

**HOUSING PARTNERSHIP FOR THE NEW RIVER VALLEY**  
**MEETING MINUTES**  
**JANUARY 17, 2013**

The Housing Partnership for the New River Valley met January 17, 2013 at 9 AM at the Women's Resource Center of the New River Valley.

**Members in Attendance:**

<b>MEMBER</b>	<b>ORGANIZATION</b>
Pat Brown	Women's Resource Center
Angie R-Dobbins	Community Housing Partners
Krissie thrasher	New River Community Action
Terry Smusz	New River Community Action
Vicky Collins	Radford City DSS
Aline Brinckman	HOPE
Bethany Panek	Women's Resource Center
Lori Trail	New River Valley Community Services
Glenda Vest	New River Community Action
Ann Angert	New River Community Action
Barry Franklin	Radford City Rental Assistance
Carol Johnson	New river Family Shelter/To Our House
Lisa Yost	New River Community Action

**Agenda:**

- 1) Greetings/Introductions/Updates
  - Vicky shared that the food stamp cases in Radford City crossed the 900 family mark.
  - Terry reported that Headstart is undergoing a federal review.
  - Krissie reported that she has been flooded with post Christmas applications for assistance.
  - Carol reported that To Our House has been maxed out at 10-12 clients per night and has housed up to 13 per night.
  - Barry reported that Radford's Section 8 waiting list will open Tuesday, February 12 from 9-noon. Applications can be accessed through the VHDA website.
- 2) Inclement weather policy for HPNRV:
  - Group agreed that if Radford City schools are closed for inclement weather, on the scheduled day for the HPNRV meeting, that the meeting will be cancelled.
- 3) Approval of Meeting Minutes of November 15, 2012

- Motion was moved by Bethany Panek to approve the minutes, seconded by Vicky Collins, all were in favor for approval of the minutes.

4) Central Intake Committee Update:

- A few questions were discussed for grant submission purposes.
- The group wants to continue to work on flow chart of 'Who to Call.'
- Intake questions will go back to the committee.
- This committee meets at 2:30 the Wednesday before the HPNRV meeting.

5) Emergency Solutions Grant:

- Will be available online February 1 and will be due in April.
- Since the application must be submitted by the HPNRV, the group previously discussed using an outside grant writer to prepare the application.
- More discussion centered around how to 'charge' organizations interested in applying for the grant writing.
- Most participants of the group seemed to agree that organizations should be required to fund the grant writer based on a percentage of the amount of funds requested by the organization.
- There were questions about the estimated cost and about the process.
- Next steps include the organizations which are interested in applying having a sit down with the grant writer. Those members of the group seem to be Terry, Carol, Pat, Glenda, and Lisa.

6) Point In time Count Updates: Terry Smusz

- Point in Time count will be held on January 24, 2013
- PIT consists of 3 components:
  - 1) Sheltered Homeless (WRC, TOH, NR Family Shelter and the Giles shelter,
  - 2) Unsheltered Homeless (Community agencies conduct surveys. CHP has committed a Resident Services VISTA member, Casey Chevallier, to supervise the coordination of the unsheltered count).
  - 3) An addendum, per Aline's request, for youth clients who do not in HUD's definition as homeless.
- After the regular meeting today, Ann will conduct training for members who will be participating in the sheltered count.
- Terry suggests that we may be able to share the results of the PIT concerning numbers in the February or March meeting, discuss history and make a plan going forward to conduct the PIT.

7) Other Business:

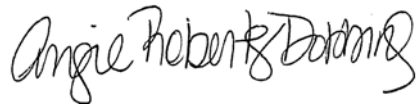
- Bylaws Committee: HPNRV officers will comprise the committee. Any other members who are interested in participating are welcome. Please notify Angie. It is important to have the Bylaws established before the submission of the Emergency Solutions Grant is due.
- 10 year plan to end homelessness: Progress toward the plan in time for grant submission is to set up a committee, establish a chair, and invite members from outside the HPNRV groups. Ann has agreed to look at Blacksburg's comprehensive plan. Committee will be formed by April.
- Yahoo listserv: Some members are not getting automatic emails. Angie will check into the site to assure that correct email addresses are attached to these self identified members.
- February HPNRV Meeting: Angie will be absent. Vicky graciously agreed to take meeting minutes.

**NEXT MEETING DATE AND TIME**

The next regularly scheduled meeting is February 21, 2013 at 9 AM, Women's Resource Center Administrative Offices.

Minutes Recorded by:

Angie Roberts-Dobbins

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## **Housing Partnership of the New River Valley**

### **Meeting Minutes**

**February 21, 2013**

The Housing Partnership for the New River Valley met February 21, 2013 at 9AM at the Women's Resource Center of the New River Valley.

