



**Guilford County Continuum of Care
Consolidated CoC Board/CoC Executive Committee Meeting Minutes
11.06.23**

Attending: Chair Bernita Sims, Laura Baker, Will Bohaboy, Sherea Burnett, Edith Clifford, Lisa Cowan-Dudley, Meredith Daye, Brian Evans, Councilwoman Sharon Hightower, Kenyatta Jennings-Richardson, Charolette Leach, Heather Magill, Cheri Neal, Renee Norris, Dr. Pamela Palmer, Shanna Reece, Sarah Roethlinger, Kristina Singleton, Erin Stratford-Owens, Mark Sumerford, Thanena Wilson

Also Attending:

Jessica Camire, Wilton Donnell, Jennifer Hurdle, Charlesy Nance, Maya Saxena

This was the regular scheduled bi-monthly meeting of the consolidated CoC Board/Executive Committee. The meeting was held virtually via Zoom.

I. Welcome and Introductions - Bernita Sims, Chair

The meeting was officially opened by Chair Sims with a welcome and greeting.

II. Review and Approve Minutes – 09.11.23 Board/Executive Committee Meeting

The minutes from the September 11 CoC Board/Executive Committee were acknowledged as having been sent and received. Renee Norris made a motion to approve the minutes as submitted. The motion was seconded, and then after question and vote (voice vote), the motion passed without objection.

III. Action Items

1. QSOBBA

Sherea Burnett said that the signed QSOBBA agreement, which is a data-sharing agreement for the Homelessness Management Information System (HMIS), has been shared with the Collaborative Applicant. Edith Clifford made a motion to approve the QSOBBA Agreement. The motion was seconded. After question and vote (voice vote), the motion passed without objection.

2. Nomination Discussion(s)

a. Housing Resource Committee Chair

Sarah Roethlinger, Interim Chair of the Nominating Committee,
Presented Laura Baker as the new Chair for the Housing Resource

Committee, which Laura accepted. Sarah then made a motion on behalf of the Nominating Committee for approval of Laura Baker as Chair of the Housing Resource Committee. The motion was seconded. After Question and vote (voice vote), the motion passed without objection. Sarah Roethlinger then made a motion from the Nominating Committee to recommend Erin Stratford-Owens as the CoC Vice-Chair/Chair-Elect with her term to commence July 2024. The motion was seconded. After question and subsequent vote (voice vote), the motion passed without objection.

3. Monthly Training Record

Guilford CoC Agency Monthly Training Record.docx

This topic was tabled until next month.

4. New Members – Sarah Roethlinger Sanctuary House Grow and Elevate

In the absence of Membership Chair Beth Waters, discussion arose on the 2 Applicants for CoC membership. Sarah Roethlinger, who had acted as Interim Chair of the Membership Committee, recommended that Sanctuary House be approved for membership based upon some familiarity with the organization from those in CoC membership, and that Grow and Elevate be presented at a later time. A motion was made by Kristina Singleton to approve the membership of Sanctuary House. The motion was seconded. After question and vote (voice vote), the motion passed without objection.

5. Committee(s) Discussion – Chairs/Vice-Chairs

Committee Continuity/Protocol/Frequency

There was discussion on committee membership and organization, as well as meeting frequency. The discussions involved the need for a formalized process, the need for Board members to join committees and a reminder of the need to sign the Conflict of Interest (COI) Agreement. Cheri Neal is to meet with Sarah Roethlinger to discuss the process(es).

6. Discuss 2024 CoC Meetings for Membership, Board, Executive Committee and Committees

There was some discussion on the meeting cadence for the upcoming year. A recommendation was made by Chair Sims for the CoC membership, currently meeting monthly on the 2nd Thursday, continue to meet in that slot. A motion was made by Dr. Pamela Palmer to approve that cadence for the CoC Membership meetings. The motion was seconded. After question and vote (voice vote), the motion passed without objection. The next motion was made by Chair Sims for the CoC Executive Committee and the CoC Board/Executive Committee to continue the current meeting schedule they each are on. The motion was seconded and after question and vote (voice vote), the motion passed without objection. It was determined that inquiries about committees and their membership come to the Collaborative Applicant, which would then be funneled to the Executive Committee.

Special Presentation(s)

1. Family Justice Center (Heather Magill)

Heather Magill wanted to highlight the Elder Justice program and other partnerships in the work. A presentation was agreed to be made on Thursday during the CoC membership meeting. It is to be a high-level presentation.

