



**Guilford County Continuum of Care
CoC Board/Executive Committee Meeting Minutes
09.09.24**

Attending: Chair Erin Stratford Owens, Laura Baker, Sherea Burnett, Edith Clifford, Danielle Cole, Patrick Davis, Michael Gibeley, Deb Harris Richardson, Kenyatta Jennings Richardson, Angela Jimenez, Tonya Morehead, Cheri Neal, Renee Norris, Sarah Roethlinger, Bernita Sims, Kristina Singleton, Erin Williams

Absent: Commissioner Kay Cashion, Lisa Cowan-Dudley, Whitney Fox, Councilwoman Sharon Hightower, Alicia Price-Blanks, Quiotti Ratliff, Dr. Michelle Vance

Also Attending:

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

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

I. Welcome and Introductions – Erin Stratford Owens, Chair

The meeting was officially called to order at 11:06am by CoC Chair Erin Stratford Owens. A welcome and greetings were extended to attendees.

**II. Review and Approve Minutes – 08/05/24 Board/Executive Committee Meeting
08/21/24 Called Meeting – Board
08/21/24 Called Meeting – Membership**

The minutes from the August 5 Board/Executive Committee meeting as well as the minutes from each Called Meeting listed were acknowledged as having been sent and received. The minutes from the August 21 Membership Called Meeting were determined as not necessary for vote. **A motion was made by Bernita Sims to accept the minutes as submitted. The motion was seconded. After question and voice vote, the motion to accept the minutes for the August 5 and August 21 Board/Exec Committee Called meeting as submitted passed without objection.**

III. Action Items

- A. Recommendation – Merge Stronger Together & Advocacy/PR Task Forces**
Chair Owens made a motion to approve the merging of the Stronger Together Task Force and the Advocacy/Public Relations (PR) Task Forces. The motion was seconded; after question and voice vote, the motion to approve the recommendation to merge the two listed Task Forces was approved without objection.
- B. Board Nomination – Amanda Cook (City of H-P Gov Rep)**
From the Nominating Committee, presented by Chair Owens, came the recommendation to approve Amanda Cook stepping into the slot previously held by Thanena Wilson. As being from Committee, no second was needed. After question and voice vote, the motion to approve Amanda Cook as the High Point Governmental Representative passed without objection.
- C. Stronger Together Cmte Chair Nominee – Erin Williams**
From the Nominating Committee and presented by Chair Owens, Erin Williams was recommended to be the Chair of the newly merged Stronger Together and Advocacy/PR Task Force(s). After question and voice vote, the motion to approve Erin Williams as Chair of the newly combined Stronger Together and Advocacy/PR Task Force(s) passed without objection.
- D. Board Sect’y/ Membership Cmte Chair Nominee – Kristina Singleton**
From the Nominating Committee, and presented by Chair Owens, Kristina Singleton was recommended to assume the role CoC Board Secretary, and therefore, also serve as Chair of the Membership Committee. After question and voice vote, the motion to approve Kristina Singleton as CoC Board Secretary and Chair of the Membership Committee passed without objection.
- E. Coordinated Entry Cmte Member Nominee – Whitney Fox**
From the Nominating Committee, and presented by Chair Owens, Whitney Fox was recommended to serve as a member of the Coordinated Entry (CE) Committee. After question and voice vote, the motion to approve Whitney Fox as a member of the CE Committee passed without objection.
- F. Applicants for Membership - Born to Care, Inc.**
There was some discussion about the physical site and service area for Born To Care. Sarah Roethlinger made a motion to delay the decision; the motion was seconded. After question and voice vote, the motion passed without objection to delay a decision on Born to Care, Inc.

Lydia’s House

Bernita Sims made a motion to approve the recommendation of Lydia’s House into membership in the CoC. The motion was seconded. After question and voice vote, the motion to accept Lydia’s House into CoC membership passed without objection.

Blessed Handz Crafts Inc.

Bernita Sims made a motion to approve the recommendation of Blessed Handz Crafts Inc for membership into the CoC. The motion was seconded. After question and voice vote, the motion to approve the recommendation of Blessed Handz Crafts Inc to CoC membership passed without objection.

Coffee to Keys

Bernita Sims made a motion to approve the recommendation of Coffee to Keys for membership into the CoC. The motion was seconded. After question and voice vote, the motion to approve the recommendation of Coffee to Keys to CoC membership passed without objection.

Angela Cook

Sarah Roethlinger made a motion to approve the recommendation of Angela Cook for membership into the CoC as a non-voting member. The motion was seconded. After question and voice vote, the motion to approve the recommendation of Angela Cook to CoC membership passed without objection.

Oakwood Community Dev. Corp.

Sarah Roethlinger made a motion to approve the recommendation of Oakwood Community Development Corporation (Oakwood CDC) for membership into the CoC. The motion was seconded. After question and voice vote, the motion to approve the recommendation of Oakwood CDC to CoC membership passed without objection.