#### **Members in Attendance:**

<b>Member</b>	<b>Organization</b>
Pat Brown	Women's Resource Center
Glenda Vest	New River Community Action
Carol Johnson	New River Family Shelter/ To Our House
Bethany Panek	Women's Resource Center
Krissie Thrasher	New River Community Action
Terry Smusz	New River Community Action
Vicky Collins	Radford City Department of Social Services
Ann Angert	New River Community Action
Aline Brinckman	HOPE
Lori Trail	New River Valley Community Services

#### **Agenda:**

- 1) Greetings/Introductions/Updates
  - Ann Angert reported that she is working on a number of different grants. Ann reported on Octopia which is a database that is used statewide in Massachusetts. It is known for its excellent reporting capacity.
  - Terry Smusz reported that Headstart had a recent on-site review with good results.
  - Bethany reported that the shelter has been extremely busy and at near capacity. Two families moved out last week.
- 2) Review and Approval of Previous Meeting Minutes of January 17, 2013
  - Motion was moved by Pat Brown to approve the minutes, seconded by Glenda Vest, all were in favor for approval of the minutes. The minutes will be filed.
- 3) Report from the Centralized Intake Committee Meeting
  - Carol Johnson reported that the last meeting was cancelled and will be rescheduled. As of this date, the ESG proposal has not been completed. However, the grant only has an 8 week turnaround and will be submitted soon.

4) Point In Time Count 2013 Review: Terry Smusz

- A number of documents were distributed regarding the data collected for the 2013 Balance of State Winter Homeless Census. Aline Brinckman that there are significantly more people doubled up as a way to cope with homelessness. She also remarked that in the future efforts need to be made to improve the unsheltered count.

### **Next Meeting Date and Time**

The next regularly scheduled meeting is March 21, 2013 at 9AM, Women's Resource Center Administrative Offices.

Minutes Recorded by:

Vicky Collins

Minutes for Housing Partnership of the New River Valley 3/21/13

In Attendance Glenda Vest, Lisa Yost, Ann Angert, Lori Trail, Aline Brinckman, Carol Johnson, Terry Smusz, Bethany Panek

In Pat Brown's Absence Terry Smusz led the meeting.

Agency Sharing:

Terry shared that Sheila Tucker, Director of the NRCA Head Start program, has died from complications from cancer. We were all saddened by the news.

Carol shared that To Our House will be extended a week due to the cold weather. Several area churches will cover the extra week.

Aline shared that she has over 170 kids she is working with and that NRV wide over 300 children are homeless.

Lori no new update

Ann No update

Lisa shared that the her program would be closed next week. Krissy is having surgery and Lisa will be away at training. Staff has been working to process current applications before next week.

Glenda stated budget cuts are affecting the NRCA Emergency Assistance Programs agency-wide. All staff hours will be cut to 25 hours a week, except the NRCA MCEAP worker funded by local government. All offices will be open the same days per week, but in a reduced-hours capacity.

The Floyd County Empty Bowls fundraiser made over \$9000 last Sunday for the back pack program. Congratulations!

Bethany stated the WRC Shelter is at capacity and no beds are currently available for homeless clients, although we are trying to help with referrals and resources.

Coordinated Intake Report:

Aline reported that we have a document for initial intake and passed around the flowchart and referral list.

She also mentioned she had been studying the guidelines and it looked like we would also need a coordinated assessment document as well. There was some discussion about this and we agreed to meet with our housing assessment forms and see if they would suffice. If clients are deemed ineligible there will need to be documentation on why they were not accepted into a program for assistance.

The next Coordinated Intake meeting will take place at Thursday, April 4, 2pm at WRC.

Terry mentioned there would need to be some discussion about the lead agency monitoring at the meeting with Amy. A couple of timeframes were offered up for that meeting. The mornings of April 2<sup>nd</sup> or 3<sup>rd</sup> were offered as possible times. A specific time was not agreed on as they wanted the input of Pat and Amy before deciding an actual time.

#### Continuum of Care Ending Homelessness in 10 Year Plan Report:

Ann is looking at locality plans throughout Virginia. There are only 9 documented as having a plan. Roanoke has a new plan that is an 18-month plan. It includes action steps and accountability. She mentioned that Local government definitely needs to be at the table to be able to improve implementation of plans to end homelessness.

She mentioned the Close the front door – working with service agencies to assist the homeless

Open the back door - Rapidly re-house those families that can be placed quickly

Ann will be contacting several people throughout the NRV to start including local governments in planning and meetings.

She hopes to meet with Mary Ellen Verdue (sp) to start working on a facilitated meeting plan. Ann hopes to have more news next meeting.

