



# Blue Ridge Continuum of Care

## Meeting Minutes

**Tuesday, January 16, 2018**

<b>ATTENDANCE</b>	<b>P</b>	Aaron Fallon	-	Jo Nelson	<b>P</b>	Matt Crookshank
<b>P = Present</b>	-	Aaron Dowdy	-	Karen Mason	-	Marie Muddiman
<b>- = Absent</b>	<b>P</b>	Ben Bristol	-	Karen Michalski-Karney	<b>P</b>	Captain Monica Seiler
	<b>P</b>	Carol Tuning	<b>P</b>	Kelli Mundy	-	Patrick Critzer
	-	Cheryl Likens	-	Kathleen Beverage	-	Shannon Bardales
	-	Chris Campbell	<b>P</b>	Kim Gembala	-	Tamy Mann
	<b>P</b>	Dan Merenda	<b>P</b>	Kristen Moses	<b>P</b>	Tanyia Jones
	-	Debbie Sawyer	<b>P</b>	Leslie Leedy	<b>P</b>	Tracy Kochel
	-	Emily Jewett	-	Lisha McCargo	<b>P</b>	Susan Trout
	<b>P</b>	Jeanne McCormack			-	Sandy Peggins
<b>GUESTS</b>	<b>P</b>	Jennifer Webb	<b>P</b>	Chris Andrews	<b>P</b>	Amy Shirkey

- **Welcome and introductions – Carol Tuning**

- Carol Tuning began the meeting at 9:00 a.m. with introductions by those in attendance.
- Chris Andrews and his wife recently purchased the Black Lantern Inn on Franklin Road. He was involved with homelessness in Orlando, Florida and has an interest in participating in our community.

- **Coordinated Entry Policies and Procedures – Carol Tuning**

- Carol Tuning distributed an overview of the Coordinated Entry System.
- HUD requires by January 23, 2018, all communities are to have in place and working Coordinated Entry Policies and Procedures. Our CES will become a regular part of our CoC meeting agenda to ensure community-wide use. Our policy can be found on the CoC website.
- HUD provides a self-assessment checklist to ensure we are following policy in the community.
- Central Intake does the VI-SPDAT assessment and then refers clients based on the score. Matt Crookshank suggested a referral could be sent to the PATH program in HMIS for clients that have a need for mental health or substance abuse services
- TAP and Turning Point staff met to determine how they could improve services to domestic violence clients. HAT will also schedule to meet with staff to determine the appropriate referral process.
- Dan Merenda suggested the CoC needs to rethink how to take advantage of the resources available through Turning Point.

- **CoC Level Grievance Policy – Carol Tuning**

- A recommendation of action was distributed by Carol Tuning. Currently, any grievances are dealt with at the agency level.



# Blue Ridge Continuum of Care

## Meeting Minutes

- The Coordinated Assessment and Appeals Panel will review client grievances at the CoC level as it relates to HUD and state-funded programs. The members are Carol Tuning, CoC Planning, Paula Prince, Tanyia Jones and Malora Horn. This group will meet as needed to hear grievances before the committee.
  - The Housing Assignment Review Panel will review housing placements; conduct bi-annual site visits in clients' home; track housing retention rates, and identify and monitor best practice case management. The members are Carol Tuning, Tracy Kochel, Jeanne McCormack, Susan Trout and CoC Planning.
  - Housing Placement Community Teams is the new name for the BNL meetings. One will be for Veterans/Chronic Homelessness and another for Family/Youth. Teams will be responsible for recommending housing placement based on criteria identified in the community's PSH manual.
  - Matt Crookshank will make requested corrections and share the monthly System Performance Report when CoC meeting notes are distributed.
  - Dan Merenda motioned to adopt this CoC recommended action. Tracy Kochel second the motion. Those present voted to approve.
- **DHCD Grant Application – Carol Tuning**
    - The application will be released in February and will be due in 6-8 weeks.
    - Homeless Solutions funds name has been changed to include "Special Needs" funds. Other funding opportunities such as the Housing Trust Fund will also be available.
    - On their website, there is a link to participate in a webinar on February 14<sup>th</sup> and 15<sup>th</sup> regarding how to apply for DHCD funds.
    - In light of United Way Safety Net Ffunds no longer available after June 30, Dan Merenda suggested we pursue extra Prevention funds to cover utility bills.
  - **Community Spending Report – Matt Crookshank**
    - Matt Crookshank reviewed the monthly spending on CoC programs. All projects are on track with regards to utilizations of funds.
  - **Data Quality Plan – Matt Crookshank**
    - The Data Quality Committee has reviewed HUD guidance and developed the Data Quality Management Program (copy previously distributed via email) along with the common Client Intake Form.
    - Policies and Standards covered components on Timeliness, Completeness, Accuracy and Monitoring.
    - Matt will be developing Data Quality reports throughout the upcoming year to assist in monitoring each component.
    - Matt motioned for the CoC Committee to approve the Data Quality Plan and the Client Intake



# Blue Ridge Continuum of Care

## Meeting Minutes

Form. Monica Seiler second the motion. Those present voted to approve.

- **BNL Committee Updates**

- Family/Youth – Youth – 8 active.
- Veteran/Chronic – Veteran - 32 currently active; housed 3 last month/Chronic – 27 active; house 3 last month and moved 4 to inactive

- **Other Announcements**

- Carol Tuning announced the 2018 PIT count is scheduled for January 24, 2018. The unsheltered count will be conducted the morning of January 25. The Jefferson College of Health Sciences has 45 volunteers who will assist with the street count. The Salem VAMC and HAT programs will also be assisting with the street count.
- CoC has received HUD funding for all renewal projects and the Tier II project for Trust House.
- Rescue Mission will be going live on HMIS on January 17, 2018.
- Ben Bristoll reviewed his efforts in writing code to translate the Rescue Mission data into Service Point. The CoC Committee applauded his efforts over the past year.

**The next meeting of the CoC will be February 20, 2018  
at the Council of Community Services**