



**Guilford County Continuum of Care
CoC Membership Meeting
Minutes
11/14/24**

Attending: Chair Erin Stratford Owens, Sophia Bernard, Stephanie Boulware, Brad Bowers, Valaria Brown, Sherea Burnett, Kate Calannio, Corinth Camp, Danesia Carter, Tara Cheshire, Edith Clifford, MaKayla Cooke, Jasmine Crosby, Bennita Curtain, Patrick Davis, Meredith Daye, Dr. LaKisha Ellison, Tameria Fewell, Whitney Fox, Genesis Gardner, Kareem Gary, Porcha Gary, MGreene, Kim Grimsley Ritchy, Ebony Hall, Katlyn Haney, Annette Harris, Kelly Hedgecock, Councilman Hugh Holston, Laila Hosseinzadeh, Becky Hunt, Pamela Ingram, Yolanda Lesane, Brooks Ann McKinney, Michelle McNair, Amy Modlin, Chewan Moore, Dr. Pamela Palmer, Andrew Prochet, Kenyatta Richardson, Sarah Roethlinger, Kevin Sanders, Megan Scales, Carol Smith, Ciara Smith, LaToria Smith, April Thompson, Dr. Michelle Vance, Erin Williams, Leroy Wilson, Magaly Wilson

Also Attending:
Guilford County: Wilton Donnell (Recorder), Makayla Glover, Emily Lewis, Maria Lyons Legrande, Rykiell Turner; Corporation for Supportive Housing (CSH); Jennifer Garcia, Maya Saxena, LaToya Smith

This was the regular scheduled monthly meeting for the Guilford County Continuum of Care membership. The meeting was held virtually through the Zoom platform.

**I. Welcome and Introduction – Erin Stratford Owens, Chair
(Acknowledgement of any guests)**

Chair Owens officially opened the meeting at 9:34am with a welcome and greetings. An invitation was provided for first-time guests to introduce themselves. Kareem and Porcha Gary of Anita's House of Hope introduced themselves and shared a little about the service(s) they provide. Amy Modlin (Trillium) and Maya Saxena (CSH) introduced themselves also. Quorum was not attained until 10:19am so the Action Items were not addressed until then; rather, the remaining items on the agenda were addressed as listed.

II. Review and Approve Minutes – Erin Stratford Owens, Chair

A. Review Minutes of Meeting of 09/12/24 and 10/10/24

The minutes from both meetings were acknowledged as having been sent and received and there were no acknowledgements of any needed changes. Kevin Sanders made a motion to approve the minutes from the September 12 meeting as presented. The motion was seconded. After question and vote, the motion passed without objection. Yolanda Lesane made a motion to accept the October 10 minutes as presented. The motion was seconded. After question and vote, the motion passed without objection.

III. Action Items

A. Recommendation of Ebony Hall onto the Youth Committee

No action was taken as Ebony Hall had been appointed in the November 4 Board/Exec meeting.

B. Recommendation of Genesis Gardner onto the JEDI-B Committee

No action was taken as Genesis Gardner had been appointed in the November 4 Board/Exec meeting.

C. Vote on [Point-In-Time Count 2025 Methodology](#)

[Submission to HMIS Draft Methodology 2025 Guilford County CoC PIT.pdf](#)

Megan Scales made a motion to approve the Point-in-Time (PIT) Count 2025 Methodology as presented. The motion was seconded. After question and vote, the motion passed without objection.

D. Vote on 2025 Meeting Schedule (Jan 9; Feb 13; Mar 13; Apr 10; May 8; Jun 12; Jul 10; Aug 14; Sep 11; Oct 9; Nov 13; Dec 11

Edith Clifford made a motion to approve the 2025 CoC Membership meeting schedule as presented. The motion was seconded. After question and vote, the motion passed without objection.

Special Presentations:

Corporation for Supportive Housing (CSH) – Maya Saxena

Maya Saxena introduced LaToya Smith as one of the new Lived Experience Consultants Jennifer Garcia, the second new Lived Experience Consultant, was not available at the moment. A solid draft of the Strengths, Weaknesses, Opportunities, Threats, and Opportunities (SWOT-O) analysis has been prepared. A draft is in the hands of Guilford County for review and will be shared at the next Homelessness Task Force meeting. There is also a desire to share the document in a meeting with the CoC body, perhaps in January.

IV. HMIS Lead – PEH (Sherea Burnett)

The presentations will be in a different format beginning this month.

[2024.10 - Guilford County CoC HMIS Lead & CE Lead Report \(October 2024 Data\).pdf](#)

A. HMIS Annual Evaluation Status Update

B. Monthly HMIS Data Report (Data Briefing Announcement – 11/18)

Michigan Coalition Against Homelessness (MCAH) is scheduled to come to Greensboro on December 10 from 9am-12pm to provide training on data. Meeting attendees that use Housing Management Information Systems (HMIS) were urged to attend.

C. HMIS Committee Report – Sherea Burnett (for Chair Bernita Sims)

Qualified Service Organization Business Associates Agreement QSOBBA (p.6) was shared and discussed. Policies and Procedures are being updated. Data standards and data quality directives from HUD have been distributed. All meeting attendees were encouraged to lean into the HMIS report.

V. Coordinated Entry Lead – PEH (Sherea Burnett)

[2024.10 - Guilford County CoC HMIS Lead & CE Lead Report \(October 2024 Data\).pdf](#)

A. CE Annual Evaluation Status Update

A meeting this month will complete the interview, and the Coordinated Entry (CE) Lead evaluation will be finalized.

B. Monthly CE Data Report (Data Briefing Announcement – 11/18)

C. Updates – Access Points

D. Coordinated Entry Committee Report– Sherea Burnett (for Chair Laura Baker)

Talks are to come regarding merging/restructuring the committee. Confidentiality Agreements are moving to an annual and electronic system. They are due December 1, 2024, and will be due yearly thereafter July 1. There will be upcoming trainings which will be publicized. One of the trainings will be facilitated by Family Services of the Piedmont (FSP) around difficult conversations for clients in February.

VI. CoC Funding and Resource Development – Maria Lyons Legrande (for Cheri Neal)

A. Notice of Funding Opportunity (NOFO)

1. Consolidated Applications (Submitted by the 10/30/24 deadline)

An update on the applications submissions is expected for January 2025.

B. Local ESG RFA (fy24-25) update

A draft of the Written Standards needs to be finalized by December 13 to facilitate execution of the contracts; agency participation is needed.

VII. Municipal Partners and Housing Authorities

A. Greensboro Housing Authority – Tameria Fewell

[CoCMembReptForm 11.14.24GHA.docx](#)

B. High Point Housing Authority - Angela Jimenez/Designee

No Report

C. City of Greensboro – Erin Williams (on behalf of Latisha McNeil)

The Interactive Resource Center (IRC) has ended overnight sheltering and is going back to its Day Center model. People are being moved to the Doorway Project and also through Greensboro Urban Ministries. Work is ongoing with 4/5 faith-based partners around winter shelter. There is a need for more warming centers. Normally 50-60 people stayed overnight at the IRC.

D. City of High Point – Megan Scales

Proclamations were given, one on 11/4 by the city of High Point recognizing National Homeless Awareness Month (as well as National Homeless Youth Awareness Month), and one on November 18 recognizing National Hunger and Homelessness Week. A resource fair is scheduled to be held November 18. Warming stations are to take place at the following sites: Oak Street Health, Oakwood Community Development Center, and The Salvation Army (High Point). Winter Shelters are being planned for Open Door Ministries, West End Ministries, and Salvation Army ([High Point](#)).

1. **Shelters Discussion**
 2. **Open Door Ministries (Day Center)- Andrew Prochet (for Ryan Ross)**
A location has been found but has not been announced per pending contracts, etc.
- E. Guilford County**
1. **UNCG CHCS Eviction Mediation Program (Data) – Renee Norris/Designee**
[UNCGReptNov2024.docx](#)
 2. **Legal Aid of NC (Data) – Janet Blue/Designee**

VIII. Collaborative Applicant/CoC Lead – Cheri Neal/Staff

- A. HUD Technical Assistance**
1. **Coordinated Entry TA- Cloudburst**
 2. **Christy Hahn, Regional HUD Representative**
- B. NC HMIS Governance Committee**
No updates
- C. CoC Training Updates**
1. **Board Orientation (11/19/24 @ 1pm, in-person)**
 2. **Membership Orientation (11/22/24 @ 11am via Teams)**
- D. Committee Members Being Sought**
1. **Membership Committee**
 2. **Housing Resource Committee**
 3. **Stronger Together Taskforce**
- Anyone interested in joining please reach out to infoCoC@guilfordcountync.gov
- E. Point-in-Time (PIT) Count Planning (1/29/25)**
1. **Planning Committee (11/19/24 @ 10am)**
 2. **PIT Data Sub-Committee (11/13/24 @ 4pm)**
Work is being done on a more user-friendly tool. A vote needs to take place on the Point-in-Time (PIT) Count methodology.
 3. **Donations/Volunteers Sub-Committee (11/18/24 @ 2pm)**
 4. **Location Sub-Committee (11/12/24 @ 10am)**
A draft of locations to visit is being created.
- F. [National Hunger & Homeless Awareness Week \(Nov. 17-23, 2024\)](#)**
1. **Planning Committee (11/12/24 @ 2:00pm – Proclamation to be issued during the Board of Commissioners meeting 11/7/24)**
- G. National Homeless Persons’ Memorial Day (12/21/24)**
1. **Need Committee Members**
 2. **Planning Committee (11/15/24 @ 11:30am)**