The next meeting will be April 18<sup>th</sup> at 9 am in the WRC conference room.

**New River Valley Housing Partnership**  
**MEETING MINUTES**  
**APRIL 18, 2013**

The New River Valley Housing Partnership met April 18, 2013 at 9 AM at the Women's Resource Center of the New River Valley Admin Offices.

**Members in Attendance:**

<b>MEMBER</b>	<b>Organization</b>
Pat Brown	Women's Resource Center
Angie R-Dobbins	Community Housing Partners
Krissie Thrasher	New River Community Action
Terry Smusz	New River Community Action
Aline Brinckman	HOPE
Bethany Panek	Women's Resource Center
Lori Trail	New River Valley Community Services
Ann Angert	New River Community Action
Carol Johnson	New River Family Shelter/To Our House
Lisa Yost	New River Community Action
Melanie Smith	To Our House & Re-entry Group

**Agenda:**

- 1) Greetings/Introductions/Updates
  - Welcome Melanie Smith joining the group for the first time. Melanie works with several nonprofit organizations in the NRV including To Our House and VA Cares.
  - Group voted to change the meeting time from 9 am to 10 am beginning on May 16, 2013. Going forward, meetings will be held on the 3rd Thursday of the month from 10am-11:30am at the WRC Admin offices.
- 2) Review and Approval of the Previous Meeting Minutes
  - Meeting minutes were not available for February and March. Minutes for these months will be reviewed at the May 16, 2013 Meeting.
- 3) Central Intake Committee Update:
  - Committee met two weeks ago and has been very focused on the centralized intake because the CoC grant requires the intake.
  - Committee reviewed the flowcharts and found that there were more documents needed.
  - Centralized Intake consists of:
    - i. Coordinated intake Initial Screening



- ii. Coordinated Assessment
- iii. Housing Barrier Form
- iv. Program Specific Intake
- v. Goal and Action plan
- Lisa Yost presented a motion to adopt the Centralized Intake, all members were in favor and the intake was adopted.

4) Bylaws & HMIS Policy: Pat Brown

- Local planning groups across the state make up the Balance of State CoC.
- Group reviewed the drafted Bylaws and made revisions during the review.
- Terry Smusz motioned to adopt the Bylaws, Bethany Panek seconded and Bylaws were adopted unanimously by the group.
- Pat discussed Homeward Management Information System. Those required to use HMIS fall under Homeward's policies.
- Lori Trail moved to adopt Homeward's policies and procedures as the NRVHP HMIS Policies. Aline Brinkman seconded the motion. The HMIS policy was adopted unanimously by the group.

5) Point In Time Count Updates: Terry Smusz

- Terry presented a summary of the PIT Review which was discussed at the 2/21/13 meeting.
- Terry suggests that we keep PIT on the agenda every month in an effort to be prepared for 2014 PIT.
- Angie Roberts-Dobbins suggested that there be action items identified for following month's discussion.
- Action items for next month's PIT Discussion:
  - Look at the unsheltered count over the last 5 years
  - Analyze the list of community partners we solicited for the unsheltered count.
- Potential future action items:
  - Conference with Andy Kegley from the Wythville area to get his best practices of the PIT.

6) Other Business:

- Ann Angert is the chair of the 10 Year Plan Committee and presented a draft letter to be sent to local Government. Ann requested that feedback regarding the letter be addressed at the May 16, 2013 meeting.


- Lori Trail will talk with her supervisor to get a RAFT person to attend the group.
- Angie will add automatic reminder to the Yahoo site for monthly meetings.

**NEXT MEETING DATE AND TIME**

The next regularly scheduled meeting is May 16, 2013 at 10 AM, Women's Resource Center Administrative Offices.

Minutes Recorded by:

Angie Roberts-Dobbins

A handwritten signature in black ink, reading "Angie Roberts-Dobbins". The signature is written in a cursive, flowing style with some loops and flourishes.

New River Valley Housing Partnership  
**MEETING MINUTES**  
May 16, 2013

The New River Valley Housing Partnership met May 16, 2013 at 9 AM at the Women's Resource Center of the New River Valley Admin Offices.

