

Minutes Approved January 16, 2013

**FOOTHILLS HOUSING NETWORK**  
**November 28, 2012**  
**Rappahannock Rapidan Regional Commission**

**In attendance:** Cathy Zielinski, Andrée Munson, Chris Miller, Cheryl Carter, Tyronne Champion, George Rowland, Brandi Day, Bob Lingo, Michael Rush, Karen Brown, George Stockes, Lorene Head (Fauquier Faith Partners), Tony Hooper, Jan Selbo, Valarie Ward, Cheryl Plourde (DHCD), Jenny Biché

AGENDA ITEM	DISCUSSION	ACTION	WHO
<b>Welcome &amp; Introductions</b>	Introductions were made. Cheryl Plourde from DHCD was welcomed.	Welcome & Introductions	ALL
<b>Approval of Minutes</b>	George Stockes made a motion to approve the October 2012 meeting Minutes. Andrée Munson second the motion. The motion carried.	Approve September Meeting Minutes	ALL
<b>Finalization of bylaws and membership MOA (see attached)</b>	Copies of the final bylaws and membership MOA's were reviewed. Signed MOA's need to be returned to Cathy Zielinski, who will then sign them and return copies to each member. Once all the MOA's have been signed and return, FHN will have an official voting membership.	Sign MOA and return to Cathy Zielinski  Sign MOA and return copy to Voting Members	ALL Voting Members  Cathy Zielinski
<b>HPP/HSG Grants Update</b>	<p><b>HPP:</b> Cheryl Carter gave an update on the HPP Grant. CCDC has been extremely busy with applicants and the staff is grateful for the continued support from DSS and other referring agencies that have been pre-screening the clients. The main reasons for denial to the program are due to exceeding income guidelines and/or fair market rents. However, new guidelines have gone into effect that have increased the fair market rent values and has helped previous denied applicants qualify this round and fewer new applicants have been denied because of fair market rents. It appears that most applicants just need assistance with start up costs, and CCDC does not expect many will need to re-qualify at the recertification mark.</p> <p>Brandi Day asked if applicants must have an eviction notice to qualify for the program, or if they can just have a five day per quit or pay notification. Cheryl Carter replied that applicants who have a five day per quit or pay notification can still apply if they have at least one high risk factor or two moderate risk factors.</p>	Meet to brainstorm opportunities to work with landlords to secure leases for HPP/HSG	George Stockes, Tyronne Champion, Cheryl Carter

Cheryl Carter stated that the program has served 26 cases to date since the end of August. More than three times that number has been denied at screening. No one has been denied at application. While Madison County has not had referrals in the past, they have had referrals during this second round. Every county but Rappahannock County has had referrals to the program.

**HSG:** Tyrone Champion gave an update on the HSG Grant. Community Touch is waiting for reimbursement from DHCD before they can assist anymore applicants. It is estimated that 15-20 families have been helped to date. The challenge continues to be for applicants to secure leases from landlords. Tyrone Champion will be interviewed for an article in the Fauquier Times Democrat to help bring about awareness of the program.

Tyrone Champion asked Cheryl Plourde, of DHCD, if other localities have difficulty securing leases for their applicants. Cheryl replied that it has not been a problem anywhere else. After more discussion, it was agreed that PD9 was unique from other localities due to its rural nature and commuting distance to metropolitan areas. With no public housing available, coupled with low vacancy rates on existing rental units, PD9 has the added challenge of convincing landlords to rent to their HSG applicants when abundant non-HSG applicants are available to rent to.

George Stockes suggested Tyrone Champion, Cheryl Carter and his staff meet to brainstorm solutions and opportunities to assist applicants in securing leases.

Cheryl Carter stated that the clients she serves are often denied by landlords not because they are unemployed, but because they have poor credit. She said that CCDC does have landlords who are willing to work with their clients; however, they just do not have any units available.

Cheryl Plourde inquired as to whether or not it was possible for applicants to look for leases in Prince William County. It was stated that most applicants do not want to move from their locality, especially if they have children in the school system.

	<p>Cathy Zielinski suggested that data on the recertification of applicants could help FHN decide if it would be more beneficial to assist fewer applicants long term, or more applicants' short term. If the Northern Piedmont Foundation grant is approved in January, money will be available to assist with insurance as an incentive to landlords to work with HSG/HPP clients.</p> <p>Chris Miller requested that data on both the HSG and HPP programs be tracked and analyzed so that a better understanding of who the applicants are, and why some are successful and some are not. Data on both programs are being tracked by Cheryl Carter, Tyronne Champion and Cathy Zielinski, including the applicants who were denied at pre-screening and screening. A Data Committee will meet to analyze the data and create family/individual profiles to see what is working well and what is not (ineligible set and eligible set that cannot be served).</p>		
<p><b>Work Group Meetings</b></p>	<p><b>Landlord Network</b> will meet December 4<sup>th</sup> at 9:30am at RRRC Boardroom. Members include Brandi Day (Chair), Cheryl Carter/Dawn XXX, Tyronne Champion/Terry Weisberg, Karen Brown, Jackie Kornegie (sp? Jan Selbo's recommendation)</p> <p><b>Data Committee</b> will meet December 14<sup>th</sup> at 2pm at RRRC Boardroom. Members include Cathy Zielinski (Chair), George Rowland, Chris Miller, Andrée Munson, Brandi Day, George Stockes. The committee will be responsible for the point-in-time counts and determine what data is needed for the Continuum of Care Committee, as well as program evaluation for HMIS. Cheryl Plourde from DHCD expects that quarterly reports for HMIS will not be required, only annual or biannual.</p> <p><b>Coordinated Intake &amp; Assessment Workgroup</b> will meet December 7<sup>th</sup> at 12:30pm at RRRC Boardroom. Members include Tony Hooper (Chair), Tyronne /Felicia Champion, Cheryl Carter/Dawn, George Rowland, Laura Brown (FQ DSS), Bob Lingo, Valarie Ward. The group will review the intake form and determine what materials should be handed out to applicants at pre-screening.</p> <p>George Stockes agreed to Chair the <b>Long Range Planning Committee</b>, and will meet with Cathy Zielinski at a date yet to be determined to learn more</p>	<p>Landlord Network to meet Dec. 4<sup>th</sup> @ 9:30 at RRRC Boardroom</p> <p>Data Committee to meet Dec. 14 @ 2pm at RRRC Boardroom</p> <p>Coordinated Intake &amp; Assessment</p>	<p>Brandi Day, Cheryl Carter/Dawn, Tyronne Champion/Terry Weisberg, Karen Brown, Jackie Kornegay</p> <p>Cathy Zielinski, George Rowland, Chris Miller, Andree Munson, Brandi Day, George Stockes</p> <p>Tony Hooper, Tyronne/Felicia Champion,</p>

