



System Planning Committee Meeting

Date: April 18, 2018

Time: 3 PM

Location: George Washington Regional Commission

MEETING CALLED BY	Kate Gibson (GWRC)
TYPE OF MEETING	Monthly Meeting
NOTE TAKER	Samantha Shoukas
ATTENDEES	Kathy Anderson (Empowerhouse) Tammy Torres (Empowerhouse) Lisa Crittenden (Loisann's Hope House) Tara Best (Loisann's Hope House) Meghann Cotter (Micah) Lori Yelverton (Micah) Lorena McDowell (NVFS)- on phone Kim Lally (TBC)- on phone Michele Porter-Will (Volunteers of America)- on phone Kate Gibson (GWRC) Sam Shoukas (GWRC)
ABSENT	Brian Sangutei (VA)

DISCUSSION	
<p>Introduction</p> <ul style="list-style-type: none"> As of April 16, 2018, Sam Shoukas has been hired at GWRC full-time. After serving as the volunteer VISTA for the past year, Sam will be taking the position of Continuum of Care Coordinator starting May 7, 2018. <p>Approval of February 7, 2018 Minutes</p> <ul style="list-style-type: none"> Kim Lally moved to approve the minutes and Kathy Anderson seconded the motion. The motion passed unanimously. <p>Approval of March 5, 2018 Minutes</p>	

- Kim Lally moved to approve the minutes and Tammy Torres seconded the motion. The motion passed unanimously.

Committee Chair Election

- Committee chair will be responsible for approving agenda, drafted by staff, and leading meetings.
- Tara Best and Lori Yelverton volunteered to serve as co-chairs for the committee. Tammy Torres moved to elect the pair and Kim Lally seconded the motion. The motion passed unanimously.

Case management Learning Series Update

- The case management learning series is continuing (upcoming agenda in the agenda). Any leads on potential speakers or topics to be used can be sent to Sam Shoukas.

Coordinated Assessment Updates

- **Training for DSS workers**
 - The training will be held at the Fredericksburg DSS office on April 25th at 2pm. All partners were invited to attend to showcase their agencies. The training will focus on general information on the homeless response system and its programs, as well as provide information on service seekers can be directed to access the system.
- **One Number**
 - The CoC will continue to be working on implementing a one number. Infinity had developed a number, but it did not function the way that it needs to. Therefore, with the implementation of a simplified call flow come July, the CoC will be using Google voice for the one number implementation.
- **Centralizing by July 1, 2018**
 - To prepare for NVFS to take over as centralized intake as of July 1, the CoC will be forming a working group to smooth out the connections and running of the centralized system. Representatives from each provider would be asked to participate in designing the system.

Prioritization/Veterans Working Group Update

- The veterans list and the prioritization list have been combined under one list. At this time, the prioritization group is meeting once a month and the veterans group is meeting once a month. The prioritization meeting will be focused on figuring out what housing resources the most vulnerable need and which agency is able to provide (fund) that while the veterans working group will be focused on in depth case conferencing to create tailored networks of services that will support between moving veterans into housing quickly.
- Michelle Porter-Will was concerned about possible duplication, showcasing how other communities have been able to do it. CoC staff will research other methods and see if there are ways to sit in on other community meetings in order to create the best system

for the community.

Housing Locator Updates

- Questions about housing location process have come up at other meetings. An in depth conversation about the process and where breakdowns are occurring is needed. The group agreed to have a special meeting to discuss the topic on Thursday, April 26, 2018 at 11:30 AM at GWRC.

Action Planning

- As outlined in the newly Bylaws, each CoC committee must develop an annual action plan. The group brainstormed areas that would be beneficial to focus on over the next year. These items will be prioritized and solidified at the next meetings. Areas to possibly address included:
 - Central Intake
 - Performance
 - Housing Locator
 - Housing inventory (lack of, affordability)
 - Landlord engagement
 - Alternative shelter for those that are not qualify, don't want, no space
 - SPDAT training
 - Low barrier shelter/Best Practices
 - Prevention
 - Prioritization
 - Precariously housed
 - Outside area policy (coming from and going to)

CONCLUSION		
ACTION ITEMS		
ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE