

# GOVERNANCE BOARD MEETING MINUTES



**Date:** 11/06/2025

**Started:** 9:04 AM

**Facilitator:** Nicole Stewart

**Location:** NCWorks Career Center

## In Attendance

Amanda Blue; Eric Braun; Doris Bullock; Stephen Gruver; Ashley Lommers-Johnson; Quentin Miles; Ann Oshel; Imogen Rhodenhisler; Kayla Rosenberg Strampe; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Nicole Wilson; Michele Woodson; Meredith Yuckman

## Absent

Wayne Beatty (excused); Chad Essick (unexcused); Onia Royster (excused); Emila Sutton (excused); Derwin Willoughby (unexcused)

## October Meeting Minutes – Vote

Eric Braun motioned to approve the October Governance Board minutes.

Doris Bullock seconded the motion.

Approved: Amanda Blue; Eric Braun; Doris Bullock; Ashley Lommers-Johnson; Ann Oshel; Imogen Rhodenhisler; Kayla Rosenberg Strampe; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Nicole Wilson; Michele Woodson; Meredith Yuckman

Disapproved: None

Abstained: None

## Contracts and Policies

### White Flag Operator

Eileen Rosa updated the Governance Board that the White Flag Operator contract is pending final signatures. Eileen also reminded the Board that The Bryant Center is the contractor and the amount of \$255,000 for White Flag operations, including staffing, meals and supplies.

## Bifocus Software as a Services (SaaS) HMIS Contract

Eileen Rosa updated the Board on the 2026 HMIS contract with Bitfocus for approximately \$133,000, a reduction from the previous annualized amount due to the transition of system administration responsibilities. Eileen requested the Board to vote to give the CoC Executive Committee the authority to approve the Bitfocus contract once prepared.

Johnnie Thomas asked how the CoC would allocate savings from the reduction in the HMIS contract. Eileen Rosa answered that the funds would be prioritized to offset staffing costs and training as the CoC assumes system administration responsibilities in 2026.

The Board discussed the process for authorizing the Executive Committee and the need to bring votes for official ratification back to the Governance Board.

Vote:

Johnnie Thomas motioned for the CoC Executive Committee to give initial approval and then bring it back to the Board for ratification.

Eric Braun seconded the motion.

Approved: Amanda Blue; Eric Braun; Doris Bullock; Ashley Lommers-Johnson; Quentin Miles; Ann Oshel; Imogen Rhodenhiser; Kayla Rosenberg Strampe; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Nicole Wilson; Michele Woodson; Meredith Yuckman

Disapproved: None

Abstained: None

## Coordinated Entry Policies

Eileen Rosa introduced the Wake CoC Coordinated Entry Manager, Katrina Wayne to cover policy updates.

Pat Sturdivant asked Katrina to remind the Board what Coordinated Entry (CE) is. She explained that CE is the process of identifying, assessing, prioritizing and referring people experiencing homelessness to available housing options and services.

Katrina Wayne reviewed the four CE policies and forms that are being put forth:

- **Victim Service Provider Policy and Form** – To ensure Domestic Violence (DV), SA and HT service providers have confidential access to mainstream housing opportunities.
- **Inactive Policy** – To support accurate and timely referrals and ensure compliance with US Department of Housing and Urban Development (HUD) definitions of homelessness. Applicable to permanent housing match process and By-Name-List.
- **Vacancy Policy and Form** – Facilitates timely vacancy reporting, minimizes unit downtime, and helps match eligible households to available housing opportunities.
- **Transfer Policy and Form** – Supports housing stability by enabling client transfers between Permanent Supportive Housing (PSH) and Rapid-Rehousing Housing (RRH) programs when special needs arise, helping to prevent unnecessary returns to homelessness.

Pat Sturdivant asked that Board materials such as new policies and items to be voted on be sent to the Board at least one week prior to the meeting.

Johnnie Thomas asked for the policies to also be passed through the Lived Experience Committee.

Nicole Wilson recommended a Veteran specific addendum or contingency as the current transfer and inactive policies may not always work with the available VA programs. Nicole also asked if there are matches happening outside of Case Conferencing. Katrina Wayne answered that yes, there are matches happening through the By-Name-List outside of case conference meetings to ensure people are not waiting a month to be matched when there is a vacancy. Katrina also noted that the transfer form can be adjusted to account for Veteran specific programs like Supportive Services for Veteran Families (SSVF) and Veterans Affairs Supportive Housing (VASH).

Johnnie Thomas asked for the acronyms to be spelled out on the back.

Stephen Gruver recommended the shelter inactive policy reflect a 30-day period of removal from the queue for emergency shelter referrals due to the high demand. Katrina clarified that the inactive policy is currently focus on the CE queue for matches to PSH and RRH, not for referrals to Emergency Shelter.

Eileen Rosa reminded the Board that the CoC Coordinated Entry System (CES) Committee has already reviewed the policies sharing that front-line staff have requested these policies and are supportive.

Kayla Rosenburg-Strampe asked for more details and background information on policies in the future.

Ann Oshel commented that the VI-SPDAT has not been conducive to the needs of people that Alliance serves. Eileen Rosa confirmed that the VI-SPDAT has been phased out. Katrina Wayne shared that in her experience creating a new prioritization tool, sunsetting the VI-SPDAT right away was best to reduce impact on clients and provider requirements. She also added that community buy in is very important as every community is different and knows their needs, which is why the HUD guidance is so general.

Amanda Blue asked for the current prioritization policies to be included.

Stephen Gruver asked if the inactive policy would be implemented with automation in HMIS. Katrina confirmed it would be automated.

**Vote:**

Imogen Rhodenheiser motioned to approve the draft Coordinated Entry Policies with the updates put forth by the Board and send them to the Membership for a vote.

Nicole Wilson seconded the motion.

Approved: Amanda Blue; Eric Braun; Doris Bullock; Ashley Lommers-Johnson; Quentin Miles; Ann Oshel; Imogen Rhodenheiser; Kayla Rosenberg Strampe; Nicole Stewart; Pat Sturdivant; Johnnie Thomas; Nicole Wilson; Michele Woodson; Meredith Yuckman

Disapproved: None

Abstained: None

### **On the Horizon**

Eileen Rosa updated the Governance Board on items that CoC staff are currently working on and will be bringing to the Board for review in the future.

- CoC Written Standards

- Coordinated Entry Policies and Procedures
- HMIS Policies and Procedures

## CoC Priorities and Strategic Planning

Eileen Rosa reminded the Board of the proposed approach of establishing annual strategic initiatives in lieu of a multi-year strategic plan. The goal is to reach functional zero.

Eileen Rosa updated the Board that the Wake CoC, Wake County, City of Raleigh, and Alliance Health met with Clutch Consulting to think more about strategic initiatives.

*[See PowerPoint for more information.](#)*

## Lead Agency Updates

Eileen Rosa updated the Board on the impending CoC NOFO Competition and expectations that have been communicated by the National Alliance to End Homelessness (NAEH).

## Community Update

Stephen Gruver shared that the Homeless Memorial to honor those who have passed while experiencing homelessness or after recent housing will be held on Sunday, December 21, 2025, at 7:15 PM. More details to come through the CoC Newsletter.

## Meeting At-A-Glance for November

Eileen Rosa provided the November Meeting At-A-Glance to the Board for updates on meeting dates and agenda topics.

See the Meeting at-a-Glance for November, now on the [Wake CoC website!](#)

**Adjourn:** 10:33 AM

## Next Meeting

**Date and Time:** December 4, 2025; 9:00-10:30am

**Location:** NC Works Career Center; 1830 Tillery Place, Suite B, Raleigh, NC