



**Guilford County Continuum of Care
CoC Board/Executive Committee Meeting Minutes
05.06.24**

Attendance: Chair Bernita Sims, Laura Baker, Sherea Burnett, Edith Clifford, Councilwoman Sharon Hightower, Kenyatta Jennings Richardson, Charolette Leach, Heather Magill, Cheri Neal, Renee Norris, Dr. Pamela Palmer, Quiotti Ratliff, Shanna Reece, Sarah Roethlinger, Kristina Singleton, Erin Stratford-Owens, Mark Sumerford,

Also Attending:

Guilford County: Wilton Donnell (Recorder), Maria Lyons-Legrand, Jessica Polzin, Rykiell Turner; CSH: Charlesy Nance, Maya Saxena

This was the regular scheduled meeting of the combined Continuum of Care (CoC) Board and CoC Executive Committee. The meeting was held virtually using the Zoom platform.

I. Welcome and Introductions - Bernita Sims, Chair

Chair Sims officially called the meeting to order at 11:05am.

II. Review and Approve Minutes – 03.04.24 and 04/08/24 Board/Executive Committee Meeting

Meeting Dates – Via Zoom until further notice

June 3; remainder TBD

The minutes from the March 4 and April 8 meetings were both presented here because of lack of quorum from the April meeting. They were acknowledged as having been sent and received. Renee Norris made a motion to approve both sets of minutes as submitted. The motion was seconded. After question and vote (verbal vote) , the motion was approved without objection.

III. Action Items

A. New Members – Beth Waters, Membership Chair

- 1. Catered Love, Inc.**
- 2. Entrepreneurs for Christ**
- 3. Truly Making a Difference, Inc.**
- 4. Triad Adult & Pediatric Medicine**
- 5. Michele Garr (Individual)**

Membership Chair Beth Waters was not present so there was discussion as to the presentation of the listed candidates for membership into the CoC. Laura Baker made a motion to approve all 5 candidates for membership. The motion was seconded. After question and voice vote, the motion was approved without objection. There was further discussion around the process, and it was to be under advisement in the governance charter reviews.

B. New Committee Members – Coordinated Entry Committee

1. Seth Horton (VA)

Seth Horton, recommended by Coordinated Entry (C/E) Chair Laura Baker, was presented for membership to the C/E Committee. After question and voice vote, Seth Horton was voted (without opposition) to the C/E Committee.

C. New Committee Members – Systems Performance and Evaluation Committee (SPEC)

1. Kelly Hedgecock

2. Liz Alverson

A motion to approve the recommendation of the 2 listed candidates for membership into Systems and Performance Evaluation Committee (SPEC) was made by Renee Norris. The motion was seconded, and after question and verbal vote, the motion to approve both candidates into SPEC passed without objection.

[CE-PASS.pdf](#)

There were 2 issues that arose from the C/E Committee that were brought to the body for consideration. Sherea Burnett stated that the CE Pass initiative evolved from conversations with street outreach. The initiative is an attempt to reduce/eliminate Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) duplications in assessments. From the C/E Committee the motion was presented to implement the CE Pass and include a 90-day evaluation period. After question and voice vote, the motion passed without objection.

[PEH Coordinated Entry Referral Form.docx](#)

Also from the C/E Committee, a referral form was presented. From prior discussions around VI-SPDAT assessments being problematic due to funding of agencies, there was a desire to streamline the process. The form was created to help in, and not replace, current processes in a no wrong-door policy. Laura Baker, on behalf of the C/E Committee, presented a motion to approve the implementation of the referral form. As the motion emerged from committee, no second was needed. After question and voice vote, the motion passed without any objection. Cheri Neal and Sherea Burnett were asked to collaborate and have the form publicized, particularly on the website.

There was some discussion of the composition of the Housing Resource Committee as well as the purpose. The committee had existed but there was a vacancy in the Chair position so it became dormant. Shanna Reece and Sherea Burnett were asked to collaborate on further discussions, but it was also requested to include Laura Baker (Housing Resource Committee Chair) in the discussions. There was an ask for anyone interested to reach out to Laura Baker. From the C/E Committee, a motion arose to approve committee membership and move forward. After question and voice vote, the motion passed without opposition

Special Presentations

A. CSH – Project Updates – C. Nance/M. Saxena

CSH Guilford County CoC Updates - May 2024.pdf

The attached Power Point was used for the Corporation for Supportive Housing (CSH) presentation. The site visits that took place in April were very productive. There were visits to the Interactive Resource Center (IRC) and Tiny House. CSH was unable to connect with anyone with lived experience. The Funding Survey Pilot is ready to go but some language is being finalized.

