



# FAIRFAX-FALLS CHURCH COMMUNITY PARTNERSHIP'S Continuum of Care Board

## PUBLIC MEETING MINUTES

**WHEN:** February 15th, 2024, at 7:00 p.m.

**WHERE:** Fairfax County Government Center  
Conference Rooms 9/10  
12000 Government Center Parkway  
Fairfax, VA 22035

**AGENDA:** Call to Order.

Approve Minutes.

Finish Member Presentations.

CoC Policy Review.

Strategic Planning.

Partnership Fundraising Balance.

Future Meeting Schedule.

Adjourn.



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## ATTENDANCE:

Name	Attending (Yes/No)	Name	Attending (Yes/No)
David Meyer, Chair	Yes	Maura Williams	No
Adrienne Hosein	Yes	Michael Axler	No
Aimee Garcia	Yes	Noah Abraham	Yes
Ashley McSwain	Yes	Pamela Michell	No
Cathy Benn	Yes	Pamela Powers	Yes
Connie Johnson	No	Penelope Rood	No
Douglas Dane	Yes	Randy Shusman	Yes
Fatima Khalid	No	Rena Alexander-Lewis	Yes
Janet Kedzie	Yes	Ruth Pearson	Yes
Kameron Wilds	Yes	Seth Pearson	Yes
Lisa Jones	Yes		

## Non-Continuum of Care (CoC) Board Members

Organization	Name	Attending
Housing and Community Development, Fairfax County <i>Office to Prevent and End Homelessness</i>	Thomas Barnett	Yes
	Stephen Knipple	Yes
	Meghan Heaney	Yes



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## **I. Call to Order.**

- The meeting was called to order by CoC Board Chair David Meyer.

## **II. Approve Minutes.**

- The Minutes of the December 6<sup>th</sup>, 2023, CoC Board Meeting were approved with no objections.

## **III. Finish Member Presentations.**

- Member, Noah Abraham (who is appointed by the Department of Family Services), introduced Melanie Fenwick with the Department of Family Services, who provided a brief presentation regarding their organization.
- The presentation covered an organization overview, organization details, mission and services, contribution to the CoC, and focus area.
- The presentation highlighted the mission of the organization to provide the community with support and essential services to help them work towards self-sufficiency and to contribute to the overall success of the community.
- Deputy Director, Office to Prevent and End Homelessness (OPEH), Tom Barnett highlighted how the work that is done by the Department of Family Services intersects with homeless services.
  - Domestic and Sexual Violence Services
  - Adult Protective Services
  - Program participants utilize the social services offered by the Department of Family Services.
- Deputy Director, OPEH, Tom Barnett recognized two new board members, Janet Kedzie and Seth Pearson.
- Deputy Director, OPEH, Tom Barnett recognized Meghan Heaney as a new staff person in the OPEH.

## **IV. CoC Policy Review.**

- CoC Board Chair David Meyer defined the CoC Board as an entity of the County of Fairfax government. Stressed the importance of adopting procedures and guidelines for operating the CoC.
- Deputy Director, OPEH, Tom Barnett presented the CoC policy review which utilized the bylaws of the previous board to establish a baseline. The CoC policy review covered three main categories:
  - Board Basics
  - Preparing for Funding Opportunities
  - Items for Future Consideration



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Board Basics reviewed the need to establish a quorum, a method for voting, clear guidelines on conflicts of interest, and a participation policy.

### **Voting (see 'BYLAWS' Pg.4 of 7)**

- It was established that a quorum is necessary to hold a vote and that the majority (more than 50%) of the membership of the CoC Committee would need to be present to constitute a quorum.
- A board member asked about a super majority and another board member asked about the size of the CoC Board and what would happen in the event of a tie. There will be a total of 21 members with approximately five vacancies. A tie would mean a motion does not pass.
- Proposed that the CoC board follow Robert's Rules of Order, Newly Revised, when conducting a vote except as specifically authorized by the VFOIA.

### **Conflict of Interest (See "BYLAWS' Pg. 5 of 7)**

- Established that no CoC Committee Chair, CoC Committee Member, or any person acting on behalf of the CoC Committee may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the members represent.
- Any CoC chair, CoC Committee member, or person acting on behalf of the CoC participating in or influencing decision making must identify actual or perceived conflicts of interest as identified in 24 CFR part 587.95 as they arise.
- All voting members should have the right to recuse themselves from voting on a matter without providing an excuse.
- Deputy Director, OPEH, Tom Barnett advised the board that a conflict-of-interest policy would need to be developed and should contain:
  - A definition of conflict of interest so that the CoC staff and board members clearly understand what a conflict is, and the distinct types of conflicts.
  - A statement that informs members of their duty to disclose actual or potential conflicts.
  - Procedures on how Board members must recuse themselves when conflict occurs, including that a member cannot participate in reviewing or ranking of annual funding applications in which they are employed or served by the applicant agency.
  - Define what happens if/when there is a violation, intentional or unintentional of the conflict-of-interest policies.
  - Procedures outlining when members or potential members review and sign conflict of interest statements and how often they must review and complete.
  - Standardized form that accompanies the policy or a place on the policy where Board members can acknowledge they received and reviewed the document, with signature and date.



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- Procedures should also clearly state who has knowledge of what conflicts Board members have so that during the decision-making process those board members are asked to recuse themselves if they do not do so voluntarily.
- OPEH proposed to establish the guidelines and share them via email with board members and then bring them to the table at the next meeting for approval.