**Members in Attendance:**

MEMBER	Organization
Pat Brown	Women's Resource Center
Angie R-Dobbins	Community Housing Partners
Krissie Thrasher	New River Community Action
Aline Brinckman	HOPE
Bethany Panek	Women's Resource Center
Lori Trail	New River Valley Community Services
Ann Angert	New River Community Action
Carol Johnson	New River Family Shelter/To Our House
Lisa Yost	New River Community Action
Barry Franklin	Radford city Rental Assistance
Erin Griffith	NRVCS: Emergency Services

**Agenda:**

1) Greetings/Introductions/Updates

- Welcome Erin Griffith! Erin is an Emergency Services Team Leader with New River Valley Community Services. Erin explained that during daytime hours the Emergency Services department answers calls from callers who need to be screened for mental health services but also respond to calls and make referrals from individuals experiencing homelessness. In the evenings, Raft takes these same calls and makes referrals for those who are homeless.
- Barry Franklin stated that everything is on hold with the Housing Choice Vouchers in the Radford area. There is less funding from HUD to VHDA and therefore at this point no new names are being pulled for vouchers.
- Aline Brinckman stated that she is working with 190 homeless children (120 families) in Montgomery County.
- Carol Johnson reported that TOH has ended for the season. They served 29 men and utilized over 1200 volunteers. NR Family Shelter is full and receiving a large amount of calls looking for the next availability. Carol shared a publication from the Institute for Children, Poverty and Homelessness regarding the short falls of Rapid Rehousing.

- Pat Brown reported that for the first time in 36 years the average occupancy for the month of March was at 102% due to families fleeing imminent danger. Additionally, Cornerstone is full.
- Krissie Thrasher stated that there are twice as many calls as usual. Spring usually is busy but the load is out of the ordinary. Krissie reports that her program is close to being out of funds. Krissie reported seeing a lot of people being bumped off TANF because they are not looking for jobs.
- All other members reported no updates or business as usual.

## 2) Review and Approval of the Previous Meeting Minutes

- Group reviewed minutes for the February, March and April 2013 meetings.
- Lisa Yost motioned that minutes be approved, Bethany Panek seconded the motioned. All members were in favor and minutes were approved.

## 3) NRVHP Logo:

- Now that the group has changed from the HPNRV to NRVHP the current logo was revised to reflect the name change.
- Group agreed to go with the proposed logo for now.
- Ann Angert will send Angie Roberts-Dobbins the NRV Counts logo to see if that may be a possibility for inclusion in a new logo.
- If anyone else runs across a graphic which is more representative of how homeless individuals are served in the NRV (versus the single family house structure) please send it to Angie Roberts-Dobbins at [ardobbins@chpc2.org](mailto:ardobbins@chpc2.org)

## 4) Central Intake Committee Update:

- Carol Johnson reported that there is still work to be done by the committee. Committee has not met within the last month due to the grant work that was being done. Committee will meet again before the next NRVHP meeting.

## 5) Letter of Announcement: Committee formation to draft a 10 year plan to end homelessness: Ann Angert

- Ann is the Chair of the 10 Year Plan Committee. She stated that based on other 10 year plans which she has reviewed, the committee needs representatives from faith based and local government. Ann proposed a committee which would meet 4 times over a 6 month period to draft the plan. Group reviewed and discussed the proposed letter for inviting committee members. Pat will make final edits and the letter will be sent to individuals being invited to the committee. Ann further invites any

members of the NRVHP to join the committee. Please contact Ann if you are interested.

6) Other Business:

- Lisa Yost was appointed to chair the task force for NRVHP member recruitment.
- Historically, the group has not met in the summer months of June and July. Group decided that there was too much work to be done and that this year the group would continue to meet throughout the summer months.

**NEXT MEETING DATE AND TIME**

The next regularly scheduled meeting is June 20, 2013 at 10 AM, Women's Resource Center Administrative Offices.

Minutes Recorded by:

Angie Roberts-Dobbins

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# **New River Valley Housing Partnership**

June 20, 2013 Meeting Minutes

Members in Attendance:

Ann Angert	New River Community Action
Glenda Vest	New River Community Action
Lisa Yost	New River Community Action
Terry Smusz	New River Community Action
Bethany Panek	Women's Resource Center
Pat Brown	Women's Resource Center
Krissie Thrasher	New River Community Action
Erin Griffith	New River Valley Community Services

## AGENDA

- Approved May minutes
- Adopted new NRVHP logo -- unanimous
- FYI Pro Bono Counseling still available at Free Clinic
  - Don't have to be a patient of clinic to get MH services
- Centralized Intake Committee
  - Finished all forms required by ESG grant
  - Will be coordinating training for outside agencies on the new forms
  - Set up another meeting for implementation flow chart/forms
  - Terry suggested including law enforcement
  - Will create a list of all agencies to target for training
  - Newspaper articles for outreach
  - Suggested public website for NRVHP for community
    - PR intern NRCA
    - Lisa will ask him to assist in creating website
- 10 Year plan to end homelessness
  - Letter approved in May
  - Logo approved this month
  - Letter will be sent this month
  - Melanie requested to be a member of the committee
- FYI TAP
  - Laid off all Domestic Violence Staff (Roanoke)
  - Served 400 in 1 year
  - Reorganization

