

Guilford County Continuum of Care Membership Meeting
Minutes
08.08.24

Attending: Acting Chair Dr. Pamela Palmer, Ada Alexander, Liz Alverson, Shana Ayscue, Janet Blue, Brad Bowers, Valaria Brown, Sherea Burnett, Tara Cheshire, Edith Clifford, Makayla Cooke, Lisa Cowan-Dudley, Jasmine Crosby, Bennita Curtain, Patrick Davis, Dr. LaKisha Ellison, Tameria Fewell, Catrice Frost, Genesis Gardner, Michael Gibeley, Alisha Giggetts, Lindsey Gulya, LaTonya Guy, Ebony Hall, Kelly Hedgecock, Laila Hosseinzadeh, Becky Hunt, Nancy Hunter, Kenyatta Jennings-Richardson, Angela Jimenez, April Jones, Charolette Leach, Heather Magill, Caroline Manson, Brooks Ann McKinney, Michelle McNair, Chewan Moore, Nicole Mueller, Dewey Mullis, Cheri Neal, Renee Norris, Sophie Probert, Quiotti Ratliff, Shanna Reece, Pastor Ericka Sanders, Kevin Sanders, Megan Scales, Ciara Smith, Kentia Smith, Mark Sumerford, Dorian Sylvester, April Thompson, Dr. Michelle Vance, Erin Williams, Taylor Williams, Leroy Wilson

Also Attending:
Guilford County: Wilton Donnell (Recorder), Makayla Glover, Maria Lyons Legrande, Rykiell Turner; Corporation for Supportive Housing (CSH): Charlesy Nance, Maya Saxena

This was the regular scheduled monthly meeting of the Guilford County Continuum of Care (CoC) membership body. The meeting was a virtual event and was held via the Zoom platform.

I. Welcome and Introduction – Dr. Pamela Palmer (2 min)
(Acknowledgement of any guests)

Dr. Pamela Palmer presided as Acting Chair in the absence of CoC Chair Erin Stratford-Owens. Dr. Palmer officially opened the meeting at 9:34am with a welcome and greeting. An invitation was provided for first-time guests and the following responded: Lindsey Gulya (interested citizen); Nancy Hunter (Consultant for Strategic Plan); Nichole Mueller (Legal Aid of North Carolina), and Kevin and Ericka Sanders (Oakwood Community Development Corporation).

II. Review and Approve Minutes – Dr. Pamela Palmer (2 min)

A. Review Minutes of Meeting of 07.11.24

B. 2024 Meeting Dates (via Zoom until further notice)

Sep 12; Oct 10; Nov14; Dec 12

The minutes from the July 11 meeting were acknowledged as having been sent and received. A motion was made by Sherea Burnett to approve the minutes as presented. The motion was seconded; after question and vote, the minutes were approved as presented without objection.

III. Action Items (17 min)

A. Board Member Nomination – Deb Harris Richardson (YWCA)

Renee Norris made a motion to approve Deb Harris-Richardson to a spot on The CoC Board. The motion was seconded. After question and voice vote, the motion to approve Deb Harris-Richardson to be a member of the CoC Board passed without objection.

B. Committee Nominations

1. HMIS Committee – Shanna Reece

**2. Housing Resource Committee – Robbielene Lawhorn (Gboro Hous. Coal.)
Debbie Bailey (The Servant Center)**

3. Housing Resource Committee Chair Nominee – Deb Harris-Richardson

Charolette Leach made a motion to approve Shanna Reece, Robbielene Lawhorn, Debbie Bailey, and Deb Harris-Richardson to the respective assignments listed above. The motion was seconded, and after voice vote, the motion passed without objection.

C. Rating & Ranking Review

[Draft Guilford County Continuum of Care Rating and Ranking Policy and Procedures.docx](#)

Renee Norris acknowledged that from the Systems and Performance Evaluation Committee (SPEC) added clarifying language around tie-breakers for Emergency Solutions Grant (ESG) funding; that was the only adjustment to the documents. Leroy Wilson made a motion to accept the Guilford County CoC Rating and Ranking Policy and Procedures as submitted. The motion was seconded. After question and voice vote, the motion passed without objection.