Special Presentations

A. CSH – Project Updates - Charlesy Nance/Maya Saxena

[CoC UpdatesCSH - September 2024.pdf](#)

The Funding Survey launched July 1. The goal was baseline results of the use of services and flexible dollars from a municipal and CoC standpoint; the survey closes September 16. The Strengths Weaknesses Opportunities Threats and Opportunities (SWOT-O) efforts wanted to tie in the Gaps Analysis with practical next steps. There were 6 sectors of focus in the SWOT-O, that also built in community conversations. There are 2 new Persons With Lived Experience (PWLE) Consultants from Guilford County to start work; they are currently going through the internal contract process and are expected to join in October and remain throughout the life (May/June 2025) of the project. In addition, 2 PWLEs from Guilford County provided feedback on how the system works relative to the SWOT-O. The Resource map is being updated as more information comes forth.

IV. HMIS Lead – Partners Ending Homelessness – Sherea Burnett

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

A. Monthly Data Report

There was a Housing Management Inventory System (HMIS) Committee meeting with Green River earlier this morning. Errors are being seen in data input. Arthur Cassell House (Open Door Ministries) are serving as the Safe Haven program location. The Interactive Resource Center (IRC) is still providing case management from the Winter Shelter program; all other

clients have been exited. Ward Street has now been added for HMIS. The policies and procedures, which were approved in August, are set to begin being implemented in October. Work is being done to prevent a backlog on entering social security numbers which was a previous issue. AHAR has accepted the submitted CoC reports: the Systems Performance Measures (SPM); the Point-in-Time Count (PIT Count); the Housing Inventory Count (HIC). The data accuracy/completion score for August was 83.2%. There was some mention of policy statement scores being 95% and Written Standards score being 85%. Agencies highlighted for their data accuracy/completion score were: the Salvation Army (Greensboro); the Servant Center; West End Ministries. Work is being done on exit documentation, clarifying positive versus negative; currently there is no follow-up on exiting. There was some discussion on clarifying numbers for Winter Shelter. The same issues reported before continue to be trends.

B. HMIS Committee Report - Chair Bernita Sims

1. Need Committee Members

All data that needs to be captured is not being captured.

C. HMIS Evaluation Update

The HMIS Committee is working on the annual evaluation.

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

A. Monthly Data Report

Phase 1 (bringing policies current) has been completed. Phase 2 is now in the beginning stages. There are Vulnerability Index-Service Prioritization Decision Assessment Tool (VI-SPDAT) issues where agencies are not trained on the latest processes, so use of the Client Referral Form was endorsed. Cloudburst continues to provide HUD technical assistance. The By-Name list had people in the system that had not exited since 2020. People are being transitioned from Rapid Rehousing to Permanent Supportive Housing. Agencies recognized were: The Greensboro Behavioral Health Response Team; GC Stops; Room at the Inn; Shirley Frye YWCA. The same issues reported before continue to be issues.

B. CE Committee Report – Laura Baker

No Report

C. CE Evaluation Update

The CE Committee is working on the annual evaluation

VI. Collaborative Applicant/CoC Lead – Cheri Neal

A. Funding

1. NOFO

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

Efforts are being made to reach out to renewal partners, CoC agencies, and the community.

b. Project Application due 9/5/24 @11:59pm

Eligibility is for a little over \$3.5MM for projects that are submitted. The intention is to get the submittals to Systems Performance and Evaluation Committee (SPEC) today (9/9).

c. Community Responses needed by 9/25/24

The hope is to be able to move to a vote in October.

2. NC ESG

a. Local ESG RFA (fy24-25) applications submitted 8/26/24

B. HUD Technical Assistance

C. Other Updates

1. NC HMIS Governance Committee Updates

2. CoC Member Annual Forms Reminder

3. Membership Application Process/Outreach

4. CoC Training Updates

a. Board Orientation

b. Membership

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

6. Merging of Committees

A look should be given long-term for merging of some committees to prevent overlap. Training for Committee Chairs is forthcoming and emphasis was provided on the need for minutes to be scribed in committee meetings.

7. Point-In-Time (PIT) Count (1/29/25)

a. Need Committee Members

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

a. Need Committee Members

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

a. Need Committee Members

VII. Chair Updates

A. Inter-Local Committee – Next Meeting September 20 (10:30am-12pm)

B. Guilford County Homelessness Task Force – TBD

C. CoC Foundation Documents

1. HMIS MOU

2. Coordinated Entry MOU

3. Collaborative Applicant MOU

4 Written Standards

The draft exists; a final document will be needed for October

5. Governance Charter

The Governance Charter will need to be updated

IX. Announcements

Sarah Roethlinger announced a youth suicide prevention program scheduled for 9/10/24. October is National Runaway Prevention Month. There will be training for the Youth Committee in November with GC Stops.

X. Old Business/New Business

XI. Adjournment

Laura Baker made a motion to adjourn. The motion was seconded; after question and voice vote, the motion to adjourn passed without objection. The meeting officially adjourned at 12:49pm.