifted between line items. The numbers that were submitted on the Letters of Intent are what will be used and going forward these are the numbers that will be used for planning and should appear on the threshold applications.

## **2. Support Services Funding**

The housing percentage based on 80% of new project funding being used for housing is currently 61% which means services is 39%. Stacie asked if the committee thought this ratio is ok. Should the housing percentage be higher? Last year the housing percentage was 59% so 2007's is higher.

Mary Mann asked if there would be a debrief and Stacie announced that we would receive one in writing but not a phone call like last year. Mary suggested that because the 2006 CoC scored well that the housing score is fine and therefore we could assume that no more service cuts were necessary.

Thaler McCormick suggested that perhaps the focus now does not need to be on the global housing percentage because the 2006 CoC scored so well but rather focus on optimizing the services among agencies. The CoC committee should look at the fairness of service funding among agencies and should maybe redistribute service money to promote fairness. Stacie stated that she did not know if that was possible under hold harmless. Currently money can only be added to existing programs if they are adding more housing units, but to be sure we would have to check the rules in the SuperNOFA.

## **3. Application Process for NEW Applications**

There is approximately \$645,797 available for new projects and there is a recommendation from both the Housing Committee and the Singles Committee for a 'Housing First' project for

homeless individuals. Last year there was one new project funded for families and one for singles.

Stacie asked the committee how they wanted to proceed with the application process for NEW projects. In the past both Letters of Intent and RFPs have been used. The recommendation was made that agencies wishing to apply should submit a Letter of Intent. **The Letters of Intent will be sent out on March 16, 2007 and should be returned to Debbie Williams by 3pm on March 26, 2007.**

There was discussion about what will happen after the Letters of Intent are submitted. The recommendation was made to send them to the ranking committee and the discussion will continue and a decision will be made at the next Continuum of Care meeting on March 28.

#### **4. Site Reviews for Standards of Care**

Stacie asked for a report from the agencies that had already completed site reviews for feedback on the process. Both the YWCA and St. Columba said that the visits went very well and that Vickie Greene is very good and very thorough. She used the checklist and checked off everything that they had. The agencies have not received a report yet. Roxie Hoven stated that some things were not applicable and that there were questions about how to report some issues. For example the transitional housing is not scattered site but it is also not communal so how do they review that based on the Standards of Care. Overall though they felt the process went very well.

#### **5. HMIS**

There was discussion about the HMIS reports that are supposed to be coming to the Continuum of Care committee and whether or not they should be pulled monthly for CoC funded agencies and quarterly for the entire HMIS system. Julie Dixon is going to check with Pat Vedomske to see what is possible and how the new ART software will affect the ability to pull reports.

#### **Upcoming Meetings:**

March 28, 2007 – 12:30pm, Salvation Army's new location (5525 Raby Rd.)

April 11, 2007 – 12:30pm, Norfolk Workforce Development (201 East Little Creek Road)