



**Guilford County Continuum of Care Executive Committee
Minutes
06.05.23**

Attending: Chair Bernita Sims, Will Bohaboy, Charolette Leach, Dr. Pamela Palmer, Shanna Reece, Sarah Roethlinger, Erin Stratford-Owens, Nena Wilson

Also Attending:

Sherea Burnett, Jessica Camire, Wilton Donnell, Jennifer Hurdle

This was the regular scheduled bi-monthly meeting of the Continuum of Care (CoC) Executive Committee. It was held virtually through the Teams platform.

I. Welcome and Introductions – Chair Bernita Sims

Chair Sims officially opened the meeting at 11:08am. There was a welcome and greeting.

II. Review and Approve Minutes – April 3, 2023

There was discussion that all had not received the minutes from the April meeting. The minutes were shown virtually to all attendees. A correction was noted in the location of staff conversation. A motion was made by Sarah Roethlinger to accept the minutes as submitted with the noted correction to be made. The motion was properly seconded and the motion passed without objection.

III. Collaborative Applicant Update – Cheri Neal

A report on each of the following from the Collaborative Applicant was read by Wilton Donnell.

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A. HUD Technical Assistance

- 1. Strategic Planning (was approved; needs vote by November 2023)
- 2. Coordinated Entry
- B. Monitoring Update (Agency Debriefs/Self-Evaluation)
- C. Other Updates
 - 1. New Funding Timelines for the CoC
 - 2. NC HMIS Governance Committee
 - A. Vote on meeting schedule
 - 3. Infectious Disease Task Force
 - A. Vote on a meeting schedule
 - 4. Street Outreach
 - A. Media Request(s)
 - 5. Engagements/Initiatives
 - A. Faith-Based Organizations
 - B. Federal Strategic Plan
 - 6. MOU Reviews – Vote

Voting on the Memorandums of Understanding (MOUs) was tabled pending Coordinated Entry (C/E) consideration.

 - A. Collaborative Applicant
 - B. Coordinated Entry
 - C. HMIS MCAH

Space was given, and allowed, for Shanna Reece to speak on the Memorandums of Understanding (MOUs). (See attached reports) There was discussion on the roles of C/E and that of the CoC. It is expected that 3 new people will join C/E.

- [CE Evaluation 2023 DRAFT.docx](#)
- [2023 CE Self-Assessment.xlsx](#)
- [Shanna's 23 CE Evaluation Recommendations.docx](#)
- [Coordinated Entry Evaluation Presentation 5-2023.pptx](#)

A motion was made by Sarah Roethlinger to receive the report of the Coordinated Entry. The motion was properly seconded. A vote was held and the motion passed successfully without opposition.

7. CoC Membership Portal

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

8. CoC Annual Forms (Due no later than July 1st)

A. Annual Membership

B. COI Disclosure Policy & Acknowledgement

IV. HMIS Update – Erin Owens (PEH)

Erin Stratford-Owens provided the presentation for the Homeless Management Information Systems (HMIS) and Coordinated Entry through slide deck (see attached). It was expressed that a drill-down into the data needed to take place, specifically when no data was gathered. CoC representation will be involved in the hiring of an HMIS Reporting Specialist. A QR code is being considered for marketing. A goal is to have the reporting be trend-based.

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

[HMISRpt060523.docx](#)

B. Monthly Data Report

V. Coordinated Entry Lead Update – Erin Owens (PEH)

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

B. Monthly C/E Data Report

Shanna Reece mentioned the National Coalition for Homeless Vets. There is a hope for collaboration.

VI. Stronger Together Task Force – Dr. Pamela Palmer

A. Homeless Shelters Updates

B. CoC Press Conference

Work needs to take place on a press conference.

C. Inter-Local Committee

D. Homelessness Task Force

American Rescue Plans funds have been allocated. Work is underway to work with agencies and contracts. The federal government has lifted Covid protocols; discussion ensued on protocol for shelters. Shanna Reece made a motion to approve removal of Covid-based amendments to CoC policies. The motion was properly seconded. After vote, the motion passed successfully without objection.

VII. Announcements

IX. Old Business/New Business

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

1. SPEC

Work is moving ahead and is being scheduled.

2. Advocacy and Public Relations

A press conference should be forthcoming.

3. Coordinated Entry

Reporting was done withing this meeting.

4. Housing Resource Committee

There is uncertainty as to the status of this committee

5. Youth Committee

The program is at full capacity.

6. Strategic Planning

B. Homeless Veterans Work Group

C. Racial Equity Committee

D. Clarification of SPEC Roles

E. Membership 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 – *The Collaborative Applicant is initiating a process to begin Engagement.*
(See p.4 for additional topics)

X. Adjourn

The meeting was officially adjourned at 12:56pm.

Next CoC Combined Board/Executive Committee Meeting on July 10

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.