



Blue Ridge Continuum of Care

Meeting Minutes

Tuesday, May 16, 2017

ATTENDANCE		Aaron Fallon	P	Jessica Farmer	P	Matt Crookshank
P = Present	P	Ali Hamed-Moore		Karen Mason	P	Marie Muddiman
- = Absent		Brenda Thornton		Karen Michalski-Karney	P	Captain Monica Seiler
	P	Ben Bristoll		Karen McNally		Patrick Critzer
	P	Carol Tuning	P	Kim Gembala	P	Sarah Parrott
		Chris Campbell	P	Kristen Moses	P	Shannon Bardales
		Dan Merenda	P	Kristin Adkins	P	Tamy Mann
		Emily Jewett	P	Leslie Leedy	P	Tanyia Jones
	P	Susan Trout		Lisha McCargo		Tracy Kochel
GUESTS	P	Kelli Mundy				

- **Welcome and introductions – Carol Tuning, Chair**
 - Introductions by those in attendance.

- **HMIS Authorization for Release of Information Form – Matt Crookshank**
 - Copies of the finalized draft from the Data Quality Committee were distributed to those present.
 - Language was added to accommodate the use of photo ID cards and scan cards.
 - The list of Partner Agencies was updated on the website; separated into participating and indirectly participating agencies.
 - The releases do not expire until after seven (7) years.
 - One wording change, Page 2, second paragraph, third bullet.
 - Marie Muddiman motioned the Committee approve the form with the one change. Susan Trout second the motion. Those present unanimously voted to approve with the change.

- **Blue Ridge CoC Operating Guidelines – Carol Tuning**
 - Copies of the CoC Operating Guidelines with suggested changes were distributed and reviewed.
 - Once called the “Coordinated Assessment System”, Carol Tuning verified that HUD is using “Coordinated Entry System” and we need to be consistent when using terminology.
 - Under Committees, “B” will fall under “D”. “C” will be “Coordinated Entry Committee”. Rename “F” to “HELPS Committee”. Remove “C” and “E” and “G”.
 - Marie Muddiman suggested a representative from HeadStart should join the Committee. Kristen Moses will follow up and let us know.



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- Those present agreed on all suggested changes. The Committee will review again and vote at the next meeting.
- Chair and Vice Chair positions will be elected next month.
- **Communication Strategy**
 - In Dan Merenda's absence, Carol Tuning stated that Dan compiled the feedback received on the CoC's marketing video and has written a script to discuss with the video consultants.
 - Details will be shared at our next meeting.
- **Other Announcements**
 - Salvation Army, ARCH and Family Promise are ready to use Scan Cards. Matt will proceed in getting them set up with equipment.
 - The Rescue Mission will go live with HMIS in October and fully operational in January 2018.
 - Please save the date of August 7 for the Annual Homelessness Conference to be held at the Salem Civic Center from 8 a.m. to 3:30 p.m.
 - NAEH Conference is in Washington, DC, July 17-19. Volunteer opportunities are available.
 - Tanyia Jones reported on the training in Washington, DC and that our community is ahead of other areas and on the right track using the By-Name List.
 - Trust House received its solicitation (15 bed contract) thanks to the grant writing skills of Ali Hamed-Moore.
 - Ali Hamed-Moore and Carol Tuning have screened PSH vouchers and sent out determination letters.
 - The Rescue Mission's new Day Resource Center is having Open House on May 25 from 1-2:30 pm.
 - The Salvation Army posted its Social Services Manager's job to oversee their shelters and perform grant writing. Let Captain Monica Seiler know if anyone is interested.

**The next meeting of the CoC will be June 20, 2017
at the Council of Community Services**