

## Memphis / Shelby County Homeless Consortium

### COC PLANNING COMMITTEE

### MEETING MINUTES

Tuesday, April 15, 2025

Location CAFTH In-Person, 10:00 am

**ATTENDEES:** Katrill Braden (LeBonhuer), Darren Bell (AHS), Kyle Divilbiss (Methodist), Michael Higgins (Hub), Shirley MSClam (YMCA), Christina Mottley (AOVS), Brianna Finch (Promise), Joshua Johnson (school Seed), Angiel Galyean (Hope House), Christie Griggs (Midsouth Genesis (Medsouth CDC), Sherika Barnett (AOVS), Cheryl Marsh (Green Healthy Homes Initiative), Malika McGowan (MIFA), Miranda Young (MIFA), Kayden Ritchie (Hub), JeCarta Suggs (BHI), Porsha Goodman (DoH), Liz Fletcher (AHS), Shalonda Amas (DoH), Brea Govan (Methodist), Lawrence Wilson (BHI), Sandra Norman (St. Johns), LaVada McWay (Knowledge Quest), Alethia Allen (CCWTN), Aisanna Woolfork (Knowledge Quest), Erin Gillylen (CAAP, Inc), Kelcy Ramirez (CAFTH), Errin Woods (CAFTH)

**FACILITATOR:** Darren Bell (AHS)

**MINUTES:** Kelcy Ramirez

#### OPENING OF THE MEETING

Darren Bell opened the meeting @10:04 AM.

#### REVIEW & APPROVAL OF FEBRUARY MINUTES

Review of the February minutes. Sherika Burnett (AOVS) approved the motion. The motion was seconded by Cheryl Marsh (Green Healthy Homes Initiative).

#### PARTNER SPOTLIGHT: KATRILL BRADEN - METHODIST LE BONHEUR CHILDREN'S HOSPITAL

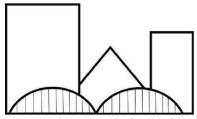
Katrill Braden shared the program she is currently working with, SHIFT. The program covers physical assault, which provides wrap-around services. The program also has an e-SHIFT program that works with juveniles. Main services provided are mental health counseling, mentoring, and academic support.

**Partner Spotlight Sessions** are designed to showcase available resources and introduce the members of the Continuum of Care (CoC). These sessions provide an opportunity to learn more about the organizations involved and the services they offer. If your organization is interested in being featured in a Partner Spotlight, please contact Kelcy at [kelcy@cafth.org](mailto:kelcy@cafth.org).

#### NEW BUSINESS

##### A. FY25 MONITORING PROCESS: Monitoring Sessions and Monitoring Tool

- a. Errin shared that the monitoring process is set to begin soon. Monitoring packets will be distributed on **May 1st**, and formal monitoring activities will commence in **June**.
- b. Several preliminary sessions have already taken place to help prepare programs for the monitoring process. These include an introductory session, a finance session, and HMIS office hours. Additional sessions are scheduled, including a **Housing First and Coordinated Entry monitoring session on April 22nd at 1:00 PM**, and a final **in-person session focused on policies and procedures on April 29th**.
- c. Monitoring is mandated by HUD for all CoC, YHDP, and ESG programs that receive



## Memphis / Shelby County Homeless Consortium

### COC PLANNING COMMITTEE

### MEETING MINUTES

Tuesday, April 15, 2025

Location CAFTH In-Person, 10:00 am

HUD funding, to ensure compliance and program effectiveness.

- d. CAFTH is in the process of finalizing the monitoring tool, which will be presented to the Governing Council for approval. Monitoring activities are scheduled to begin in **June**, and each participating organization will receive their monitoring packets on **May 1st**.

#### OLD BUSINESS

##### A. CoC DIRECTORY

- a. If you have not had the opportunity to fill out the CoC directory form, reach out to kelcy [kelcy@cafth.org](mailto:kelcy@cafth.org). If you have any changes to answer the questions or send out the google form to fill out the information.

#### ANNOUNCEMENTS/ GOOD NEWS

##### A. NETWORKING POLL

- a. The poll included questions to determine overall interest, preferred days of the week, and preferred times (morning, lunchtime, or evening).

##### B. 901 Counts

- a. Kelcy with CAFTH shared about the upcoming 901 Counts event.

##### C. Annual Planning Meeting

- a. The Annual Consortium Meeting is scheduled for May and will follow a mini-symposium format. The event will take place from 9:00 AM to 12:00 PM, and lunch will be provided, along with some swag for attendees.
- b. We're encouraging community input to help shape the agenda. If staff or members have ideas for topics to discuss, suggested panels, or other elements they'd like to see included, please reach out to Errin ([errin@cafth.org](mailto:errin@cafth.org)) or Kelcy ([kelcy@cafth.org](mailto:kelcy@cafth.org)).
- c. Additionally, we will be holding Chair elections in June. Nominations are now open—if you'd like to nominate someone, please email either Errin or Kelcy.

##### D. Committee Chairs & Meeting Structure

- a. There was a discussion regarding the roles and expectations of committee chairs in planning and leading meetings. Chairs of the CoC are required to meet regularly. Other CoC committees typically meet **once a month** with a **CAFTH liaison** to review the agenda and plan upcoming work. These committees then report back to the **Governing Council** on recent activities and progress.
- b. There were also discussions about the potential for some committees to shift from monthly to quarterly meetings, depending on the scope and needs of the group.
- c. Additionally, **new membership information** will be released soon. These updates aim to streamline CoC operations and improve clarity and consistency across all committees.

**NEXT ANNUAL CONSORTIUM MEETING: May 15, 2025, at the University of Memphis**

Meeting Adjourned @ 10:56 AM