

FOOTHILLS HOUSING NETWORK Leadership Committee**July 15, 2025****RRRC Board Room & Virtual**

In Person: Jennifer Bowles (SAFE)*, Dr. Tyronne Champion (Community Touch)*, Tina Griffith (People Incorporated)*, Donald Janes (Encompass Community Supports), Patrick Mauney (RRRC)*, Lisa Peacock (Culpeper Human Services)*, Sheryl Reinstrom (Encompass Community Supports)*, Rebecca Wareham (RRRC)*

Virtual: Angie Abeijon (SAFE)*, Dr. Zelalem Attlee (RR Health District), Robin Breckinridge (Orange County DSS)*, Felicia Champion (Community Touch)*, Kim Donohue (Encompass Community Supports)*, Katie Heritage (Fauquier Habitat for Humanity)*, Andy Johnston (PATH Foundation)*, Chris McGill (CHASS)*, Mary McNamee (Catholic Charities), Deb Rapone (Family Shelter Services), Eloise Repeczky (Windy Hill)*, Betty Segal (People Incorporated)*, Jennie Sherrill (Culpeper DSS), Matt Tobias (RRRC)

| AGENDA ITEM | DISCUSSION | ACTION | WHO |
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| Welcome | Introductions | All in attendance introduced themselves | Lisa Peacock, Chair |
| Determination of a Quorum | A quorum was confirmed. | Quorum was confirmed (11 voting members) | Patrick Mauney |
| Adoption of Agenda | Agenda was adopted. | Adoption of Agenda | Lisa Peacock, Chair |
| Adoption of Minutes | Minutes from the May 20, 2025 meeting were presented for approval. | Approval of Minutes | Motion: Patrick Mauney 2 nd : Katie Heritage |
| Agency Spotlight | <p>Chair Lisa Peacock introduced Sheryl Reinstrom, Executive Director, and Donald Janes, Director of Quality Improvement, from Encompass Community Support. She stated that Encompass asked to present details on its confidentiality practices and internal investigation procedures in follow up to questions raised at the March steering committee and in follow up discussions with community partners.</p> <p>Ms. Reinstrom and Mr. Janes discussed the overlapping services provided by ECS that result in the need for client-specific Release of Information (ROI) between ECS and other agencies. These services often require HIPAA adherence and/or fall under CFR 42 related to substance use disorders. In addition to covering ECS services, these regulations also may hold ECS responsible in the event of other agencies causing even inadvertent disclosure of client information. In many instances, including with FHN partners, issues related to client services are often tied to the complexity of these structures. Sharing this information is a primary response from ECS in an effort to prevent or reduce future situations between providers.</p> <p>Mr. Janes further discussed ECS' Office of Integrity and its process for reviewing grievances or allegations against any ECS program. As part of each review, the Office reviews not only case with factual findings, but also instances where policies and procedures may need adjustment to prevent near-miss situations becoming more critical.</p> | Information was presented and committee discussed | Sheryl Reinstrom, Donald Janes |

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| | <p>Felicia Champion asked about situations where a client may raise concerns about lack of services and/or dissatisfaction with services from ECS. Ms. Reinstrom responded that the client-specific ROI would be the first step that should then allow more inter-agency discussion.</p> <p>Lastly, Mr. Janes reviewed the process related to allegations raised in March. He stated that the process involved communication between ECS and FHN agencies and that ECS found that its systems working well and that some of the specific grievances were caused by client misunderstanding, inter-agency communication and the need for client ROIs. He further stated that the hope today was that education of ECS processes would help to ensure a smoother and more communicative process amongst agencies.</p> | | |
| Grantee Reports | <p>Updates were provided on the following programs:</p> <p>Culpeper Housing and Shelter Services RRH, Prevention, Emergency Shelter: Chris McGill reported that CHASS is spending on its Housing Trust Fund grant and is awaiting budget approval for the FY 2026 Targeted Prevention funding. He further stated that they are hiring a new full-time case manager in August.</p> <p>Community Touch Inc.: Felicia Champion shared that Community Touch continues to provide case management and Rapid Re-housing through its Housing Trust Fund grant. She indicated that finding housing continues to be the biggest challenge.</p> <p>New Beginnings CE Supportive Services: Rebecca Wareham noted that New Beginnings has a need for men's clothing and women's hygiene kits and that drop-ins and calls are increasing.</p> <p>People Incorporated Permanent Supportive Housing: Tina Griffith stated that People Incorporated PSH is full with 15 units and they are hiring for part-time administrative support.</p> <p>Rappahannock-Rapidan Regional Commission Coordinated Entry/Planning: Rebecca Wareham shared that Coordinated Entry is seeing an increase in single women with children as well as single men with children. She reminded the committee of the importance of reviewing data trends to support new project requests rather than relying on past experience or anecdotal evidence in making requests to DHCD.</p> | Grantees provided relevant information | Chris McGill, Felicia Champion, Tina Griffith, Rebecca Wareham |

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| Balance of State Steering Committee Update | Rebecca Wareham shared that the Balance of State is beginning the process of applying to the HUD Continuum of Care Competition grant and interested agencies may contact herself or Balance of State contacts with questions. She further noted that there will trainings on Rapid Re-housing (7/30, 8/6) and Coordinated Entry (7/31) for interested stakeholders. | Update was provided | Rebecca Wareham |
| Winter Point in Time Count Summary | Patrick Mauney stated that the summary of the Winter Point in Time Count was shared via email prior to the meeting, reviewed general trends and information and further stated that questions may be directed to himself, Rebecca Wareham or Matt Tobias. | Summary was provided | Patrick Mauney |
| Summer Point in Time Count | Lisa Peacock asked Rebecca Wareham to provide an update. Rebecca stated that Culpeper would be holding its Summer event the week on July 24 th and that flyers were to be distributed this week. In Orange, the date is a week later and planning for events continues. Committee discussed the use of the data in future requests and potential to use the models developed this year in other counties in future years. | Update was provided | Rebecca Wareham |
| Warming Shelter Updates | Lisa Peacock stated that planning remains ongoing from the 2025-2026 warming shelter and that the search for a suitable location continues and could be in Culpeper, Madison or Orange. (Note: a meeting is scheduled for July 29 th to continue discussion on possible partnerships). | Winter Shelter update was discussed | Lisa Peacock |
| FHN Grievance & Termination Policies | <p>Lisa Peacock asked Patrick Mauney to review the grievance and termination policy drafts. Patrick stated that in follow up to monitoring by the Department of Housing and Community Development of FHN grantees earlier this year, a series of technical assistance sessions were being held to guide necessary policy updates and other findings at individual grantee level.</p> <p>The grievance and termination policies provided a process to be followed by clients should they wish to appeal decisions related to DHCD or HUD-funded programs (Prevention, Rapid Re-housing, Emergency Shelter, Permanent Supportive Housing). The key items are that clients should first access the grievance procedure at the service provider level, but also outlines a process through the FHN coordinator and steering committee.</p> <p>Lisa Peacock requested that language be added indicating that the decision of the ad-hoc review committee be the final decision.</p> <p>Tyronne Champion asked that the revised policies be shared with DHCD prior to bringing back for a vote in September.</p> <p>The policies will be brought back in September with any revisions from steering committee members or DHCD for consideration of approval.</p> | Draft policies were reviewed. A vote to approve will be considered in September. | Patrick Mauney |

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| VHSP Application Planning for 2026-2027 | Lisa Peacock asked Patrick Mauney to report on the VHSP timeline. Patrick stated that the proposed timeline and process was shared with the committee via email and outlined a process for seeking letters of interest to be included on the VHSP application that will be submitted in March 2026. Committee members were asked to provide comments back to Patrick before September, at which time the proposed timeline will be set in place. | Information was provided | Patrick Mauney |
| Roundtable | Members shared relevant information from their organizations. | | Committee members |
| Adjourn | Meeting adjourned at 11:55 am. | Meeting Adjournment | Lisa Peacock, Chair |
| Next Meeting: September 16, 2025 RRRC & Virtual | | | |