



GUILFORD COUNTY CONTINUUM OF CARE

Working to End Homelessness in Guilford County

Guilford County Continuum of Care CoC Board/Executive Committee Meeting Minutes 10.07.24

Attending: Chair Erin Stratford Owens, Laura Baker, Sherea Burnett, Commissioner Kay Cashion, Edith Clifford, Councilwoman Amanda Cook, Lisa Cowan Dudley, Michael Gibeley, Deb Harris-Richardson, Councilwoman Sharon Hightower, Brian Hilliard, Kenyatta Jennings-Richardson, Angela Jimenez, Tonya Morehead, Cheri Neal, Renee Norris, Alicia Price-Blanks, Sarah Roethlinger, Bernita Sims, Kristina Singleton, Dr. Michelle Vance, Erin Williams

Absent: Danielle Cole, Patrick Davis, Whitney Fox, M.J. Harris, Quiotti Ratliff

Also Attending:

(Guilford County): Wilton Donnell (Recorder), Emily Lewis, Maria Lyons Legrande, Rykiell Turner; (Corporation for Supportive Housing – CSH) Maya Saxena

This was a regular scheduled monthly meeting of the Continuum of Care (CoC) Board and Executive Committee. The meeting was a virtual event held through the Zoom platform.

I. Welcome and Introductions – Erin Stratford Owens, Chair

Chair Owens officially opened the meeting with a welcome and greetings to all attendees.

II. Review and Approve Minutes – 09.09.24 Board/Executive Committee Meeting

The minutes were acknowledged as having been sent and received. **Kenyatta Jennings Richardson made a motion to approve the minutes as submitted. The motion was seconded. After question and vote, the motion passed without objection.**

III. Action Items

A. Written Standards

Chair Owens noted that there is work to do with the Written Standards to get it to minimum compliance. There will be a called meeting for Board, Executive Committee, and membership together to address the Written Standards on October 21 to meet Emergency Solutions Grant (ESG) and Notice of Funding Opportunity (NOFO) applications deadlines.

B. Candidates for Membership -

D Housing Group

Emily Lewis of the Collaborative Applicant (CA) presented the D Housing Group for membership to the CoC. There was some discussion about the membership process but also that a committee has been developed. Councilwoman Amanda Cook made a motion to approve the recommendation of D Housing to CoC membership. The motion was seconded. After question and vote, the motion was approved with stated concern by Councilwoman Hightower.

Born to Care, Inc.

Rykiell Turner of the CA presented Born to Care for membership into the CoC. Chair Owens made a motion to put the membership request from Born to Care, Inc. on hold per questions about organization location and service area. The motion was seconded.

C. Recommended for approval of applications (refer to attached link)

[Local Competition Selection Results FINAL 9-24-24.pdf](#)

The funding recommendations from the Systems Performance and Enhancement Committee (SPEC) were presented in the attached presentation. All agency representatives asking for funding were asked to recuse themselves from voting on these recommendations. Commissioner Cashion abstained from the vote. Edith Clifford made a motion to approve the recommendations as presented in the document. The motion was seconded. After question and vote, the motion passed without objection. It was asked that the CA and the SPEC Chair spend some time to discuss the process of recommendations. There was recognition of the work by the SPEC Chair and committee for the work done in this process.

Special Presentations

A. Dr. Joe Savage, Sr. Regional Advisor for USICH - Federal Updates

Dr. Savage is to present at the Membership meeting, so this presentation was bypassed.

IV. HMIS Lead – Partners Ending Homelessness – Sherea Burnett

[2024.09 - Guilford County CoC HMIS Lead & CE Lead Report \(September 2024 Data\).pdf](#)

A. Monthly Data Report

A summarized slide presentation was given; there will be format changes to come. The percentage of the unhoused for 2+ years prior to being housed increased. Those agencies recognized for data accuracy and completion in the area of Housing Management Information Systems (HMIS) were: Salvation Army (Greensboro); The Servant Center; West End Ministries. The Michigan Coalition Against

Homelessness (MCAH) is to come in for support training. The data accuracy/ completeness score for September was 88.2%.

B. HMIS Committee Report - Bernita Sims

HMIS Committee Chair Sims noted that they are working through completion and accuracy issues in data reporting and capture. In addition, WellSky and Green River are being looked at in terms of what is the best system. These are considerations for the upcoming Point-in-Time (PIT) Count.

1. Need Committee Members

C. HMIS Evaluation Update

The expected amount of responses has not met expectations. There was some discussion on the membership needing to approve the QSOBBA. It was asked that education on the QSOBBA be provided to the new board members, and any others interested.