D. ESG Funding Recommendations (p.9)

[Funding Recommendations Spreadsheet SS \(002\).docx](#)

There was a noted correction in that for Tiny House Day Shelter, there was not enough for funding for that program. Charolette Leach made a motion to approve the ESG funding as recommended. The motion was seconded. After question and voice vote (Edith Clifford and Brad Bowers abstained), the motion passed without objection.

- E. Guilford County Policies & Procedures for Funding (ESG)**
[Guilford County Policy Procedure for CoC and ESG Funding 7-25-22.pdf](#)
Renee Norris noted that SPEC reviews the Policies and Procedures for ESG funding, and that there were no changes. **Shanna Reece made a motion to approve the Policy Procedure as submitted. The motion was seconded. After question and voice vote, the motion passed without objection.**
- F. NC-504 HMIS Policies & Procedures**
[NC-504 HMIS Policies and Procedures - 7.19.2024.pdf](#)
In the absence of HMIS Committee Chair Bernita Sims, Sherea Burnett spoke on the HMIS Policies and Procedures. Sherea said that there were no changes to the Policies and Procedures, only corrections to typographical errors. **Renee Norris made a motion to approve the HMIS Policies and Procedures as submitted; the motion was seconded. After question and voice vote, the motion passed without objection.**
- G. Strategic Plan Addendum Consideration**
[GCCOC ADDENDUM to Strategic Plan Draft 7-8-24.pdf](#)
Dr. Palmer began this segment with a review of this process as it has evolved. Nancy Hunter, the consultant working on the plan, spoke on the document. The proposed addendum is to be a bridge between the current plan and a new plan. The addendum stems from feedback during the April Gather in Guilford event and work by the Strategic Planning Committee. Goals from the Strategic Plan that have noted priorities are: Governance, Relationships, Narrative, and Performance. It is time to start developing the next plan. The committee is looking at the feasibility as funding is needed. There was a request for members for a Strategic Planning Committee as some members have fallen off. There was an ask for consideration of both long-term and short-term goals to address homelessness as opposed to infrastructure. The focus to this point has been inward. Dr. Palmer will currently co-chair the Strategic Plan Committee with Chair Stratford-Owens but a **Charolette Leach made a motion to accept the Strategic Plan Addendum as submitted. The motion was seconded. After question and voice vote, the motion to accept the Strategic Plan Addendum as presented passed without objection.**
- H. HMIS MOU – Action being deferred to September**
- I. Coordinated Entry MOU - – Action being deferred to September**
- J. Collaborative Applicant MOU - Action being deferred to September**

K. VAWA Definition (reflect 10/1/22)

https://www.hud.gov/sites/dfiles/Main/documents/VAWA_2022_Letter_MFH_CHPs.pdf

Cheri Neal provided some background into the evolution of this matter based upon HUD updates. There was a stated effort to ensure consistent application of the updated definition across all CoC documents. There is some needed guidance and new forms to come, but they have not yet been provided. **Shanna Reece made a motion to approve the Violence Against Women Act (VAWA) definition; the motion was seconded. After question and voice vote, the motion was approved without objection.**

Special Presentations (10 min)

CSH – Project Updates – Charlesy Nance, Maya Saxena
[CoC Updates - August 2024.pptx](#)

There was a brief overview of the relationship between the CoC and the Corporation for Supportive Housing (CSH). A Strength, Weaknesses, Opportunities, Threats, and Opportunities (SWOT-O) is being created for the CoC in alignment with strategic priorities that arose during a prior Homelessness Task Force meeting; there are 6 qualitative summaries plus an appendix. The SWOT-O is expected to be available for public consumption in August 2024. There were 20 respondents to the search for the 2 long-term Lived Experience Consultants with 9 that were invited for interviews. The 2 have been identified and are being embedded in the work and the onboarding process is underway. There were offers to connect with those not hired; 5 will participate in a compensated focus group. There were 8 respondents to the Funding Survey. The Funding Survey may be extended through a 2nd string ‘Targeted’ push. The Resource Map, a ‘live’ document, is being updated. HUD System Performance Measures are updated to reflect 2023 national averages.