- Suggested presentation for NRVHP group on permanent supportive housing and qualifications
  - Matt Leslie
    - Left DHCD
  - Lindsey – Balance of State
    - Ask for presentation on permanent supportive housing
- Point In Time Survey Overview from Matt (DHCD)
  - Terry asked for rural contacts for assistance
  - HUD document sent
    - Suggestions for improvement
    - Advanced planning
  - Viewed as week-long event in other areas
  - Suggested beginning planning for January 14 PIT in September, take off agenda until then
- Invited Darrell Lucas, VA CARES to attend
  - Will be Chairing Re-Entry Council housing committee to explore housing for ex-offenders
    - Look at model of housing in Abingdon
      - DOC Run
  - Jane Brown – State Level – Setting up Re-Entry Councils across the State
  - Unsure of Numbers released to NRV annually
- NEXT MEETING JULY 18<sup>TH</sup>

Minutes Recorded By:

Lisa Yost

New River Valley Housing Partnership  
**MEETING MINUTES**  
July 18, 2013

The New River Valley Housing Partnership met July 18, 2013 at 10 AM at the Women's Resource Center of the New River Valley Admin Offices.

**Members in Attendance:**

MEMBER	Organization
Pat Brown	Women's Resource Center
Angie R-Dobbins	Community Housing Partners
Krissie Thrasher	New River Community Action
Lori Trail	New River Valley Community Services
Ann Angert	New River Community Action
Carol Johnson	New River Family Shelter/To Our House
Melanie Smith	To Our House
Lisa Yost	New River Community Action
Erin Griffith	NRVCS: Emergency Services
Vicky Collins	Radford City DSS

**Agenda:**

1) Greetings/Introductions/Updates

- Lisa Yost reported serving 147 unduplicated clients last year.
- Erin Griffith explained the reorganization of Adult and Family services to Crisis and Family
- Lori Trail discussed the exploration of adult drug treatment count in Pulaski. Barriers: no funding. Judge Long is committed and wants the program but barriers need to be addressed.
- Carol Johnson explained that there is currently space in the Radford House. Carol discussed a potential house in Pulaski County which could offer shelter space.
- Melanie Smith discussed the new Our Place day center for homeless beginning at Fieldstone September 3. Our Place is open to anyone including children. Tuesday, Wednesday and Thursdays from 10-2. Staffed by VA Tech service learning students. Individuals can wash clothes, shower, receive lunch, utilize computers and participate in personal development classes. There is a planning meeting for anyone interested on July 24 at 11:30 at Fieldstone.
- Krissie Thrasher reported that there has been a cut back in Rapid Rehousing funds. Eviction Prevention clients must be within 2 weeks of eviction before assistance can be made.

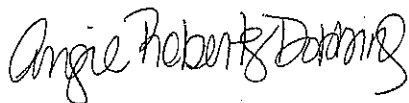


- Pat Brown reported that there are 2 spaces available currently at the WRC.
  - All other members reported no updates or business as usual.
- 2) Review and Approval of the Previous Meeting Minutes
- Group reviewed minutes for the June 2013 meeting.
  - Minutes were approved as stands with no corrections or edits.
- 3) Central Intake Committee Update:
- Committee wants to meet quarterly since the forms are now in place.
  - Idea of training outside agencies is still on the table
  - Next committee meeting will take place in August.
- 4) NRVHP Website: Lisa Yost
- Lisa proposed a public website and volunteered to build the site.
  - A motion was made and seconded approving Lisa to move forward with the proposal.
  - Lisa will show the site at the August meeting before the site goes live
- 5) Other Business:
- Lisa Yost announced that NRVCA's homeless and Housing Programs are celebrating 20 years in August!

**NEXT MEETING DATE AND TIME**

The next regularly scheduled meeting is August 15, 2013 at 10 AM, Women's Resource Center Administrative Offices.

Minutes Recorded by:  
Angie Roberts-Dobbins



New River Valley Housing Partnership  
**MEETING MINUTES**  
August 15, 2013

The New River Valley Housing Partnership met August 15, 2013 at 10 AM at the Women's Resource Center of the New River Valley Admin Offices.