2. Corporation for Supportive Housing Consulting (CSH)

[CoC Board and Membership Presentation.pdf](#)

CSH provided a presentation from a Power Point slide deck. (see link). They will be working with Guilford County for 2 - 2 1/2 years, collaborating to address homelessness. Their involvement arose through the Homelessness Task Force and CSH will be involved in strategic planning and making the CoC and the community whole. Engagement with CoC agencies will be a part of the process, and they have leaned into the gaps analysis to help in building out a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. The current work does not impact the current CoC Strategic Plan, which is more inwardly focused. Later, the CSH Strategic Plan may impact the CoC Strategic Plan. The CSH impact should help impact policy to address homelessness.

IV. Collaborative Applicant – Cheri Neal

A. Funding

1. NOFO

The Collaborative Applicant/CoC Lead has not yet heard any updates.

2. ESG

A look is to be made into Emergency Solutions Grant (ESG) funding reallocations.

B. HUD Technical Assistance

This has been on pause

C. Other Updates

1. Strategic Planning (current plan extended to March 2024 per September Board/Exec meeting vote)

2. Coordinated Entry (Pending additional hours from HUD)

a. Secondary Option

See item IV-B

3. Monitoring – Agency Self-Evaluation (due no later than Nov 30 at 2pm)

4. Staff Update

5. NC HMIS Governance Committee

Work is ongoing. The new Green River software has not yet been implemented. A request for additional funding should help offset Guilford County community funding.

6. Infectious Disease Task Force (next mtg 11/15 at 1pm)

Covid tests are available if needed. Contact Cheri Neal for asks.

7. Street Outreach Collaboration – Jessica Camire

A new Veterans Assistance Outreach staff member has been hired and adjustments have been made to help with veterans street outreach in Guilford County. Discussions have been around White Flag as well as issues around barriers and challenges. Expect some collaboration with Legal Aid of North Carolina around this population.

8. CoC Voting Members/Quorum

Mention was again made of the need to complete the COI form and the impact on voting privileges. (it has to be signed and submitted for voting eligibility)

9. VAWA & Emergency Transfer Policy/Community Priorities

This initiative is being put on hold but all were encouraged to follow the established HUD guidelines.

10. CoC Newsletter Update (move to bi-weekly beginning Nov)

11. World Homeless Day (10/10 but celebrated 10/13)

VI. HMIS Lead – Partners Ending Homelessness – Sherea Burnett

A. Status Update (PIT/HIC Update)

B. Monthly Data Report

Guilford County CoC HMIS Lead/CE Lead Report (October 2023 Data).pptx (2)updated.pdf

There was mention of an issue with correct reporting of numbers that had been reported to the Michigan Coalition Against Homelessness (MCAH). HUD had granted an extension. The email address for HMIS has changed. (see the attached link)

C. QSOBBA (ROI) Discussion

D. HMIS Committee Update – Beth Waters

VII. Coordinated Entry System – Partners Ending Homelessness -Sherea Burnett

A. CE Data Update for the System

Partners Ending Homelessness (PEH) is trying to hire a Lead Administrator. There may be a possibility that agencies will be able to reset their own passwords. The waitlist for Rapid Rehousing is back to the 200+ level and includes a growing number of seniors. Debriefings are underway for test runs of Coordinated Entry access point sites. Changes are being considered with the Center City Park access point site. The email address for the by-name list has changed. (please see the above attached link)

B. Committee Update – Will Bohaboy

VIII. Stronger Together Task force – Dr. Pamela Palmer

A. Homeless Shelters

B. CoC Press Conference

C. Inter-Local Committee

D. Guilford County Homelessness Task Force

There was no report.

IX. Announcements

X. Old Business/New Business

A. CoC Engagement Meeting – Dr. Pamela Palmer (Feb/early Spring 2024)

Dr. Palmer mentioned that Sherea Burnett, Charolette Leach, and Laura Baker have offered to help with the planning of this event. She will be reaching out to them shortly to begin the planning. Chair Sims requested that the CoC Executive Committee be included in the planning.

B. Remembrance/Acknowledgement Commemoration

Jessica Camire spoke to this event. Planning is to take place with updates forthcoming. The event is a way of honoring those in the homeless community that have passed.

C. National Hunger and Homelessness Awareness Week (November 13-21)

Jessica Camire and Jennifer Hurdle both presented and discussed the local events around The National Hunger and Homelessness Awareness Week. Please refer to the attached link.

[GC Hunger Homelessness Week Flyer.pdf](#)

XI. Adjournment

The meeting was called to adjournment at 1:06pm.