



Blue Ridge Continuum of Care

Meeting Minutes

Tuesday, July 17, 2018

ATTENDANCE	P	Aaron Fallon	-	Karen Mason	P	Matt Crookshank
P = Present	-	Aaron Dowdy	-	Karen Michalski-Karney	P	Marie Muddiman
- = Absent	P	Ben Bristol	P	Katie Kennedy	P	Melissa Gish
	P	Carol Tuning	P	Keith Holland	P	Captain Monica Seiler
	-	Cheryl Likens	-	Kelli Mundy	-	Patrick Critzer
	-	Chris Campbell	-	Kathleen Beverage	-	Shannon Bardales
	P	Cheyenne Caldwell	-	Kim Gembala	P	Sherrie Morton
	-	Dan Merenda	P	Kristen Moses	P	Tanyia Jones
	-	Debbie Sawyer	P	Leslie Leedy	-	Tracy Kochel
	P	Geralynn Trelue	-	Lisha McCargo	P	Susan Trout
	P	Emily Jewett	-	Amy Shirkey	-	Sandy Peggins
	P	Jeanne McCormack	P	Heather Hamed-Moore		
GUESTS	P	Kelly Evans, Anthem Housing Outreach Specialist				

- **Welcome and introductions – Marie Muddiman, CoC Co-Chair**
 - Marie Muddiman began the meeting at 9:00 a.m. with introductions by those in attendance.
 - Kelly Evans, Anthem Housing Outreach Specialist, attended the meeting.

- **2018 CoC NOFA Application Timeline – Carol Tuning**
 - Ranking Review Process – July 31
 - Executive Summary – due August 1
 - First draft completed – August 6
 - Ranking Committee meets – August 8
 - Final Draft Exhibit 1, Community application – September 5
 - Deadline for submission – September 18

- **New Membership Applications – Carol Tuning**
 - Sabrina Cowen, Family Services Supervisor, DSS, City of Roanoke
 - Katie Kennedy, United Way
 - Motion by Kristen Moses to accept these two applications for membership to the CoC; Jeanne McCormack second the motion. Those present voted unanimously to approve membership.

- **CoC Operating Guidelines**
 - A sentence was added to the Mission Statement about “homelessness being rare, brief and non-recurring”.
 - Voting of officers is two years so there will be no change in Co-Chair this year.



Blue Ridge Continuum of Care

Meeting Minutes

- With no further discussion, those present voted to approve the revised CoC Operating Guidelines.
- **Coordinated Entry Policies and Procedures**
 - There were no additional changes or recommendations.
 - CoC programs should follow the Grievance Policy. Shelter Programs' grievances rest at the Director level.
 - Jeanne McCormack stated the sentence "anyone in the appeals process must remain in housing" needs to be changed because some are discharged and cannot be placed back in HUD funded projects.
 - Marie Muddiman noted there is no mention of "Agency Rights" and who represents them in a hearing.
 - Carol Tuning will meet with Marie, Cheyenne and Jeanne to revise the grievance policy to incorporate the above concerns.
 - Tanyia Jones reminded the group that client health information should not be disclosed to landlords. Case managers need more training to ensure privacy is maintained.
 - Salvation Army offers to provide case management training on confidentiality through the HELPS Committee.
- **New Projects for CoC Funds**
 - TAP and CCS will submit a new, collaborative application for \$150,000 Domestic Violence Bonus Funds. These funds will provide RRH services for domestic violence victims.
 - Other Bonus Project funds (\$90,000) for new projects are available. Suggestions are to use for HMIS Expansion and/or RRH for youth.
- **2018 Summer PIT Count**
 - The PIT count will be Thursday, July 19. The teams are meeting at Greene Memorial at 4:45 am and shelter counts will be taken from HMIS.
- **CoC System Performance Reports – Matt Crookshank**
 - Length of Homelessness in June was 46 days; last year was 43 days.
 - The YTD Average is 32 days; last fiscal YTD was 37 days.
 - The number of persons exiting homelessness to return in two years is 22.24% for 2018. It was 32.25% for 2017.



Blue Ridge Continuum of Care

Meeting Minutes

- **BNL Committee Updates – Susan Trout/Marie Muddiman**
 - Veterans – 38 active, 4 housed in June
 - Chronic – 27 active, 2 housed in June, 0 inactive
 - Family – 21 active, 6 housed in June
 - Youth – 15 active, 2 chronic inactive, 2 housed in June
- **Partner Agency Announcements**
 - Ron Leggett, HUD, Community Planning & Development, Regional Director sent six questions for feedback to Carol Tuning. Carol will send the questions and information on the HUD Field Office to the group.
 - If questions arise and the CoC Lead is not available, feel free to contact Ron Leggett.
 - Salvation Army's Day Center Open House is July 20 from 3-5pm.
 - Turning Point has applied for funds to have Underprivileged Learning Classes (18 months) and should hear soon if they are awarded.
 - The application for Youth Homeless Demonstration Funds was denied; however, more funds may be available next year.
 - RAM is short on funds during the summer; however, they are good on food supplies. They are currently enjoying fresh garden vegetables. RAM is seeing a lot of chronic homeless; they don't want to be housed.
 - RAM currently needs gently used men's tennis shoes and belts.
- **Other Announcements**
 - Annual CoC Homelessness Symposium – August 7
 - National Alliance to End Homelessness Annual Conference 7/22-25

**The next meeting of the CoC will be August 21, 2018
at the Council of Community Services**