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**Guilford County Continuum of Care Executive Committee**

**Minutes**

**April 3, 2023**

**Attendance:** Chair Bernita Sims, Will Bohaboy, Edith Clifford, Charolette Leach,

Cheri Neal, Shanna Reece, Sarah Roethlinger, Erin Stratford Owens,

Beth Waters, Nena Wilson

**Also Attending:**

Jessica Camire, Wilton Donnell, Jennifer Hurdle

This was the regular scheduled bi-monthly meeting of the Continuum of

Care (CoC) Executive Committee. The meeting was held virtually through

Microsoft Teams.

**I.** **Welcome and Introductions – Chair Bernita Sims**

Chair Sims officially opened the meeting at 11:03. A welcome was extended

to all participating in the meeting.

**II.** **Review and Approve Minutes –** **February 9, 2023**

The minutes from the February 9 meeting were acknowledged as having been

sent electronically. The question was asked to accept the minutes as submitted.

The minutes were accepted as submitted by affirmative vote.

**III.** **Collaborative Applicant Update – Cheri Neal**

Introduction was made for Jessica Camire, the newest member of the CoC

Collaborative Applicant Team.

**A**. **HUD Technical Assistance**

1. **Gaps Analysis**

The gaps analysis has been completed. The HUD TA assistance has closed.

2. **Coordinated Entry**

HUD TA assistance is on a pause as an escalation has been requested to get

Approval doe additional hours and to work locally

**B. Monitoring Update (Agency Debriefs/Self-Evaluation)**

Wrap-up is being done. A few more are being done by mid-April with self-

evaluation to be done later on through the Systems Performance and Evaluation

(SPEC) process.

**C. Other Updates**

**1. New Funding Timelines for the CoC**

The Request for Proposal (RFP) is being released for the Emergency Solutions

Grant (ESG) and the Notice of Funding Opportunities (NOFO) and is to be

submitted on June 1 with an application deadline of June 30.

**2. NC HMIS Governance Committee**

There are 8 county CoCs that participate in this committee. There are $13,000

(ESG dollars) upon which a decision needs to be made. Access is to be updated

by Partners Ending Homelessness (PEH). The Collaborative Applicant has been

taking the lead on behalf of the CoC’s involvement. The information/vote within

the committee by the CoC impacts the entire CoC. Question was asked if the

CoC is to continue as the lead; Dorothy Kennedy served as the proxy. Also it was

stated that an HMIS representative should be involved. Erin Stratford-Owens

expressed willingness to step in and help, and Beth Waters did as well.

A posting was placed for Data Coordinator, the selection process is in the 2nd

round. The expectation is that by month-end, someone should be in place.

Chair Sims asked for CoC participation in the selection process, whether by

someone from the Collaborative Applicant or the CoC Executive Team. A

request was made by Sarah Roethlinger for paid staff for the CoC. A question

arose as to is there a policy item on the voting role via HMIS or Collaborative

Applicant contract.

**3. Infectious Disease Task Force**

There was discussion on meeting need and frequency. It needed to be ensured

that shelter reports are doing for reporting purposes if meeting frequency does

change. Chair Sims recommended that this task force meet bi-monthly and

there were no objections. It was requested that there be written monthly reporting

done from the shelters due at that month-end. There were no objections.

**A. Vote on a meeting schedule**

**4. Street Outreach**

**A. Media Request(s)**

There was a discussion on media requests. They are handled through Guilford

County’s Clerk to the Board. There needs to be consideration of confidentiality

and other issues as well as an awareness of the County policy on open and closed

meetings.

**5. Engagements/Initiatives**

**A. Faith-Based Organizations**

**B. Federal Strategic Plan**

Discussion on these topics was tabled until a later time.

**IV.** **HMIS Update – Erin Owens (PEH)**

**A. Status Update (i.e. Evaluation, Staff, Required Trainings, Documents, etc.)**

A posting was placed for Data Coordinator, the selection process is in the 2nd

round. The expectation is that by month-end, someone should be in place.

Chair Sims asked for CoC participation in the selection process, whether by

someone from the Collaborative Applicant or the CoC Executive Team. A

request was made by Sarah Roethlinger for paid staff for the CoC. A question

arose as to is there a policy item for CoC representatives via contract.

**B. Monthly Data Report**

See link

[March 2023 Monthly Data FINAL04.03.23.pptx](https://myguilford-my.sharepoint.com/:p:/g/personal/wdonnell_guilfordcountync_gov/EeVtkrJGCExOvmFF8xEWm60Bf2RiaO2-c3wqxtwuoKTirw?e=JjROkg)

It was asked that there be more clarity in the numbers for the Membership

Meetings.

**V.** **Coordinated Entry Lead Update – Erin Owens (PEH)/Will Bohaboy**

**A. Status Update (i.e. Evaluation, Staff, Documents, Trainings, etc.)**

**B. Monthly C/E Data Report**

It is hoped that recommendations will be forthcoming soon from the

Coordinated Entry Assessment report. A call meeting was

suggested for the Executive Committee to discuss the document before next

month. A doodle poll is to be created and ready by April 12 for a meeting either

April 19, 20, or 21.