### **Participation Policy (See 'BYLAWS' Pg.5 of 7)**

- It was proposed that any CoC Board member who misses three consecutive meetings or more than half of the scheduled meetings within a 12-month period, or who fails to participate in the work of the CoC Board without good cause acceptable to a majority of the other CoC Board members may be subject to removal from the CoC Board.
- Reviewed the policy on Remote Participation which states that there are mandatory requirements to participate in a meeting from a remote location by electronic communication means.
- Presented the process to request remote participation.
- Board members asked about sending a proxy in their place to bring back information from the board meetings when a CoC Board Member is unable to participate. It was determined that the meetings are public so anyone can attend but a proxy cannot be sent as a representative of the board member with the authority to vote in their absence.

### **Preparing for Funding Opportunities**

- Reviewed the need to establish a selection and ranking process, reviewed project priorities and the process of monitoring and evaluation and discussed the need to confirm policy for grantee eligibility and project types for VHSP.

### **Selecting CoC Projects (See Operations Policies pg.7)**

- Once the NOFA or NOFO is released for the annual competition, Fairfax County's OPEH, the CoC's lead agency, notifies the community of the opportunity to apply for new funding, the amount of funding available, and the eligible project type.
- The Selection and Ranking Subcommittee reviews the applications submitted for the new funding opportunities and selects the new project(s) to move forward in the CoC's Consolidated application.
- All applicants are notified in writing whether their applications were accepted for inclusion in the CoC Consolidated Application and ranked on the CoC priority.
- Discussed the two different types of reallocations which are voluntary reallocation and performance-based reallocation. Discussed the process for these two types of reallocations.
- Reviewed the current ranking system that was established by the previous board and can be found under 'Operations Policies' pg. 8. There is a different ranking approach according to the project type.



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- Board members inquired as to why there is a separate ranking for 1<sup>st</sup> time renewals and proposed that first time renewals should just be included with the other renewal projects.

### **Monitoring and Evaluation**

- OPEH, the CoC Lead Agency, is responsible for facilitating the Monitoring and Evaluation process, which includes convening the Monitoring and Evaluation Workgroup.
- The workgroup is comprised of recipients of HUD CoC Program funding as well as other non-profit representatives and community members that are a part of the CoC and is responsible for reviewing and updating the Monitoring & Evaluation Tool annually.
- After the annual Monitoring and Evaluation Tools have been submitted to OPEH and scored, the Monitoring and Evaluation Workgroup reviews the results (with identifying names of agencies and projects omitted) to ensure integrity of process.
- Discussed the need to develop a plan for handling special NOFOs when there is no exiting policy in place. Mentioned that there are rumors of the US Department of Housing and Urban Development publishing a “special” Notice of Funding Opportunity.
- Deputy Director, OPEH, Tom Barnett proposed to bring the Monitoring and Evaluation Tool to a future meeting and a presentation on the tool for the board.

### **VA. Homeless Solutions Program (VHSP) (See ‘Operations Policies’ Pg. 10)**

- Presented the priorities and utilization of VHSP. VHSP is the second largest rental assistance resource in Fairfax County used for both Homelessness Prevention and Rapid Rehousing. The use of VHSP funding is limited to Homelessness Prevention, Rapid Rehousing, and eligible Administrative Activities.
- Reviewed the grantees and who is eligible for VHSP. Applications are limited to existing grantees contracted through Fairfax County’s Office to Prevent and End Homelessness to operate homelessness prevention and rapid rehousing programs because the CoC can consider both ESG and VHSP in the allocation of funding.
- CoC Board Chair David Meyer asked the consensus of the Board to approve for the agency to proceed with the already established process for VHSP applications. The Board agreed unanimously.

### **Future Items**

- Determined that there needs to be a review and approval plan for privacy, security, and data quality in relation to HMIS that will need to be approved by the CoC.
- CoC approval is needed for policies that define how people access programs, then get assessed, referred, and prioritized.





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- Office to Prevention and End Homelessness Deputy Director Tom Barnett questioned the need for the CoC Board to have other committees, beyond the Selection & Ranking Committee.
- Discussed the current OPEH Workgroups. Provided a brief overview of the Coordinated Entry Steering and Racial Equity Action workgroups.

### **V. Strategic Planning.**

- Defined it as a design team, consisting of County staff, that will begin planning for an inclusive community engagement process.
- CoC Board members are invited to participate and will have opportunities to provide feedback.
- Community sessions will likely occur in May and June and they will aim to finish by Oct. 2024, so the CoC can have recommendations ready for early 2025.

### **VI. Partnership Fundraising Balance.**

- Deputy Director, OPEH, Tom Barnett notified the CoC board members that there was a balance of \$10,526 left over from funds that were raised by the Fairfax-Falls Church Community Partnership to Prevent and End Homelessness through multiple fundraising and community awareness campaigns prior to 2020.
- This funding is intended to be used for preventing and ending homelessness.
- Deputy Director, OPEH, Tom Barnett explained that the challenge was to determine what organization can be awarded the funds and recognized potential conflicts of interests with organizations represented on the CoC Board.
- Deputy Director, OPEH, Tom Barnett proposed that the award balance be given to the Lamb Center as one of the organizations serving the highest number of homeless individuals but is not represented by the CoC Board.
- Douglas Dane motioned for the Lamb Center to receive the remaining balance and Noah Abraham seconded this motion. The motion was approved unanimously.

### **VII. Future Meeting Schedule.**

- It was proposed that board meetings be held monthly on either 1<sup>st</sup> or 4<sup>th</sup> Wednesday or Thursday.
- Board members who were in attendance determined that the 4<sup>th</sup> Wednesday would allow for the greatest attendance.
- Deputy Director, OPEH, Tom Barnett will poll those Board Member not attendance.

### **VIII. Adjourn.**

- CoC Board Chair David Meyer called for the meeting to adjourn.

**NEXT MEETING:** Next meeting date will be 03/27/2024.