



**Guilford County Continuum of Care Executive Committee  
Minutes  
10.02.23**

**Attending:** Chair Bernita Sims, Will Bohaboy, Sherea Burnett, Assistant County Manager Victor Isler, Cheri Neal, Renee Norris, Dr. Pamela Palmer, Shanna Reece, Sarah Roethlinger, Erin Stratford Owens

**Also Attending:**

Jessica Camire, Wilton Donnell, Jennifer Hurdle

This was the regular scheduled monthly meeting of the Continuum of Care (CoC) Executive Committee. The meeting was held virtually via the Teams platform.

**I. Welcome – Chair Bernita Sims**

The meeting was officially called to order at 11:05am.

**II. Review and Approve Minutes – August 7, 2023**

The minutes from the August 7 meeting were acknowledged as having been sent and received but were covered via screenshare as everyone may not have had time to read them. The following corrections were noted:

Item V-D – Shanna Reece is not an HMIS Committee chair/lead

Item III-5 – “Sara” should be “Sarah”

Item III-5 – Th should be ‘The’

A motion was made to approve the minutes with the noted corrections by Shanna Reece. The motion was seconded, and the motion was passed.

**III. ACTION ITEMS:**

**1. Membership Committee**

A. **Vote Needed** – Corporation of Guardianship  
Docare Foundation,  
Montagnard Dega Association

B. Membership Coverage Discussion

The three above-mentioned entities were recommended for CoC membership. In the absence of Chair Beth Waters, Sarah Roethlinger made a motion to approve them for membership into the CoC. The motion was seconded, and after question and vote, the three organizations were voted in for CoC Membership.

**IV. CoC Lead/Collaborative Applicant Update – Cheri Neal**

**A. HUD Technical Assistance**

**1. Strategic Planning (was approved; needs vote no later than December 2023)**

There is a wait on approval from HUD for technical assistance.

**2. Coordinated Entry (Waiting on approval for additional hours from HUD)**

There is a wait on clarity on follow-up from the local HUD representative.

**B. Monitoring – Agency Self-Evaluation (due no later than November 7<sup>th</sup>)**

The agency self-evaluations are to be sent out next week

**C. Other Updates**

**1. Staff Update**

There is 1 vacancy in the Collaborative Applicant staff that is hoped to be filled soon.

**2. NOFO Consolidated Application submitted 09/28/23**

There were a lot of contributions and thanks were expressed. A follow-up and debriefing should take place within the next 30-45 days.

**3. ESG Funding Updates**

On Wednesday, letters were received by those who were recommended for funding. It was noted that Tiny House was denied by the state. There is an appeal submission date of 10/27; the state has to respond by 11/27. Also, on Friday, Partners Ending Homelessness (PEH) will no longer be doing street outreach. There was mention of Emergency Solutions Grant (ESG)-American Rescue Plans Act (ARPA) funding Opportunities; \$3.8MM would come through the ESG office. The target would be to fund agencies involved in Rapid Rehousing and Prevention. The eligible agencies mentioned were Family Services of the Piedmont, Room at the Inn, and the Servant Center, and the total allotment to be awarded is \$215,000. These agencies would still have to apply, and further discussions around DSS clients are to be had. Applications are due October 27.

**4. NC HMIS Governance Committee**

**A. Update**

There is a new reporting system; Green River. The hope is to pull cleaner data; a meeting is to take place October 9. An application was submitted for funding to support HMIS (Homeless Management Information Systems) for 8 area counties.

**5. Infectious Disease Task Force**

**A. Update**

Additional data collection was needed. PEH talked with shelters on access points.

**6. Street Outreach Collaboration**

**A. Update**

Meetings are held bi-weekly. Street Outreach is pending changes that require further conversation. A meeting will be held October 5 at 10am on Maple Street. Guilford County has developed an app to help with the upcoming Point-in-Time (PIT) Count. There was some discussion around Street Outreach and concerns about the process. There was a request for the CoC to draft a proposal on Street Outreach for the Inter-Local Committee. There was also some discussion about the PEH funding for Street Outreach.

**7. Engagements/Initiatives**

**A. Immigrants/Refugees**

**B. Faith-Based Community**

These initiatives need to grow.