**Members in Attendance:**

MEMBER	Organization
Pat Brown	Women's Resource Center
Angie R-Dobbins	Community Housing Partners
Ann Angert	New River Community Action
Carol Johnson	New River Family Shelter/To Our House
Melanie Smith	To Our House
Lisa Yost	New River Community Action
Erin Griffith	NRVCS: Emergency Services
Bethany Panek	Women's Resource Center
Darrell Lucas	NRCA/VA Cares

**Agenda:**

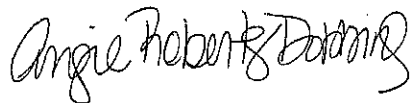
- 1) Greetings/Introductions/Updates
  - Lisa Yost reported rescheduling the 20<sup>th</sup> anniversary of NRCA's Homeless and Housing Programs celebration.
  - Group Welcomed Darrell Lucas from VA Cares. Darrell provided an overview of VA Cares services including the fact that VA Cares served 127 individuals last year.
  - Carol Johnson reported that To Our House season will begin November 2, 2013. TOH is able to serve 12 men on any given night.
  - Melanie Smith reported that the group providing services to homeless individuals at Fieldstone starts on September 3, 2013. She reports that the program is desperately looking for volunteers.
  - Pat Brown reported that Cornerstone is full with no funding. However, clients are receiving counseling through the emergency shelter.
- 2) Review and Approval of the Previous Meeting Minutes
  - Group reviewed minutes for the July 2013 meeting.
  - Minutes were approved as stands with no corrections or edits.
- 3) Central Intake Committee Update:
  - Committee is focused on training. Need to train community agencies such as law enforcement and DSS on the use of the flow chart.
  - Committee will finalize the chart and resource list by next week and get it out to members of this group.

- Thoughts are that the trainings will take place in December and then the committee will meet again in January.
- 4) NRVHP Website: Lisa Yost
- Lisa provided an overview of [www.housingpartnershipnrv.webstarts.com](http://www.housingpartnershipnrv.webstarts.com)
- 5) Other Business:
- Ann Angert reported on the 10 year plan to end homelessness.
    - Wants to attend the monthly meeting with local government which the planning districts host. Ann intends to share the letter regarding the 10 year plan at that meeting.
  - Pat Brown announced that Linda Martin-Warner will be leaving DHCD and going to work for DSS. Linda has previously been the ESG Grant liaison and monitoring Rep for many of the agencies in the locality.

**NEXT MEETING DATE AND TIME**

The next regularly scheduled meeting is September 19, 2013 at 10 AM, Women's Resource Center Administrative Offices.

Minutes Recorded by:  
Angie Roberts-Dobbins



New River Valley Housing Partnership  
**MEETING MINUTES**  
October 17, 2013

The New River Valley Housing Partnership met October 17, 2013 at 10 AM at the Women's Resource Center of the New River Valley Admin Offices.

**Members in Attendance:**

MEMBER	Organization
Pat Brown	Women's Resource Center
Terry Smusz	New River Community Action
Ann Angert	New River Community Action
Carol Johnson	New River Family Shelter/To Our House
Angie Roberts-Dobbins	Community Housing Partners
Lisa Yost	New River Community Action
Erin Griffith	NRVCS: Emergency Services
Bethany Panek	Women's Resource Center
Darrell Lucas	NRCA/VA Cares
Glenda Vest	NRCA
Krissi Thrasher	NRCA
Aline Brinckman	Project HOPE
Melanie Smith	To Our House
Katie Polidoro	Women's Resource Center
Jeanne Curtis	New River Community Action
Vicky Collins	Radford City Department of Social Services
Lori Trail	New River Valley Community Services

**Agenda:**

1) Greetings/Introductions

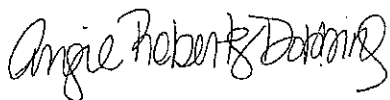
- Melanie Smith reported that Our Place is struggling to attract participants.
- Welcome Katie Polidoro to the group. Katie is the new Transitional Housing Coordinator at the WRC.
- Welcome Jeanne Curtis to the group. Jeanne is a new Housing Counselor with NRCA.
- Ann Angert reminded the group that she and Pat Brown are scheduled to attend the Regional Government Meeting on October 24 to discuss the 10 year plan to end homelessness.
- Carol Johnson reported that to our house begins November 2 and will run through the end of March.
- Vicky Collins reported that Radford City currently has 88 vouchers filled but are frozen at that level due to sequestration.