**VI.** **Stronger Together Task Force – Dr. Pamela Palmer**

**A. Homeless Shelters Updates**

**B. CoC Press Conference**

**C. Inter-Local Committee**

**D. Homelessness Task Force**

There was no report for the Stronger Together Task Force.

**VII.** **Announcements**

**A. Gaps Analysis Review Feedback (Prep for 4/5 Presentation)**

There was discussion on feedback. There was an ask for clarity in the numbers

presented for understanding and to help facilitate better decisions. It was asked

that HMIS and Coordinated Entry take lead roles in the April 5 Homelessness

Task Force meeting. In that meeting, disclaimers will be noted as there are

known gaps in services along with recommendations. An ask from the CoC for

funding will be made in that meeting, and a copy of the Power Point presentation

that will made in that April 5 meeting will be shared among membership.

**IX.** **Old Business/New Business**

**A. Committee Appointment(s)/ Review Purpose and Roles**

**1. SPEC**

**2. Advocacy and Public Relations**

**3. Coordinated Entry**

**4. Housing Resource Committee**

**5. Youth Committee**

**6. Strategic Planning**

It was asked if some committees needed to be collapsed

**B. Homeless Veterans Work Group**

It was asked if The Servant Center is the lead agency. Further discussion

was tabled pending Coordinated Entry HUD TA direction.

**C. Racial Equity Committee**

It was stated that this committee needed to get up and running. Agency

practices and data analysis need to be points of consideration.

**D. Clarification of SPEC Roles**

Discussion on this topic was tabled.

**E. Membership Process**

The new membership intake will take place once/quarter. The Membership

meeting on April 13 will be the initial start of the process.

<https://www.guilfordcountync.gov/our-county/human-services/continuum-of-care/membership>

* Homelessness Veterans Workgroup *– Is the Servant Center planning to continue with the Veterans Workgroup/Case Conferencing? This may need to be detailed further in the Coordinated Entry Policies and Procedures. This is also something that could be highlighted on the website.*
* Racial Equity Committee – *There have been conversations about developing a DEI Committee, but I am not sure that it was ever approved by the Board or the Executive Committee. Wake County is advertising a “pending” Racial Equity Committee on their website. This is something that the Executive Committee and/or Governance Committee may want to discuss further so that it can be added to the Governance Charter and/or the website. Or is there language that*

*needs to be added*

**X.** **Adjourn**

**Next CoC Combined Board/Executive Committee Meeting on May 1**

**Infectious Disease Taskforce Updates**

Public Health is encouraging people to get the Vivalent vaccine, which is useful to combat the newer strains of COVID. They are also continuing to encourage people to wipe down frequently touched surfaces multiple times per day and to wear masks. They discussed the flu, COVID, Monkey Pox, RSV, and upper respiratory infections, which have all presented in Guilford County over the last several months.

HUD released a series of modules on Infection Control and Winter Planning, which can be found here: <https://www.hudexchange.info/resource/6783/infection-control-and-winter-planning-series/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=63f0ae8692-WEEKLY_SNAPS_DIGEST_2023%2F01%2F17&utm_medium=email&utm_term=0_f32b935a5f-63f0ae8692-19664871>.

The  Biden-Harris Administration released All In: The Federal Strategic Plan to Prevent and End Homelessness, which sets a bold but achievable goal to reduce homelessness 25 percent by 2025. HUD, the U.S. Interagency Council on Homelessness (USICH), and the U.S. Department of Veterans Affairs (VA) announced on January 26 that more than 140,000 people experiencing homelessness have been permanently housed using the Housing First approach.

ESG Updates

* **2023 Client File Forms:** Emails have been sent with the client file forms for each activity. The website will be updated this month with these forms; the 2022 forms remain on the website at this time.  The new forms went into effect as of ***Friday, January 20th***, so please make sure you are now using the 2023 forms for all activities.
* **2023 Annual Funds Requisition Submission:** Please submit to the following Smartsheet Link: <https://app.smartsheet.com/b/form/1e70bbab241d45708ec0a92f2fc0edbe>
* **CAPER for 2022 Annual ESG funds**: We will begin the CAPER process for 2022 annual funds within the next 2 weeks.  If you received 2022 annual funds, the contact person for your organization will receive an email from Sage with instructions to upload your CAPERs for the period of January 1, 2022 – December 31, 2022.  Every subrecipient will have to upload your own CAPERs; they will not be uploaded by your HMIS implementation as they are for ESG-CV.
* **January 2023 Requisitions:** Please remember to include all client documentation for any RRH or HP clients that carried over from 2022 to 2023.  Please resubmit their Verification of Homelessness, Lease, and all other client level documents required with your January 2023 requisition.  Also, please make sure you are using the 2023 Requisition workbooks that have been emailed to you.