

**Guilford County Continuum of Care Membership Meeting**  
**Minutes**  
**08.10.23**

**Attending:** Chair Bernita Sims, Liz Alverson, Laura Baker, Will Bohaboy, Helen Cain, Edith Clifford, Caitlin Cosner, Lisa Cowan-Dudley, Meredith Daye, Alex Dummit, Blake Easley, Tameria Fewell, Shonta Fleming, Genesis Gardner, Lori Gerlach, Crystal Gorham, Tina Gray, Wanda Griffin, Annette Harris, Debra Harris-Richardson, Shadonna Headen, Donna Hodges, Hugh Holston, Becky Hunt, Kenyatta Jennings-Richardson, Scott Jones, Robbielene Lawhorn, Stephanie Ledwell, Jessica Littleton, Heather Magill, Brooks Ann McKinney, Traci McLemore, Michelle McNair, Chewan Moore, Justine Moton, Cheri Neal, Renee Norris, Dr. Pamela Palmer, Angela Parker, Drennan Paylor, Ann Pinto, Sophie Probert, Andrew Prochet, Quiotti Ratliff, Shanna Reece, Kecia Robinson, Sheletha Ross, Megan Scales, Kristina Singleton, Alex Smith, Ciara Smith, Kentia Smith, Erin Stratford-Owens, Beth Waters, Erin Williams, Leroy Wilson

**Also Attending:**

Sherea Burnett, Jessica Camire, Wilton Donnell, Laura Zbehlik

This was the regular scheduled monthly meeting of the Continuum of Care (CoC). The meeting was held virtually through the Zoom platform.

**I. Welcome and Introduction - Chair Bernita Sims**

(Acknowledgement of any guests)

The meeting officially began at 9:34am with greetings from Chair Bernita Sims and an allowance for the opportunity for any guests to acknowledge themselves. Wanda Griffin of Room at the Inn, Genesis Gardner of Partners Ending Homelessness (PEH), and Shonta Fleming of the City of Greensboro introduced themselves.

**II. Review and Approve Minutes – Chair Bernita Sims**

A. Review Minutes of Meeting of 07.13.23

B. 2023 Meeting Dates (via Zoom until further notice)

Sep 14; Oct 12; Nov 9; Dec 14

The minutes were acknowledged as having been sent and received. There was a

Request to include “HOPWA” to the City of Greensboro report on the Entitlement Grant funding. A motion was made by Kecia Robinson to approve the minutes as submitted with the stated correction. The motion was seconded.

### **III. Action Items**

It was noted that these documents were distributed prior to the meeting. All voting was done with verbal affirmation and any recusals or rejections to be noted in the chat.

#### **A. MOU(s) Review (Vote) - Collaborative Applicant**

[Collaborative Applicant MOU - Guilford County \(2023 - 2024\) - DRAFT.pdf](#)

There were no real substantive changes other than to references to PEH, and note of automatic renewal subsequent to annual review. A motion was made by Edith Clifford to accept the Collaborative Applicant MOU as presented. The motion was seconded, and after vote, the motion passed. All but one person voted in support of the motion, and the Collaborative Applicant recused themselves.

#### **Coordinated Entry**

[Coordinated Entry MOU - PEH \(2023\) - DRAFT.pdf](#)

It was noted that there were no real substantive changes other than automatic Renewal for 3 fiscal years subsequent to annual review and that termination of the Agreement could occur with 120 days written notice if due to funding reductions or withdrawals. A motion was made by Dr. Palmer to accept the Coordinated Entry MOU as presented. The motion was seconded, and after vote, the motion passed. There were no objections to the motion.

#### **HMIS/MCAH**

[HMIS MCAH MOU - PEH \(FY 2023 - 2024\) - DRAFT.pdf](#)

Explanation was given to the process(es) outlined in the document. MCAH (Michigan Coalition Against Homelessness) manages the HMIS (Homelessness Management Information System) in coordination with the NC HMIS and WellSky. There were no substantive changes and the agreement does not allow for automatic renewal. A motion was made by Edith Clifford to accept the MOU as presented. The motion was seconded, and after vote, the motion passed without objection.

Opportunity was made for an address/introduction of Hugh Holston, the new CEO of the Greensboro Housing Coalition, and two more guests, Justine Moton (Tiny House) and Blake Easley (NC Works Next Gen).