- Lisa Yost reported that NRCA is almost out of Rapid Re-housing funds. NRCA received a private donation but those funds are expected to be utilized quickly. Lisa stated that updates to the New River Valley Housing Partnership website are coming in the next couple of weeks. Please send Lisa 2-3 sentences describing your agency for the website to lyost@nrca.org.
- 2) Review and Approval of the Previous Meeting Minutes
    - Group reviewed minutes for the September 2013 meeting.
    - Minutes were approved with no edits or corrections.
  - 3) Clean Up Yahoo Email List
    - Members reviewed current email list and provided changes as necessary.
  - 4) Central Intake Committee Update:
    - Committee has revisited the flow chart and made a couple of changes. The flow chart is still a work in progress.
    - A target date for finalizing the flow chart has been set to be completed before the January NRHP meeting.
    - It is possible that the police departments could be trained on the flow chart during the PIT training.
    - The committee will meet October 17<sup>th</sup> at 9:00.
  - 5) Point in Time
    - Terry provided minutes from the October 2 PIT meeting (minutes are attached).
    - Please email Lori Trail with a list of agencies and businesses to approach for participation in the PIT 2014.
    -

**NEXT MEETING DATE AND TIME**

The next regularly scheduled meeting is November 21, 2013 at 10 AM, Women's Resource Center Administrative Offices.

Minutes Recorded by:  
Angie Roberts-Dobbins



**NEW RIVER VALLEY HOUSING PARTNERSHIP  
2014 POINT-IN-TIME COUNT COMMITTEE**

**October 2, 2013 Meeting Minutes**

**Point-in-Time Count is Thursday, January 30, 2014**

Committee members present: Terry Smusz, Chairperson; Ann Angert, Lori Trail and Lisa Yost.

The Committee reviewed the February 21, 2013 document developed by the Partnership following the 2013 Point-in-Time Count noting *What Went Well, What Did Not Go Well* and *Suggestions for Improvements*.

The Committee agreed to count the homeless during the 2014 Point-in-Time Count through the following:

- Shelters
- Human service agencies and businesses
- Street count

The Committee agreed to exclude churches in 2014 as this effort did not prove productive in 2013, probably due to the large number of churches and the assumption that church staff refer the homeless to NRCA or a shelter.

Ann agreed to oversee the shelter count, Lori agreed to oversee the agency/business count, and Lisa agreed to oversee the street count.

Next Steps:

- Terry will recruit Jamie Raines at NRCA to compile data following the count.
- Terry will ask Nina Hollins, NRCA AmeriCorps Coordinator, to reserve the Point-in-Time Count as a *Service Day* project for AmeriCorps. AmeriCorps members will conduct the street count with staff supervision.
- Terry will ask Carol Johnson to alert law enforcement of the upcoming Point-in-Time Count when sharing Coordinated Intake procedures. We want to invite police support for the Point-in-Time Count as participating counting agencies, sources to identify locations for street count and possibly accompanying those counting.
- Lori will lead discussion with the Partnership at our October 17 meeting to brainstorm a list of agencies and businesses to approach for participation in the count.
- Lisa offered to work with the NRCA Housing and Homeless Programs AmeriCorps member to solicit gift cards to give to the homeless during the street count.
- Terry offered to recruit NRCA staff to develop a 2014 Point-in-Time Count brochure.

Next meeting: Tuesday, ~~November 12~~, 10:00 AM, NRCA Main Office in Radford.

Date subject to change. Nov 14 @ 3:30

**New River Valley Housing Partnership**  
**MEETING MINUTES**  
**November 21, 2013**

The New River Valley Housing Partnership met November 21, 2013 at 10 AM at the Women's Resource Center of the New River Valley Admin Offices.

**Members in Attendance:**

<b>MEMBER</b>	<b>Organization</b>
Pat Brown	Women's Resource Center
Terry Smusz	New River Community Action
Ann Angert	New River Community Action
Angie Roberts-Dobbins	Community Housing Partners
Erin Griffith	NRVCS: Emergency Services
Bethany Panek	Women's Resource Center
Darrell Lucas	NRCA/VA Cares
Aline Brinckman	Project HOPE
Katie Polidoro	Women's Resource Center
Barry Franklin	Radford City Rental Assistance
Vicky Collins	Radford City Department of Social Services
Lori Trail	New River Valley Community Services

**Agenda:**

- 1) Greetings/Introductions
  - Carol Johnson provided referral cards for homeless men
  - Pat Brown reported that Grace Episcopal has a very grass roots exploratory interest in a homeless shelter in Radford. Pat and Carol expressed the need for homeless, single women.
  - Barry Franklin reported that Housing Choice Vouchers are still on hold at least until January 1<sup>st</sup>. Barry reported that VHDA has said to expect 2014 funding to be flat lined. Vouchers are not being replaced by those who are giving up their vouchers.
- 2) Review and Approval of Meeting Minutes: October 2013
  - Minutes were approved with no corrections
- 3) Report from the Centralized Intake Committee Meeting: Carol Johnson
  - The Centralized Intake Committee Meeting has not met since the last NRVHP Meeting.
  - All DSS and Law enforcement Agencies will be visited and trained on the flowchart.

