



Leadership Team Meeting Minutes (In-person)

Date: Monday, June 16, 2025

Time: 6:00-8:00pm

Location: The Chamber for a Greater Chapel Hill-Carrboro

Members Present: *in person*-Danielle DiCaprio, Blake Rosser, Christopher Jackson, Stephanie Pinnix, Donna Carrington, Tim Daaleman, Aury St. Germain, Catherine Fray, Anne-Marie Vanaman, Jessica Aldave, Whitney Moore, Hsun-ta Hsu; *via Teams*- Everett McElveen, Andrea Carey

6:05pm Call to Order & Introductions (Chair-D. Carrington)

- Ice Breaker-*What's one thing you plan on doing this summer?*

6:09pm Approval of May 19th, 2025, Minutes-C. Fray moved, B. Rosser seconded, motion passes unanimously

6:10pm Partnership Budget Update (B. Rosser):

- B. Rosser discussed the municipal staff are waiting to hear if all towns will approve the budget. If the Partnership expansion request isn't approved the contingency plan will be that we will go down from a team of 4 to a team of 3 for the SORHAD program and shift changes to 2 Saturdays a month instead of 4 and ending motion passes unanimously he shift at 8pm rather than 9pm.

6:12pm Funding Committee Policies Approval-(B. Rosser)

- ESG Funding Policy-for the upcoming fiscal year we learned we are not receiving the same amount of money as before. The amount we will be getting is around \$44k (dropped 60%). Previous staff at our office added a stipulation that no CoC would receive less than \$100,000. But this would be the last year that would be in place. Although we asking that the budget remain the same.
- Per the Project Review Committee (PRC) meeting this month it was discussed to remove partnership staff. This would be handled by the Grants Coordinator Position, but we no longer have the position. A. Rubenstein will be facilitating for the ESG & CoC & creating a funding review committee with 5 members. B. Rosser met with A. Rubenstein today to review a new timeline and will present at the info session at end of the month.
- C. Fray asked what the PRC meeting requirements are to encourage

community involvement. B. Rosser stated they would meet & work with funding recommendations for Emergency Solutions Grant (ESG) and Continuum of Care (CoC) competitions and monitor program performance throughout the year. PRC will convene during the competitions (takes place July-Sept.). RRH & IFC are the only 2 applicants.

- D. Carrington moved the new policy be updated with new numbers & new timeline, T. Daaleman seconded. W. Moore requested B. Rosser's email re: Emergency Solutions Grants FY2024-36 Request for applications (sent last Friday 13th) stating she did not receive it. D. DeCaprio agreed to re-send the email.
- D. DeCaprio asked about ESG scorecard (3 questions were removed referring to DEI) and it will be sent by B. Rosser.

6:25pm

Partnership Data Reporting (D. DeCaprio):

- OCPEH Program Level Data Reporting-***will be attached to meeting materials (see Excel spreadsheet).***
- Housing Access-added location/municipalities of new leases signed to their document. Landlord incentives are out of funds but will re-start in the new fiscal year & it will be rationed out in the future. C. Jackson did one Client focused training (jail) & one Landlord engagement meeting. RRH started landlord satisfaction surveys that are being sent the 10th month of the lease. RRH has gotten one survey back.
- Housing Helpline-40 CE's with adult households mostly; 337 contacts in May. D. DeCaprio reported the # of contacts may not be accurate.
- RRH- Total 24 households served. 50% of participants had income at the start of program, 4 positive exits this month. C. Fray inquired what counted as positive exits & D. DeCaprio explained. D. DeCaprio will add total # of persons served in July.
- SOAR-Heather Aponte has re-vamped the SOAR process with a new referral form and went through certification and now we have 2 SOAR certified. H. SOAR had 1 new referral this month.
- SOHRAD-Only has 2 staff members working, 2 staff are still out for FMLA and that is probably the reason the numbers are down; 26 enrolled, 14 engaged in SOHRAD mostly adult only households; D. DeCaprio explained SOHRAD will investigate HMIS as why we have 1 in temporary & 1 in permanent.

6:37pm

System Updates (OCPEH & Community)

- CEF Updates-D. Carrington stated their internship ends on Aug. 7th. CEF will move in August. CEF's website is being updated and on July 12th they will have an event to celebrate with their clients.
- IFC Updates-J. Jenks stated starting the new fiscal year IFC will no longer

offer rental & utility assistance. Now all rental & utility assistance referrals will go to DSS. D. DeCaprio asked if IFC will still fund application fees. J. Jenks responded they will provide some funding for small things. J. Jenks stated IFC added family and single vouchers and 1 full time and 1 part-time employee. IFC has posted they are hiring a Development Mgr. a kitchen cook position. Jenks announced the Homestart Program Mgr./Tracey Hagen last day of work is this Friday.

- Other Agencies & Community Updates-none 6:43pm
- OCPEH Updates (D. DeCaprio):
 - Staffing-1 SOHRAD staff member resigned & waiting on budget to decide if post position for hiring.
 - HUD Technical Assistance-D. DeCaprio reported herself, B. Rosser, & H. Aponte met 6/11/25 with the new TA (TA on call, 30 hrs.) & set up weekly calls. J Jenks reported that the IFC was recommended for a HUD TA and they met today.
 - Committee Updates
 - CE Planning – Task Force Updates-will continue to meet. Dr. Hsu came to our last meeting & made us aware of the tools they implemented instead of the VI-SPDAT he also offered to help us with our CoC process. This Wednesday someone from Durham will discuss their process of moving away from the VI-SPDAT. The task force will make sure the policy and procedures are updated for a standard process.
 - Performance Review Committee-will continue to work on ESG.
 - Executive Team-will meet at the end of May & work on updating the MOU, workplan, and contingency plan.
 - Update on calendar below-don't know if HUD CoC will have competition this year. No July meeting next month.
- Other Announcements-none

6:50pm **Wrap Up and Adjourn-**C. Fray moved, W. Moore seconded motion passes unanimously