	about the responsibilities and goals of the committee.	Workgroup to meet Dec. 7 @ 12:30pm at RRRC Boardroom  Long Range Planning Committee to set meeting date/place	Cheryl Carter/Dawn XXX, George Rowland, Laura Brown, Bob Lingo, Valarie Ward  Cathy Zielinski
<b>New Funding Announcements</b>	<p><b>The 2012 Continuum of Care NOFA</b> has been announced by HUD. RRRC will submit a proposal that will look to lease a 12 unit scattered site to provide permanent supportive housing for the homeless and disabled. Child Services will provide case management and other case management services (mental health counseling, etc.) will be available. There would be no time limit on how long a client can receive the assistance. If awarded, it is possible the funding will be a permanent source similar to the Section 8 program. Applications are due December 14, 2012, with winners announced in the Spring 2013 and money awarded in the Fall 2013.</p> <p><b>Child Services Coordination RFP</b> has been released and proposals are due by December 28, 2012. Funds are available for 6 months only with a \$25,000 maximum. Tony Hooper will chair a meeting on December 7<sup>th</sup> at 11am at RRRC Boardroom to discuss a possible project that will provide a resource database, based on a template Fauquier County currently implements, that would serve all and have equal access.</p>	<p>Apply for Continuum of Care grant by December 14, 2012</p> <p>Meet to discuss possible proposal for Child Services Coordination RFP</p>	<p>Cathy Zielinski</p> <p>Tony Hooper, interested committee members</p>
<b>Member Updates</b>	<p>People Inc. received funding from the Supportive Services for Veteran Families grant that will be shared among Virginia, Tennessee and Kentucky. It will provide up to 24 months of assistance to 30% AMI and include case management and supportive services. People Inc. now has an office located in Gainesville, VA.</p> <p>Andrée Munson reported that the Fauquier Family Shelter remains full and currently has 27 children. The shelter has been consistently full this year, the highest attendance in the last three years.</p>	Send thank you cards to caregivers for National Caregiver Month (cards available through Chris Miller)	ALL

	<p>Aging Together is recognizing National Caregiver month (November) and provided thank you post cards to be distributed to caregivers recognizing their efforts in our region.</p> <p>Fauquier Faith Partners has had a good response to their Christmas Angel Tree.</p> <p>Cheryl Plourde invited members to attend the afternoon input session on Friday. The morning session has been filled.</p> <p>George Rowland shared that he continues to try and assist the demographic that does not qualify for either HSG or HPP. He agreed that many refuse to leave the area. The Emergency Shelter that Culpeper County is hosting through various churches has helped. Virginia Regional Transit is providing free transportation from the Food Closet to the hosting church each night at 5:30pm. Attendees are returned to the depot at 7:30am the following morning. The shelter is open to anyone; however substance abuse will not be tolerated.</p> <p>Bob Lingo stated he has arranged to provide transportation to anyone in Orange County who would like to attend the Emergency Warming Shelter in Culpeper. He expressed his gratitude to the Culpeper community for allowing them to participate.</p> <p>CCDC is implementing a fundraising campaign and providing Christmas assistance to needy families. Anyone looking to adopt a family, or anyone who knows of a family in need of assistance, is asked to contact Cheryl at CCDC.</p>	<p>Attend DHCD afternoon input session on Friday</p> <p>Culpeper Emergency Warming Shelter now open and available (see flyer attached)</p> <p>Refer people who would like to adopt a family to assist with Christmas, or people who need Christmas assistance, to CCDC</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>
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**Next Meeting**  
**TBD**  
**Rappahannock-Rapidan Regional Commission**  
*420 Southridge Parkway Suite 106 Culpeper, VA 22701*

## FOOTHILLS HOUSING NETWORK

November 28, 2012

10:00 am

Rappahannock-Rapidan Regional Commission

### AGENDA

1. Approval of minutes from October meeting (attached to email)
2. Finalization of bylaws discussion and membership MOA (MOA and bylaws attached to email)
3. HPP/HSG grants update
4. New funding announcements and discussion
  - a) 2012 Continuum of Care NOFA (FHN letter of intent attached to email; link to NOFA included in email)
  - b) Child Services Coordination RFP (attached to email)
  - c) VHDA charity grant (information in separate email)
  - d) DHCD Homeless Assistance Program Input Sessions (see information in separate email)
5. Set dates for workgroup meetings
  - Landlord Network
  - Data Committee
  - Coordinated intake and assessment workgroup
6. Member updates

NEXT MEETING – December 19, 2012?