#### **B. State ESG Funding (Vote)**

[budgetsummary073123.docx](#)

The amount received for Emergency Solutions Grant (ESG) was \$276,106 but the total ask was for in excess of \$476,000. It was noted that the ESG grant

funding recommendations came through the Systems and Performance Committee (SPEC) review. Those that were recipients of the recommendations recused themselves. A motion came through SPEC to accept the funding recommendations as presented. The motion was seconded. There were 2 abstentions and 6 recusals. After vote, the motion passed without objection.

**C. Board Nominations (Vote)** – Laura Baker (Affordable Housing Developer)  
Kristina Singleton (Direct Service Provider)  
Renee Norris (University)

It was noted that these nominees for CoC Board slots came through the Nominating Committee, and allowance was given for 2 minutes to speak. Laura Baker was presented to fill this slot, replacing Scott Jones, who had submitted his resignation. Chair Sims asked for a motion to approve the recommendations. A motion was made by Liz Alverson to approve the nominees to the respective slots on the CoC Board. The motion was seconded. After subsequent vote, the motion passed without objection.

**D. Governance Charter Updates (Vote)**

[Guilford County CoC Governance Charter 7.25.23 PDF.pdf](#)

It was noted that the Governance Committee had done preliminary work to make revisions/updates to the charter document to ensure adherence to HUD statutes and there were comments on the evolution of the charter. The changes noted involved wording, Board structure, terms of office, and requirements of lead agencies, to include the Collaborative Applicant. The changes were highlighted over the course of the presentation. Notice was given to let everyone know that the document is on the website and encouragement for all to read it for themselves for understanding and guidance. With it coming out of the Governance Committee, Chair Sims recommended a motion to adopt the revised CoC Governance charter as presented. Dr. Palmer made a motion to adopt the charter. The motion was seconded. After subsequent vote, the motion passed without objection.

**E. New Members (Vote) -**

**Fox Valley Farms (Exec Appr 8/7)**  
**Ricky's Hope (Exec Appr 8/7)**  
**Trinity AME Zion Baptist Church (Exec 8/7)**  
**The Housing Tree (Board Approved 7/10)**  
**BiHome (Board Approved 7/10)**  
**SMART Transitions (Board Approved 7/10)**

Chair Sims recommended these entities for membership into the CoC. A motion was made by Membership Chair Beth Waters to accept these candidates for membership into the CoC. The motion was seconded. After subsequent vote, the candidates were approved for membership.

**1. Process Responsibility**

Beth Waters is the Membership Chair. Inquiries to join the CoC come to the Collaborative Applicant through [infoCoC@guilfordcountync.gov](mailto:infoCoC@guilfordcountync.gov). They are then forwarded to Chair Waters for engagement.

**2. Orientation Frequency**

The New Member orientations are led by Chair Waters with support from from the Collaborative Applicant.

**IV. CoC Funding and Resource Development – Cheri Neal**

**A. HUD NOFO (upcoming RFA)**

Applications are due on August 20 at 11:59pm. The Reallocation Policy has been approved. Office hours from yesterday were provided to assist agencies. A reminder was provided for opportunities to apply for the DV (Domestic Violence) bonus funds.

**B. State Emergency Solutions Grant**

Will be submitted and the budget has been approved. Efforts are moving forward, and an ask was made for NOFO Project Applications and a quick response for Consolidated Applications. Data will be needed, as well as information, for a quick turnaround.

**IV. Municipal Partners and Housing Authorities**

**A. City of Greensboro**

**B. Greensboro Housing Authority (Meredith Daye)**

There were 94 housing vouchers; 51 sheltered homeless and 43 housing Opportunity. There were 40 Emergency Housing Vouchers received, and 39 have been leased, with 1 pending. There are about 10 individuals searching the streets and if successful in leasing up, an additional 9 could possibly qualify, under C/E Housing First model rules and subsequently transition to a Coordinated Entry unit through Shelter to Homeless and Housing Opportunities. The GHA is, through the supportive housing unit and Shelter to Homeless and Housing Opportunities programs, provide case management, home visits, and full wraparound services. The office is available for those with vouchers. Crystal Gorham reported that through the Shelter to Homeless program, 33 vouchers were leased up, and through the Housing Opportunity program, there were 34 out of 43; in both programs, there were still some referrals. EHV were just about used up.

**C. City of High Point (Michelle McNair)**

The Open Door Ministries have executed the contract for the Day Center at the 410 Brentwood site. The close is expected to take place by the end of September. The \$5.4MM contract will entail the aid of consultants and architect for the design phase.

