

# MEETING MINUTES

Tuesday, April 17, 2018 (11:00 a.m.)  
Case Management, Inc.

CoC Planning Committee Meeting

## MEMPHIS & SHELBY COUNTY HOMELESS CONSORTIUM



### **Call to Order**

The meeting was called to order at 11:03 a.m. by Cheré Bradshaw.

### **Welcome and Announcement**

Cheré welcomed everyone and thanked them for all of their hard work in helping to promote the work of the TN-501 Continuum of Care. She also announced that Dana Brooks is no longer with Community Alliance for the Homeless, Inc. As a result, CAFTH has a position available. Members of the consortium were urged to visit the CAFTH website and apply if interested.

### **Review and Approval of Minutes**

The minutes of the February planning committee meeting were reviewed. With a motion from Kate Jones and a second by Cornelius Sanders, the minutes were approved with no corrections.

### **AdHoc Committee Update – Rank and Review Tool**

Al provided the committee with an overview of the recent Ad-Hoc Committee meeting. He also gave an overview of the purpose and functions of the review tool that was designed by HUD to review NOFA applications and discussed the benefit that using the tool will have for our CoC. No final decisions have been made as the committee has one more meeting scheduled to continue discussion and address findings.

### **Housing First Commitment**

Cheré announced that the Housing First Commitment has been adopted by the Governing Council. This document, which is to be signed by the authorized representative of each CoC-funded agency, serves as documentation of the agency's commitment to following Housing First practices. The document will be included in the upcoming documentation review as well.

### **Annual Consortium Meeting & Awards**

Herman announced that the annual meeting for the Memphis/Shelby County Homeless Consortium will take place on June 19<sup>th</sup> at CMI. Nominations are now being accepted for the Excellence Awards, which recognize individuals for outstanding service delivery and compassion to individuals experiencing homelessness in Memphis and Shelby County, Tennessee. The deadline for nominations is May 8, 2018.

**Binder Submissions for CoC Documentation Review**

Herman reviewed the checklists for the upcoming documentation review. One binder will contain agency-specific information and the other will contain program-specific contents. The process has been simplified from previous years, to which several members applauded and offered words of gratitude. The binders will be due in the CAFTH office no later than 5/31. Binders will be kept at the CAFTH in case members of the Rank & Review Committee wish to review specific contents for any reason. Binders will be returned following the rank and review session.

**Announcements**

- Certificates for the recent Diversity training are available for those who require them as verification of attendance.
- Two sessions are available for Coordinated Entry training for the families module. Tanyce Davis announced that an e-mail will be sent today containing the link for registration.
- Tanyce Davis requested that any missing paperwork from the previous request for HMIS documentation be submitted as soon as possible. She also offered an explanation for those who were not clear on the purpose and function of the HIC.
- Herman announced that the Housing First training will take place on April 27<sup>th</sup>. Registration information appears in the latest edition of the Community Connector.
- The Single Adults Committee will meet again on April 26<sup>th</sup> at Catholic Charities. They will not meet in June.
- Herman reminded everyone that certain training modules can be completed by visiting the Programs and Trainings page of the CAFTH website.

The meeting adjourned at 11:26 a.m. with no further discussion.

Minutes Approved By:  _____
Date: ____/____/____