**8. COI Disclosure Policy & Acknowledgement – Status Update**

There are still a number of agencies that have not sent in their COIs

**9. DEI Committee and PWLE Advisory Council-Governance Charter**

The Diversity, Equity, and Inclusion Committee has met. Moving forward, this information needs to be added to the Governance Charter.

There was mention of CSH Consulting Firm to be invited in next month's meetings

**V. HMIS Lead Update – Sherea Burnett (PEH)**

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

**B. Monthly Data Report**

[PEH Report to CoC - September 2023.pdf](#)

**C. QSOBBA (ROI) Update**

**D. HMIS Committee Report – Chair Beth Waters**

The numbers in the slide deck were reflective of September, and of data entered into HMIS. The wait list is back up to over 100 and there was some discussion as to possible causes. There was also conversation around processes, some of which were around United Way building their ISD system. PEH is still working with MYCAH on winter emergency shelter immersion in the numbers.

**VI. Coordinated Entry Lead Update – Sherea Burnett (PEH)**

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

**B. Monthly CE Data Report**

**C. Coordinated Entry Committee Report - Chair Will Bohaboy**

The Coordinated Entry (C/E) Committee is recommending sharing the by-name list on Zoom in weekly meetings. There were recommendations from evaluations by the committee:

A Coordinated Entry line

A Marketing Campaign (Flyer)

Shelter Placement/Crisis Response

Expanding Access Points (sites where people can complete VSPDATs and/or

It was recommended that the committee set dates for completion of these projects. A motion was made by Will Bohaboy to share the by-name list on weekly Zoom meetings; it was seconded, and then discussion ensued. Discussion took place on concerns over the by-name list being shared over Zoom. There was concern over data shared that could cause risk of individual privacy and/or HIPAA violations. Conversation over removing identifying information took place with the following suggestions:

Not to Share

Individual first and last name (combined)

Social Security number

Medical Information (with identifying information)

Medicaid number

OK to Share

Client initials

Unique HMIS number w/initials

Relevant medical information without identifying information

It was decided that the C/E Lead (and not the by-name committee) would have the authority to decide what could/could not be shared in these weekly meetings to provide appropriate confidentiality. A vote then took place based on the motion to allow for the redacting of information on the by-name list to be shared. After question and vote, the motion passed without objection.

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

**A. Homeless Shelters Updates**

The shelters are trying to support the agencies. A deadline will be forthcoming.

**B. CoC Press Conference**

A gathering of the CoC Board and membership was proposed around capacity. It is to be at least a ½ day gathering in the same space.

**C. Inter-Local Committee**

The Inter-Local Committee meets monthly on the 3<sup>rd</sup> Fridays. There was a summary of the last meeting

**D. Homelessness Task Force**

The Homelessness Task Force will convene at some point. The CSH consulting group will be meeting with the tri-chairs. Assistant County Manager Victor Isler wants the CoC to facilitate an update on White Flag, and the uniform policies. CSH can articulate on system access points and street outreach to help in building a bridge between the CoC and the Task Force perspectives and ensure alignment.

CoC Leadership (Chair Sims, along with Sarah Roethlinger and Sherea Burnett) presented before the Greensboro City Council in a work session. The collaboration involved with White Flag and county-wide thinking was emphasized. Mt. Zion Baptist Church will be involved with White Flag and will be given guidelines.

It was discussed that Erin Stratford-Owens was elected during the September Membership meeting as a member of the CoC Board. The Nominating Committee had recommended Erin Stratford-Owens for membership to the Board during the September Board/Executive Committee meeting, and in addition, as CoC Chair-Elect for 2024-2025. A motion to approve Erin Stratford-Owens as CoC Chair-Elect, from Nominating Committee recommendation (presented by Sarah Roethlinger) was made. The motion was seconded, and after question and vote, the motion was approved. Motion was made of an application from Brooks Ann McKinney for Board Membership. There was also mention of people that may be able to serve in the PWLE slots.

**VIII. Announcements/Other Information**

A. CoC Membership Portal

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

B. Federal Strategic Plan - (Please see attachment)

ALL Non-Profits should register in lieu of a disaster in Guilford County at <https://grantee.fema.gov/EventOpenRequestPeriod> to be eligible for federal funding. The contact person is John Sommer; his contact information is as follows: [John.Sommer@ncdps.gov](mailto:John.Sommer@ncdps.gov) at 984-303-5104 for additional questions.

**IX. Old Business/New Business**

## **X. Adjournment**