IV. HMIS Lead – PEH (Sherea Burnett) (10 min)

[2024.07 - Guilford County CoC HMIS Lead CE Lead Report \(July 2024 Data\).pdf](#)

A. HMIS Annual Evaluation Status Update

Laura Baker is leading the Annual Evaluation efforts. Valaria Brown is leading the NC-504 Housing Management Inventory Systems (HMIS) Policies and Procedures review, which is a part of the Annual Evaluation.

B. Monthly HMIS Data Report

The presentation began with reference to the attached Power Point featuring explanations of HMIS, the WellSky database, and the Coordinated Entry system. The numbers have decreased due to the exiting of clients. The average length of time in the system in June was 710 days; it was 828 days for July. The Interactive Resource Center (IRC) continues to enter data for the Doorway Project as the numbers (per case management) for winter shelter are still being included in HMIS reporting. There had to be an amendment to the Sharing Qualified

Services Organization Business Associates Agreement (QSOBAA) as an agency had been omitted and had to be re-added. There continues to be explanations and updates for data changes from 2023 to 2024. There is a system issue in WellSky that is being addressed through the Michigan Coalition Against Homelessness (MCAH). The last fiscal year accuracy/completion rate is 85.9%. The following agencies were highlighted for their data accuracy/completion scores: The Servant Center, West End Ministries, and Youth Focus. The trending issues continue to be the same as before. HMIS Annual Recertification Training was encouraged to be done.

C. HMIS Committee Report – Chair Bernita Sims

No Report

V. Coordinated Entry Lead – PEH (Sherea Burnett) – (10 min)

A. CE Annual Evaluation Status Update

The Coordinated Entry (C/E) Policies and Procedures are being updated; there are phases: Phase 1 – Bring Policies and Procedures current; Phase 2 – Planning for the Future; Additional considerations are C/E systems concerns and gaps, roles, responsibilities, and accountability, and also an assessment tool.

B. Monthly CE Data Report

The Vulnerability Index-Service Prioritization Decision Assessment Tool (VI-SPDAT) is no longer endorsed by HUD. It is still being used within the Guilford County CoC until a new assessment tool can be tested and implemented. There are over 500 households currently on the By-Name list awaiting housing. If an agency cannot complete a VI-SPDAT nor refer the community member to the nearest access point, complete a Client Referral form. If one is needed, reach out to Laura Baker or Sherea Burnett. All new staff/attendees to the Coordinated Assessment Workgroup meetings must complete the annual C/E Confidentiality Agreement. The trending issues continue to be the same as before.

C. Updates – Access Points

No Report

D. Coordinated Entry Committee Report – Laura Baker

No Report

VI. CoC Funding and Resource Development – Cheri Neal (10 min)

A. HUD Notice of Funding Opportunity (NOFO)

The HUD NOFO was released on July 31 with a goal of local release Monday. All applicants were reminded that the submissions should be for a 2 year budget period. All applicants for NOFO funding were advised to read all details in their application process to help in meeting the funding deadline. Agencies were reminded to adhere to CoC and HUD guidelines. The deadline for NOFO funding application submissions is October 30. A look is being given to see if CoC Builds is a funding opportunity.

B. NC Emergency Solutions Grant (ESG)

The Emergency Solutions Grant (ESG) submissions are due by August 26.

Dr. Palmer spoke to another funding process that occurred. Dr. Palmer and Bernita Sims have worked with American Rescue Plan Act (ARPA) funding amongst CoC agencies through the Homelessness Task Force. There were 8 agencies that received funding: Family Services of the Piedmont; Partners Ending Homelessness (PEH); Room at the Inn; the Salvation Army of Greensboro; the Servant Center; Tiny House Community Development; West End Ministries; the YWCA. Dr. Palmer and Bernita Sims reached out to each agency. Guilford County is working on a report to be shared at a Homeless Task Force meeting. Additional follow-up is to come.

VII. Municipal Partners and Housing Authorities (16 min)

A. Greensboro Housing Authority - Meredith Daye/Designee

[CoCMembReptForm 8.8.24.pdf](#)

B. High Point Housing Authority - Angela Jimenez/Designee

No Report

C. City of Greensboro - Liz Alverson

[CoCMembReptForm.080824.Liz.pdf](#)

D. City of High Point - Michelle McNair

1. Shelters Discussion

2. Open Door Ministries (Day Center)

No Report

F. Guilford County

1. UNCG CHCS Eviction Mediation Program (Data) – Renee Norris/Designee

[UNCG CHCS CoC Membership Reporting Form July '24 \(1\).pdf](#)

It was noted that more people are reaching out before rent is past due.