4) Point In Time Count: Terry Smusz

- Terry provided minutes from the last PIT Committee meeting. (Attached).
- Terry provided the PIT Brochure for group comment. (Attached). Revisions will be made and ready by 12/19/13 NRVHP meeting.
- There will be 3 counts: Street count, human Services agency, and shelter count.

5) By-Laws: Pat Brown

- Pat Brown proposes a bylaws committee.
- Vicky Collins agreed to chair the committee
- Committee members: Katie Poloidoro, Barry Franklin, Glenda Vest, Pat Brown
- Initial committee meeting is scheduled for Friday, December 6, 2013 at 1pm at Radford City DSS.

6) Other Business

- Presentation on the 10 year plan to end homelessness occurred at the regional planning district commission

7) January 2014 Meeting Date: January 16, 2014 10:00am

**NEXT MEETING DATE AND TIME**

The next regularly scheduled meeting is January 16, 2014 at 10 AM, Women's Resource Center Administrative Offices.

Minutes Recorded by:  
Angie Roberts-Dobbins





New River Valley Housing Partnership  
**MEETING MINUTES**  
December 19, 2013

The New River Valley Housing Partnership met December 19, 2013 at 10 AM at the Women's Resource Center of the New River Valley Admin Offices.

**Members in Attendance:**

MEMBER	Organization
Ann Angert	New River Community Action
Angie Roberts-Dobbins	Community Housing Partners
Erin Griffith	NRVCS: Emergency Services
Bethany Panek	Women's Resource Center
Aline Brinckman	Project HOPE
Katie Polidoro	Women's Resource Center
Melanie Smith	To Our House
Krissie Thrasher	New River Community Action
Lisa Yost	New River Community Action
Lori Trail	New River Valley Community Services
Carol Johnson	New River Family Shelter/To Our House

**Agenda:**

1) Greetings/Introductions

- Erin Griffith reported that NRVCS' director has resigned and that Rosemary Sullivan is the interim director
- Katie Polidoro reported that 2 families are moving out of Cornerstone in the next 5 months. She currently has no referrals and requests that potential clients be referred.
- Lisa Yost reported that NRCA is out of ESG Rapid Rehousing funds. There have been some private donations and those are anticipated to be gone before the end of the fiscal year. NRCA is half way through their prevention funds.
- Krissie Thrasher reported that her work at NRCA has been slower but anticipates more clients after Christmas. Krissie reported that Heather Lucas is the new Coordinator of the VITA program which provides free tax service at several locations.
- Bethany Panek reported that the WRC is full. Fortunately there have been a lot of Christmas donations for the families at the shelter.
- Melanie Smith reminded that the days of operation for the Drop-In Center at Fieldstone is Tuesday, Wednesday and Thursday. She reported a maximum client load of 8. They are trying to determine if there is a need for these services or if there is a barrier to getting clients there. They will revisit the issue in February. In the meantime keep sending referrals. She also reported that the Re-entry counsel is

pursuing a 2 bedroom apartment in Christiansburg with the possibility of Habitat providing funds for rehabilitation.

- Aline Brinkman reported that she is not seeing the same level of homelessness in Montgomery county and there has been a bit of a dip. The rate does seem to be consistent with 2011. However, Radford is experiencing a rise in homeless children.
- Carol Johnson reported that To Our House is up and running. There has been a lot of participation. 18 men have been served so far. They have 10-12 regular clients. New River Family Shelter will be having spaces opening up as a couple of families are moving into permanent housing.

2) Review and Approval of Meeting Minutes: November 2013

- Minutes were approved noting one edit to correct a participant's name.

3) Report from the Centralized Intake Committee Meeting: Carol Johnson

- The Centralized Intake Committee Meeting has not met since the last NRVHP Meeting. The next scheduled meeting is January 16, 2014.

4) Point In Time Count

- PIT Committee Meeting Minutes provided and attached.
- A final draft of the brochure will go out to the group for approval by Friday. Lisa Yost is working on street count and will utilize NRCA AmeriCorps Members.
- Lori Trail will be sending out a letter to the human services agencies regarding PIT count.

5) By-Laws

- By-laws committee met last Friday. By-laws have been recently updated but decisions need to be made regarding voting members. The next meeting will be held in January before the next HPNRV meeting.

6) 10 year Plan to End Homelessness: Ann Angert

- Committee Meeting was held on 12/12/13 and notes were provided and attached.
- 6 additional participants have been identified with 3 more to contact.
- Ann hopes for a committee of 12. Plans are being made for a committee meeting to be held during the first few weeks of January and then regularly after that.

**NEXT MEETING DATE AND TIME**

The next regularly scheduled meeting is January 16, 2014 at 10 AM, at New River Community Action in Radford.

Minutes Recorded by:  
Angie Roberts-Dobbins

