



## System Planning Committee Meeting

**Date:** June 20, 2018

**Time:** 3 PM

**Location:** George Washington Regional Commission

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

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| <b>DISCUSSION</b>                       |   |
| <b>Introduction</b>                     |   |
| <b>Approval of May 24, 2018 Minutes</b> | <ul style="list-style-type: none"> <li>Kim Lally moved to approve the minutes and Tammy Torres seconded the motion. The motion passed unanimously.</li> </ul>   |
| <b>SPDAT Training</b>                   | <ul style="list-style-type: none"> <li>SPDAT training has been scheduled for September 25<sup>th</sup>, 2018. All case management and admin staff are encouraged to come. The training will focus on using the SPDAT</li> </ul> |

tool and how the tool can be used to tailor case management to client needs.

### **Coordinated Assessment Update**

- Given recent changes to the expected VHSP FY19 budget, how coordinated assessment will be administered is still unclear. Currently, there is an RFP looking for providers that would be interested in taking on coordinated assessment for the community. Once a provider is found and it is clearer what coordinated assessment will look like, the coordinated assessment working group will reconvene in order to finalize the design details of the assessment process.
- The group discussed possible scenarios regarding the VHSP budget and how that could affect coordinated assessment and prevention funding. The group has requested that once staff has talked with the state and reviewed Funding Policies and Procedures that staff sends out all options to the group in order to formalize a group consensus on what their recommendation would be. The group would like to make sure that their voice is heard by the funding and performance committee when making funding decisions for the community.

### **Hotel Voucher Process**

- Recently, there has been an increase in the number of needed hotel vouchers in order to ensure that families with small children are not on the street. This has prompted the need for a process for how to coordinate vouchers, who should receive them and how the family is in line for the next shelter bed.
- The group agreed that those that are in shelter paid for by another organization should be given priority for the next shelter beds. The group will re-evaluate the process later on to make sure that it is going according to plan.

### **Action Planning**

- The group reviewed the action plan drafted by CoC staff based on conversation from last meeting. The group has requested to hold off until the next meeting to finalize the action plan as the outcome of VHSP funding may impact priorities for the year.

**Next meeting will be held Wednesday, July 18, 2018 at 3PM.**

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