V. Coordinated Entry (CE) System – Partners Ending Homelessness - Sherea Burnett

[2024.09 - Guilford County CoC HMIS Lead & CE Lead Report \(September 2024 Data\).pdf](#)

A. Monthly Data Report

An abbreviated report was provided through the attached Power Point. The By-Name list numbers have decreased as some people have found their own housing or have fallen outside the 45-day period. Those on the By-Name list must engage with CE every 45 days to remain active.

B. C/E Committee Report – Laura Baker

The Confidentiality Agreement forms timeline is changing to incorporate a hard date for tracking. The ask is to submit your form by December 1. The update will be requested for July 1 and the forms are to be converted to an online form.

There was some discussion on a discrepancy in business or calendar days for the 45-day By-Name waiting period, which was explained. **Laura Baker made a motion to approve the period of 45 calendar days, an amendment to a previous decision, for the By-Name list. The motion was seconded. After question and vote, the motion was approved without objection.**

C. C/E Evaluation Update

VI. Collaborative Applicant/CoC Lead – Cheri Neal

A. Funding

1. NOFO

a. Consolidated Application due 10/30/24 @ 8pm

The CA is awaiting some feedback from funding partners to meet an October 18 deadline. A follow-up email is to be sent. A called meeting is to be held October 21.

b. Recommendation for approval of application

See item III-C

2. NC ESG

a. Local ESG RFA (fy24-25) Update: Early-October 2024 recipients should be receiving letters about funding recommendations.

Each agency that receives funding was asked to respond to any requests from the Governance Committee regarding the Written Standards.

3. Monitoring - Trends Report in November 2024

The report may be pushed back to December.

B. HUD Technical Assistance

Support is continued to be provided, but Hurricane Helene has had some impact as it relates to HMIS and data.

C. Other Updates

1. NC HMIS Governance Committee Updates

2. Membership Application Process/Outreach

3. CoC Training Updates

a. Board Orientation – November 2024

A tentative date/time is November 19 at 2pm. Presentations from Partners Ending Homelessness (PEH) on HMIS and CE are expected. Efforts are being made to apply for CoC Builds funding.

b. Membership – 10/25/24 @ 11am via Teams

4. World Homeless Day (10/10/24)

Everyone was encouraged to wear Orange.

5. Point-In-Time (PIT) Count (1/29/25 – 1/30/25)

The planning work is moving ahead. The Data Committee has already met.

a. Planning Committee – 10/8/24 @ 10am

b. Data Sub-committee 10/2/24 @ 3pm

c. Youth/Young Adult Sub-committee (18-24)

d. Donations/Volunteers Sub-committee

e. Special Populations Sub-committee

f. Location Sub-committee

6. National Hunger & Homeless Awareness Week (Nov. 17 –23, 2024)

a. Planning 10/11/24 @ 9:30am

There may be a forthcoming resolution from Guilford County.

7. National Homeless Persons' Memorial Day (12/ 21/24)

a. In Progress

There may be a forthcoming resolution from Guilford County.

VII. Chair Updates

A. Inter-Local Committee – Next Meeting October 18 (10:30am-12pm)

The efforts of the group are to break down silos and facilitate coordination. Faith-based entities are to be brought in for engagement.

B. Guilford County Homelessness Task Force – TBD

There is no official meeting date currently. The Corporation for Supportive Housing (CSH) is to present before the Tri-Chairs.

C. CoC Foundation Documents

1. HMIS MOU

2. Coordinated Entry MOU

3. Collaborative Applicant MOU

The Governance Committee is working on these (#1,#2,#3) items.

3. Written Standards

Refer to item III-A

4. Governance Charter

Work is to be done to refine the existing Governance Charter.

VIII. Announcements

There were no announcements.

IX. Old Business/New Business

There were some matters that were presented:

Sarah Roethlinger and Dr. Michelle Vance are to follow up with Sherea Burnett on nominees for committees.

Bernita Sims mentioned the Skip Alson golf tournament which is to raise funds for homeless Initiatives in Guilford County. (see link)

[Volunteers: MED Week Volunteers \(signupgenius.com\)](https://signupgenius.com)

Sarah Roethlinger mentioned an in-person event (publicized in the CoC Newsletter) by Youth Focus on the evening of October 8 to support victims of Hurricane Helene.

Chair Owens wants the Board/Executive Committee to give clear guidance and direction to membership as well as clarity on responsibilities. Efforts are being made to work on the structure. Chair Owens has asked the CA to set up training for all committee chairs.

X. Adjournment

A motion was made by Renee Norris to adjourn the meeting. The motion was seconded. After question and vote, the motion to adjourn passed without objection. The meeting was officially adjourned at 12:33pm.