



Continuum of Care Planning Committee Meeting

Tuesday, May 21, 2019, 2:00 pm

CMI Healthcare Services (3171 Directors Row)

Attendees: Cheré Bradshaw (CAFTH), Porsha Goodman (Door of Hope), Cornelius Sanders (Promise), Danielle Cannon (Family Promise of Memphis), Tamara Hendrix (HOPE-MSPJC), Patricia McGee (Agape), Michael Miles (Agape), JeCarta Suggs (BHI), Stephanie Bell (OUTMemphis), Dana Brooks (CCWTN), Mary Hamlett (MIFA), Shirley McClain (YWCA), Liz Fletcher (AHS), Emily Connell (VA), Shamberly Kindred (Promise), Yuronda Powell (Promise), Hanif Akinyemi (MALS), Sydne Taylor (CAFTH), Mia Cotton (FFL), Cedric Johnson (UPVETS), Kimberly Mitchell (City of Memphis), Yolonda Fuller (Promise), Katherine Lewis (CMI), Jewel Weatherspoon (AOVS), Jackie Taylor-Mays (VAMC), Umeki Jones (Hospitality Hub), Valerie Bobo (SHIELD, Inc), Melinda Jones (CMI), Shawnta Ellison (CMI), Grant Ebbesmeyer (CAFTH), Kellie Cole (CAFTH)

Call to Order

The meeting was called to order at 2:05 pm by Porsha Goodman. The meeting began with introductions.

Review and Approval of Minutes

The minutes from the last CoC Planning Committee Meeting in April were reviewed. With a motion from Mary Hamlett and a second by Cornelius Sanders, the minutes were approved with no corrections.

Announcements and Discussion

Planning Committee Focus/Purpose: Porsha presented information on the importance and role of the CoC Planning Committee, as well as the role of CAFTH as the lead agency. She also reminded everyone that CoC-funded agencies are required to send program decision makers to attend the CoC Planning Meetings monthly. She encouraged attendees to use the meetings as a safe place to ask questions, request support, and network and share resources with other agencies.

Upcoming CoC NOFA Process: Kellie provided an overview of the upcoming CoC NOFA monitoring process. She reviewed the Site Visit Scoring document that agencies eligible for renewal were sent, and the documentation that would be reviewed at the site visit (agency/program policy and procedure manual, documentation of ongoing supervision, documentation of homeless participation for board of directors, and any other documentation of homeless participation in programmatic activities). For the HMIS review, reviewers will analyze three files chosen from five randomized client file numbers. Additionally, the site visit will include an unscored interview section to gather input on how participants perceive progress of the CoC in the past year. She emphasized that the goal is to make the process much easier and less stressful than in past years, and encouraged everyone to provide feedback during and after the process on how CAFTH can continue to improve it.

Additionally, consumer survey procedures were reviewed; consumer surveys are due back to CAFTH by Friday, June 28, 2019, and can be given to staff during site visits, meetings, or dropped off at the office.

Questions were asked about property management and environmental review files, and where they should be kept; participants are encouraged to keep separate supportive services and property management files for tenants, but both will be reviewed during the site visit.

Finally, Porsha presented information on the new Rank and Review Committee Guidelines approved recently by the Governing Council. These new guidelines assign the Governing Council as the Rank & Review Committee, with open spots for three community members, for which applications are being accepted. She reminded everyone that individuals affiliated with funded agencies will recuse themselves and are not eligible to participate in the Rank & Review process for that program.

Grievance Policy: Cornelius presented information on the CoC Grievance Policy recently approved by the Governing Council and the formal Grievance Form. The policy and form will remain available on the CAFTH website for agencies to access.

New Lead Agency Feedback/AAQ Form: Grant announced that in addition to the formal Grievance Form, CAFTH is also providing an online form for agencies to provide informal feedback or ask questions, with the option to do so anonymously.

New Time Proposal and Official Vote: Attendees discussed changing the time of the CoC Planning Meeting. Attendees agreed that afternoon meetings were difficult to attend, and preferred switching the meeting to a morning time. Although the VA previously had time conflicts with Tuesday morning, this conflict no longer exists and attendees agreed that they preferred to keep the meeting on Tuesday, but to change the time to 10:00 am. Dana Brooks moved to officially change the time of the CoC Planning Meeting to the third Tuesday of each month at 10:00 am, and Katherine Lewis seconded. The motion passed with a majority vote.

Local Events/Updates

New Communications Platform: Grant announced that the transition to Mailchimp as CAFTH's primary announcement platform had occurred, so if they were not receiving emails to make sure they were still signed up and contact him to attempt to resolve any issues.

Excellence Awards/Annual Consortium Meeting: Grant reminded everyone that the Annual Consortium Meeting was being held the following month, June 16, 2019 at 10:00 am at CMI. He also encouraged everyone to submit nominations for the Excellence Awards that are presented at the Annual Meeting.

Good News & Agency Updates

Stephanie Bell announced that a participant in OUTMemphis's youth rapid rehousing project and a member of the Youth Housing Partnership Board was recently hired to serve as the organization's Transgender Services Specialist.

Adjournment

The meeting was adjourned at 2:54 pm with no further discussion.