



MINUTES
PHAC EXECUTIVE COMMITTEE
March 7, 2024 10:00 AM
1701 High Street 4th Floor
Portsmouth, Virginia 23704

Members Present:

Darlene Sparks Washington (PVH / PHAC Co-Chair)
Deanna Valentine (DSS/PHAC Co-Chair)
Gladys Baker (STOP)
Ursula Murphy (PSO/ HMIS Chair, CES Co-Chair)
Joy Shaffer (HER/PHAC Secretary)
Healthcare Services)
Sherry Johnson (Behavioral Healthcare Services)

Annie White-Guertin (PARC)
Pat Chambers (PCOM)
Jean Jones (P&P Co-Chair)
Sarah Johnson (ForKids)
Nathan Woodard (Behavioral

Other Attendees:

Julie Dixon (TPC)

Members Absent:

Sharonita Cousin (VSH)
Fatima Tomlin (Senior Services)
Jay Hendricks (Hendricks Living)
Eggleston
PRHA

The meeting was called to order at 10:09am. Motion made by Nathan Woodard to adopt the minutes with noted corrections and seconded by Ursula Murphy. There were no abstentions or objections.

Policy and Planning

State Grant Application- VHSP

Three agencies who have previously received VHSP are requesting again this year (HER, Forkids, PVH). Portsmouth Department of Social Services will be applying for planning dollars. Virginia Supportive Housing will not be applying this year. PDSS and Portsmouth Sheriff's Office will be applying under new applications. The timeline was accepted at Policy and Planning.

Quarterly Performance Reports

All agencies who presented were in the range of expected spending.
Project dollars are slightly behind

HUD Debrief



The HUD debrief was sent last week. The national medium score was 151.5 and PHAC scored 131.5. Julie Dixon reviewed scoring received in various sections. The question was posed as to whether an appeal could be made. Julie Dixon reported that she is unaware of that happening however stated The Planning Council could check on it. Policy and Planning will be requesting a formal debrief for the CoC.

Ursula Murphy spoke on HUD's desire to see policies to know how decisions are made as well as persons with lived experience.

VHSP Timeline

Copies of the timeline were provided for review. The next big upcoming item is for agencies to submit the supplemental application to TPC to be used for compilation for the full draft application.

Coordinated Entry

- Adopted minutes were sent out along with other approved forms
- March 13th next meeting
- March 15th Access Point conversation

HMIS

- Next meeting will be March 20th in the computer lab
- Adopted minutes were sent out

Chairs

The finalized PHAC Member Standards and Code of Conduct was sent out yesterday. Persons are asked to review for agreed up expectations for behaviors. During the next meeting, persons will be asked to agree to the standards.

The Co-Chairs met with representatives from Legal Aid who are interested in becoming members. Legal Aid representatives are working with a grant to provide services to young adults who are experiencing homelessness. They will provide them with the Standards as well.

Transitioning without The Planning Council

Sarah Johnson facilitated a decision on possible next steps for PHAC as it prepares for the end of TPC contract. The three categories reviewed were COC coordination, grant writing, and HMIS. Opportunities were discussed on how to fill the duties of each of the categories. Some ideas discussed for each are as follows:

COC Coordination

- Portsmouth Sheriff's office managing entity for CES
- Pathways Community Network Institute recommended by Brandi Payne of HUD
- CES Chairs monitor PHAC intake e-mail
- CES Chairs provide training around PHAC CES
- CES Chairs resume duties for PCAN until CES Evaluation is complete (July/August 2024)
- Grant writer could also help with CoC Coordination



➤ PHAC Website

Grant Writing

➤ Forkids can provide editors for collaborative applications

- Contact grant writers such as Cereta Gibbons (Housing Authority), Leahmarie Gottlieb, Virginia Housing Alliance, etc.
- Network with Conference Coordinators and Lynn Carruth

HMIS Coordination

- Pathways Community Network recommended by Brandi Payne of HUD
- NC-507 recommended by MD-513. Sample RFP provided by Thurman Alexander Smith HMIS Lead
- Portsmouth Sheriff's Office suggests Portsmouth Department of Social Services take role of HMIS Lead
- Possibly discuss with The Planning Council to see if there is a possibility of contracting as HMIS Lead
- CoC Merger
- HMIS Chair coordinate with DSS for administrative functions until RFP is developed/permanent solution identified.
- Requests updates on outstanding support tickets
- List of responsibilities and POC docs
- DBHS needs security and confidentiality for data
- Perry Mayer as interim basis for HMIS Admin-not locally available, PARC employee
- HMIS Lead Agency apply for HMIS funding
- Policy and Planning wants continued access to HDX 1.0 and HDX 2.9. Agencies should also have continued access
- DBHS needs security and confidentiality for data
- Training, support and data evaluation to determine community needs
- Institute of Community Alliance

Brief discussion regarding the possibility of hiring a city or DSS employee to help facilitate some of the coordination. The role would need to be clear.

Next Steps

It was suggested that the CoC craft an RFP with all 3 of the areas allowing for entities to apply for one or all. Another option would be to do more research then craft the RFP afterwards. It was decided that next steps would be to develop the RFP. Sarah Johnson will lead a subcommittee to start developing the RFP. The subcommittee will consist of Darlene Sparks-Washington, Deanna Valentine, Jean Jones. Ursula Murphy will be on standby for HMIS input.

Motion to adjourn Ursula Murphy and seconded by Nathan Woodard at 11:41 am.

Next Executive Committee Meeting Thursday, April 4, 2024 10:00 AM

Next Community meeting will be Thursday, March 21, 2024 at 10 AM