**1. Shelters Discussion**

**D. Open Door Ministries (Day Center) – Ryan Ross**

- E. **Guilford County**
  - 1. **UNCG CHCS Eviction Mediation Program (Data) – Renee Norris**  
[evicmedrept081023.docx](#)
  - 2. **Legal Aid of NC – Holly/Janet/Destiney)**
  
- V. **Collaborative Applicant – Cheri Neal**
  - A. **HUD Technical Assistance**
    - 1. **Strategic Plan (needs a vote no later than November 2023)**
    - 2. **Coordinated Entry TA**
  - B. **Infectious Disease Homeless Response Taskforce (Sherea)**
  
- C. **Reallocation Policy**  
[NC-504 Reallocation Policy Final Version 7.26.23.docx](#)  

This policy covers reallocations for underperforming/underserving agencies. It also touches on monitoring agencies in their spending, drawdowns, and effectiveness. Discussion ensued on the policy. There was expressed concern on slow reimbursements and some conversation/rewriting of the policy. The policy only encompasses agencies that receive HUD funding. A motion was made by Liz Alverson to approve the policy as presented. The motion was seconded. After vote, the motion passed.
  
- D. **Upcoming Meetings –**  
**DEI/PWLE Committee Meeting: August 24, 2023 1-2pm via Teams**  
**PIT Count Planning Meeting: August 30, 2023 10-11am via Teams**
  
- VI. **HMIS Lead Update– PEH (Erin Stratford-Owens)**
  - A. **HMIS Annual Evaluation Status Update**
  - B. **Monthly HMIS Data Report**  
[Feb to July 23 System performance NC 504.xlsx](#)  
[July 2023 Monthly Data FINAL 8.07.23.pptx](#)
  
- VII. **Coordinated Entry Lead Update – PEH (Erin Stratford-Owens)**
  - A. **CE Annual Evaluation Status Update**  
[Guilford CoC Committee Report FormCEJuly2023.docx](#)
  - B. **Monthly CE Data Report**
  
- VIII. **Stronger Together Task Force – Dr. Pamela Palmer**
  - A. **Homeless Shelters Meeting - TBD**
  - B. **CoC Press Conference**
  - C. **Inter-Local Committee**

**D. Guilford County Homelessness Task Force**

**IX. CoC Committee Reports**

- A. Membership Committee – Sarah Roethlinger**  
[Guilford CoC Membership Nominating Committee Report Form 7.17.23.docx](#)
- B. Nominating Committee – Sarah Roethlinger**  
[Guilford CoC Membership Nominating Committee Report Form 7.17.23.docx](#)  
Expect to have slate of officers for vote for September meeting.
- C. Governance Committee – Chair Bernita Sims**
- D. Strategic Planning Committee – Dr. Pamela Palmer**  
November deadline to have option(s) for the Board for December vote;  
current plan expires in December
- E. Advocacy and Public Relations Committee – Vacant (needs chair)**
- F. Systems Performance and Evaluation Committee – Vacant (needs chair)**
- G. Appeals Committee – As Needed**
- H. Youth Committee – Sarah Roethlinger (No Report Submitted)**
- I. Housing Resource Committee – Scott Jones (No Report Submitted)**
- J. Executive Committee – Chair Bernita Sims**

**X. Membership Announcements (please see calendar on CoC website)**

- A. Renewal Applications/Forms Process(es)- May 1**
- B. Membership Portal (Sherea/Jennifer)**

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

**XI. Old Business/New Business**

- A. Membership Process – update organization profiles**  
<https://www.guilfordcountync.gov/our-county/human-services/continuum-of-care/membership>
- B. Discussion – CoC Engagement Meeting (1/2 day session)**
- C. Homeless Services Workforce Survey (see p.7)**

There may be emails coming regarding call meetings to review documents associated with NOFO

**XI. Adjourn**

The meeting was called to adjourn.

Dear CoC Leader/Representative,

I'm writing with an invitation. The National Alliance to End Homelessness is seeking to promote a better understanding of the strengths and challenges of the homeless services workforce. As a part of this work, we created a survey, which can be found here: [https://docs.google.com/forms/d/e/1FAIpQLSfDB7lu7Jju9eIC8\\_d1V7JQAPJhLJwv\\_xPS9-ODijrdylrXYA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfDB7lu7Jju9eIC8_d1V7JQAPJhLJwv_xPS9-ODijrdylrXYA/viewform?usp=sf_link).

We'd like you to participate in the survey and broadly share it with other people working in homeless services (including both frontline workers and office personnel). We anticipate that the results of the survey will be published this fall.

We greatly appreciate your input and contributions to this process!

Joy Moses

Homelessness Research Institute (HRI)

National Alliance to End Homelessness