



## System Planning Committee Meeting

**Date:** April 26, 2018

**Time:** 11:30 PM

**Location:** George Washington Regional Commission

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

<b>DISCUSSION</b>	
<b>Introduction</b>  <b>Housing Location</b> <ul style="list-style-type: none"> <li>• Kelsey Holdway presented the housing location process as outlined in the Housing Locator Checklist. Kelsey described what occurred at each step as well as issues that she has noticed at each step. Providers also provided feedback on what they had noticed as well.</li> <li>• The following changes to the process were made:               <ul style="list-style-type: none"> <li>○ The housing locator will reach out to the case manager to set up initial</li> </ul> </li> </ul>	

meeting with client. Case managers will send a weeks' worth of possible dates to meet with the housing barriers assessment.

- The housing locator will develop a checklist of required documents for most housing applications and the case managers will bring all documents to the initial meeting with the housing locator.
- The case manager and housing locator will discuss budget expectations at the first meeting so that all are on the same page.
- Housing locator will notify case managers once a showing has been scheduled so that they can attend as well. If issues with attendance occur, the housing locator will notify agency staff individually to make them aware.
- The housing locator will create a typed form of the check request.
- The Letter of support will be submitted to the housing locator as soon as possible, at the latest once a unit is picked, so that it can be submitted with the unit application.

<b>CONCLUSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>