2. Legal Aid of NC – Janet Blue

There were 95 new clients in July compared to 60 clients in June.

3. Guilford County Animal Services - Lisa Lee

No Report

VIII. Collaborative Applicant/CoC Lead – Cheri Neal/Staff (15 min)

A. HUD Technical Assistance

1. Coordinated Entry TA

Cloudburst is continuing to provide technical assistance.

B. Annual CoC Forms (8/7/24)

A person cannot be a voting member if the form has not been completed and submitted.

- D. NC HMIS Governance Committee**
There is an opportunity for up to 10 people to participate in the NC HMIS Green River training. Staff from the C/A, C/E, and HMIS plan to attend.
- E. Monitoring Updates (Completed)**
- F. CoC Training Updates (CoC Board Orientation 7/24 and 8/13)**
- G. Committee Members Being Sought**
 - 1. Membership Committee**
 - 2. Coordinated Entry Committee**
 - 3. HMIS Committee**
 - 4. Housing Resource Committee**

It was announced that called meetings are to come; all were admonished to participate to facilitate timely submission of ESG and NOFO grants funding requests.

IX. Stronger Together Task Force – Dr. Pamela Palmer

A. Gather in Guilford Event (2025)

There was no report. CoC Chair Stratford-Owens will be the new Chair and the Task Force may be consolidated with the Advocacy Committee.

X. Chair Updates (3 min)

A. Inter-Local Committee – August 16

B. Guilford County Homelessness Task Force – TBD

There were no updates other than the CoC requested ARPA funding through the Homelessness Task Force.

XI. CoC Committee Reports (20 min)

A. Membership Committee – Chair Vacancy

No Report

B. Nominating Committee – Chair Erin Stratford-Owens

See under Action Items

C. [Guilford CoC Nominating Committee Report Form AugReport 2024.docx](#)

C. Governance Committee – Chair Erin Stratford-Owens

No Report

D. Strategic Planning Committee – CoC Chair Erin Stratford-Owens

Please see item III-G

E. Stronger Together Task Force/Advocacy and Public Relations Committee – CoC Chair Erin Stratford-Owens (Interim)

1. Gather in Guilford Event (2025)

Please see item IX-A. There was no update on the Gather in Guilford 2025.

F. Systems Performance and Evaluation Committee – Renee Norris

Reports were included in the Action Items above.

G. Appeals Committee – As Needed

H. Youth Committee – Sarah Roethlinger

There was no report other than a meeting has taken place, as reported by Sherea Burnett.

I. Housing Resource Committee – Laura Baker

Meetings will start taking place.

J. JEDI - B Committee – Dr. Michelle Vance

The JEDI-B met virtually in July; another meeting (in-person) is being planned for August 21. There are recognized gaps in membership and an invitation is extended for new members. Please send membership requests to: mmvance@uncg.edu.

K. Executive Committee – CoC Chair Erin Stratford-Owens

Meeting participants were encouraged to complete the Coordinated Entry Lead Evaluation; the link was included in the meeting chat.

XI. Membership Announcements (please see calendar on CoC website) (5 min)

A. Membership Portal

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

Patrick Davis asked about veterans' data from Greensboro and High Point. Sherea Burnett offered to help.

XII. Adjourn

The meeting was called to adjourn at 11:15am.

1	Service Type	Agency	Project	Org Score	Org Score %	Project Score	Project Score %	Combined Score	Requested Amt	SPEC Recomm	Reasoning		
2	Emergency Service	Youth Focus	Emergency Shelter	68	75.6%	48	80.0%	77.8%	\$ 20,000	\$ 20,000.00			
3	Emergency Service	Family Service of the Piedmont	Emergency Shelter	66.5	73.9%	51	85.0%	79.4%	\$ 11,160	\$ 10,000.00			
4	Emergency Service	West End Ministries	Emergency Shelter	60	66.7%	44	73.3%	70.0%	\$ 35,000	\$ 30,000.00			
5	Emergency Service	Room At The Inn	Emergency Shelter	64	71.1%	40.5	67.5%	69.3%	\$ 25,000	\$ 20,000.00			
6	Emergency Service	YWCA of Greensboro	Emergency Shelter	55.5	61.7%	46.5	77.5%	69.6%	\$ 30,000	\$ 20,000.00			
7	Emergency Service	Tiny House Community Developme	Street Outreach	57.5	63.9%	50.5	72.1%	68.0%	\$ 55,000	\$ 50,000.00			
8	Emergency Service	Tiny House Community Developme	Emergency Shelter(Ineligible Activit	0	0.0%	0	0.0%	0.0%	\$ 91,098	\$ -	Ineligible NC ESG activity		
9									\$ 267,258	\$ 150,000.00	\$ 166,885		
10									ES Requested	ES Recommended	Max Available for Emergency Svcs		
11	Housing Stability	Family Service of the Piedmont	Rapid Rehousing	65.5	72.8%	59.5	79.3%	76.1%	\$ 21,160	\$ 21,160.00			
12	Housing Stability	Partners Ending Homelessness	HMIS	65.5	72.8%	80	80.0%	76.4%	\$ 129,000	\$ 55,000.00			
13	Housing Stability	The Servant Center	Rapid Rehousing	67	74.4%	72	96.0%	85.2%	\$ 85,000	\$ 51,981.00			
14									\$ 235,160	\$ 128,141.00	\$ 111,256		
15									HS Requested	HS Recommended	Min Available for Housing Stability		
16									\$ 502,418	\$ 278,141.00	\$ -		
17									Total Requested	total Recommended	Total available		
18		Max Points: Organizational: 90 Emergency Shelter Project: 60 HMIS Project: 100 Street Outreach Project: 70 Rapid Rehousing Project: 75											
19													
20		fund critical prgms (HMIS, SO) at X%											
21		Emergency Services prgms: MAX spend of 166,885											
22		Housing Stability prgms: MIN spend of 111,256											
23		Total spend: 278,141											
24		with remaining \$, fund by score - highest to lowest											



NSPIRE Compliance Date Extended for CoC, ESG, and HOPWA to October 1, 2025

This information was originally distributed via HUD.gov. HUD Exchange is redistributing the information for awareness.

On July 5, 2024, HUD published a notice extending the compliance date for implementation of the National Standards for the Physical Inspection of Real Estate (NSPIRE) for Continuum of Care (CoC) and Emergency Solutions Grants (ESG) recipients and subrecipients and Housing Opportunities for Persons With AIDS (HOPWA) grantees to October 1, 2025.

The [Notice](#) allows recipients, subrecipients, and grantees additional time implement HUD's NSPIRE standards. HUD intends to publish standards specific to each of the several Office of Community Planning and Development (CPD) programs before the compliance date. These notices have not yet been published, and without this compliance date extension, it will be a challenge for participating jurisdictions, recipients, and grantees to revise their inspection procedures in time for the previous compliance date.

The Notice includes instructions for CoC, ESG, and HOPWA programs. CoC and ESG program recipients and HOPWA grantees may apply the NSPIRE standards at [88 FR 40832](#) before October 1, 2025, provided that their program documents reflect the

standards they are using and the date of transition to those standards. Otherwise, CoC and ESG recipients and HOPWA grantees that are not ready to make the transition to the new standards will be expected to adhere to the former program requirements until the new compliance date. However, when HUD issues the standards specific to the HOPWA, ESG, and CoC programs, all grantees and recipients will be encouraged to prepare for the compliance date by updating their policies and procedures to reflect the program-specific standards.

HOPWA grantees are reminded of the requirements for installing carbon monoxide devices and smoke alarms as required by the Consolidated Appropriations Act, 2021 and 2023, respectively. HUD will update the NSPIRE Standards for the new smoke alarm requirements before the statutory compliance date of December 23, 2024.

CoCs and ESG recipients and subrecipients and HOPWA grantees should begin preparing for inspections to follow the NSPIRE standards as of October 1st, 2025. Additional guidance to assist CoC and ESG recipients and subrecipients, and HOPWA grantees, in this transition is forthcoming. While SNAPS develops additional guidance, communities may review the resources listed below.

- [NSPIRE Final Rule](#)
- [NSPIRE website](#)

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