IX. Chair Updates

- A. Inter-Local Committee – Next Meeting November 15**
Monthly meetings continue. Winter sheltering is a topic.
- B. Guilford County Homelessness Task Force – December 4**
The next scheduled meeting is actually set for December 17.

X. **Requiring Attention**

- A. HMIS MOU**
- B. Coordinated Entry MOU**
- C. Collaborative Applicant MOU**

It is hoped to get each Memorandum of Understanding (MOU) addressed soon.

D. Written Standards Finalizing by 12/13/24

See item VI-B

E. Governance Charter Draft

It is expected that Governance Charter reviews will begin in January 2025.

XI. CoC Committee Reports

A. Membership Committee – Kristina Singleton

This committee has been dormant but is being reformed. It was said that looks need to be taken at roles and activities of committees, and how they can be more effective. The work needs to be done at the committee level and meetings should be more strategic.

B. Nominating Committee – Chair Erin Stratford Owens

No Report

C. Governance Committee – Chair Erin Stratford Owens

A meeting is scheduled for Monday with updates to come in December.

D. Strategic Planning Committee – Chair Erin Stratford Owens

E. Systems Performance and Evaluation Committee – Megan Scales

Megan Scales spoke on behalf of committee Chair Renee Norris. Work has been completed with the NOFO and submission. Efforts are now underway with strategic planning.

F. Appeals Committee – As Needed

G. Youth Committee – Sarah Roethlinger

The Youth 101 training is full; there will be another opportunity maybe in the spring. The focus now is on the youth PIT Count.

H. Housing Resource Committee – Sherea Burnett

Sherea Burnett spoke on behalf of committee Chair Deb Harris Richardson. There have not yet been any meetings as the committee is reevaluating its purpose.

I. JEDI - B Committee – Dr. Michelle Vance

There have been no meetings in November. The committee is to reconvene in December in support of the Written Standards. Work is expected to be focused on a foundational model.

J. Executive Committee – Chair Erin Stratford Owens

Meetings have been ongoing monthly. The schedule will change.

K. Stronger Together T-F/Advocacy Committee – Erin Williams

The next meeting is scheduled for November 25. The expectation is to begin planning for a Gather in Guilford event in May. Yolanda Lesane expressed willingness to help.

[Winter Emergency Action in Guilford County 2024-2025.docx](#)

Chair Owens read the above document about the IRC's abbreviated hours and winter emergency action in Greensboro. Discussion arose about efforts in High Point, which is offering service (more than White Flag/winter shelter) December 1 through March 31. These efforts will double bed capacity from 20 to 40.

XII. Membership Announcements (please see calendar on CoC website)

A. Membership Portal

<https://www.guilfordcountync.gov/our-county/human-services/continuum-of-care/coc-member-portal>

B. Doorway Referral Announcement

1. [Doorway Announcement 24-25.pdf](#)
2. [24-25 Doorway Referral .pdf](#)
3. [VI-SPDAT V3 American Single Adults.pdf](#)
4. [NC 504 2021 ROI.pdf](#)

XIII. Adjourn (Next Meeting December 12)

Edith Clifford made a motion to adjourn the meeting. The motion was seconded. After question and vote, the motion passed without objection. Chair Owens officially called the meeting to adjournment at 11:06am.

Updated - 2024 NC-504 QSOBAA

QSOBAA is the acronym for the Qualified Service Organization Business Associates Agreement. This document is intended to serve as a sharing agreement between agencies participating in the Homeless Management Information System (HMIS) and assists with ensure the coordination of services for our participants and clients. The only NOFO/ESG-funded direct services provider not included in the QSOBAA for our CoC is Family Service of the Piedmont. As a victim services provider, the Violence Against Women Act prevents Family Service of the Piedmont from accessing and/or entering data in HMIS.

[NC-504 QSOBAA \(August 2024\).pdf](#)