B. Youth Focus

It was clarified that Youth Focus would be presenting in the Membership meeting and not the Board/Executive Committee meeting.

VI. HMIS Lead – Partners Ending Homelessness – Sherea Burnett

2024.04 - Guilford County CoC HMIS Lead CE Lead Report (April 2024 Data).pdf

A. Monthly Data Report

B. HMIS Committee Report – Beth Waters, Chair

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

A. Monthly Data Report

B. CE Committee Report – Laura Baker

IV. Collaborative Applicant – Cheri Neal

A. Funding

1. NOFO

The monitoring process has begun. The Grant Inventory Worksheet (GIW) has not been released yet.

2. ESG

Tentative release date for the NC Emergency Solutions Grant (ESG) is June 11. Participating agencies were encouraged to prepare. Targeted outreach for the NOFO and ESG opportunities was conducted to agencies not normally funded to increase awareness.

3. Debrief – Funding

The debrief has been sent. A meeting, with an email beforehand providing details, is coming soon.

B. HUD Technical Assistance

The TA aid is continuing. Collaboration is still underway with Cloudburst and CSH. Work is also being done with Christy Hahn (C4 Innovations) and Fortis Consulting.

C. Other Updates

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

Dr. Palmer said that the Collaborative Applicant (C/A) has been helpful with the process of providing links to resources and funding. An inquiry was made to HUD on the existing plan that ended December 2023 (and extended per vote). The inquiry was received positively, and so the CoC is in good standing relevant to the plan. The calendar/fiscal year will be used to get geared up for the next Strategic Plan. Information gathered from the April 11 session within the Gather in Guilford event is being reviewed and studied and is to be presented in an Executive Summary. Per TA, work is moving in an acceptable direction for HUD.

2. NC HMIS Governance Committee

A meeting is to be held next week.

3. Infectious Disease Task Force

No Report

4. PIT Count/HIC (January 24, 2024) Update

It was asked that Cheri Neal and Sherea Burnett (and anyone else needed) get together to submit the data by Friday. A meeting has been set up for May 7 at 9:30am at the Servant Center to facilitate this process. The monitoring process was given an extension by agreement of the Board through the 2nd week in July.

VI. HMIS Lead – Partners Ending Homelessness – Sherea Burnett (Dupl)

A. Monthly Data Report

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A. Monthly Data Report

B. CE Committee Report – Laura Baker

VIII. Stronger Together Task Force – Dr. Pamela Palmer

- A. CoC Gather in Guilford Review (April 11; 8:30am-1pm)**
- B. Inter-Local Committee – Next Meeting May 17 (10:30am-12pm)**
- C. Guilford County Homelessness Task Force –**

IX. Announcements

X. Old Business/New Business

- A. Governance Charter Language – Eligible/Immediate & New Board spots ***
- B. Emergency Hotel Assistance Update**

There was some discussion around the attached document (p.6) and the need to make some changes after reviewing the governance charter. From out of the Governance Committee, the motion came to approve the noted recommendations (see attached). After question and voice vote, the motion passed without objection. The Recommendation is to be presented to the CoC membership.

XI. Adjournment

A motion was made by Shanna Reece to adjourn the current meeting and transition into a closed session to discuss the role of the Collaborative Applicant. The motion was seconded. After question and voice vote, the motion passed without objection. The meeting was then adjourned and transition was made into a closed session.

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The Governance Committee recommends adding two more board spots that may be used for an additional Lived Experience spot, and a second Housing Authority spot.

Current Gov Charter language:

Page 6:

"Guilford CoC Board shall consist of no fewer than thirteen (13) and no more than *twenty-five* (25) voting members."

Revised language:

"Guilford CoC Board shall consist of no fewer than thirteen (13) and no more than *twenty-seven* (27) voting members."

The Governance Committee recommends the language below to be changed to include the immediate past chair on the executive committee no matter their term limit.

Current Gov Charter language:

Page 18:

"Executive Committee: The Executive Committee shall consist of the Chairperson, Chair-Elect, Secretary, **eligible past chair**, Executive Director (or representative) of Collaborative Applicant, Coordinated Entry Committee Chair, Strategic Planning Chair, System Performance and Evaluation Committee Chair and a maximum of five at-large Directors selected by the Board Chair."

Revised language:

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