**PRACC Meeting Minutes**

**“Person-Rockingham-Alamance-Chatham-Caswell”**

*(Ensuring all citizens have the opportunity to live their best lives)*

***Thursday September 28, 2017 at 10:00 am***

Elon Downtown Center

217 E Davis Street

Burlington, NC 27215



**Attendance –** See attached

**Welcome** –Ellery welcomed everyone; round table introductions were made

**Meeting Minutes** – Prior month’s minutes were reviewed by the group and approved by common consent.

**ESG RFA -** Ellery reminded the group that the deadline for ESG 2017-2018 submission is October 30th, before 5 pm.

Intentions to apply: Thadeous and Richard proposed to apply for funding, representing PRACC as the fiscal agent and by writing the Regional grant.

From Chatham County, Central Piedmont Community Action plans to apply and Joan Burton from Chatham County Housing Initiative announced intentions as well. From Person County, Sandy Daniel with Christian Help Center of Roxboro. A motion to accept intentions to apply was made by Nikki, seconded by Joel and carried by vote.

Ellery and Marlene explained the process of submitting project grants to the Funding Processing Committee and then to the applying fiscal agent who will attach to the Regional grant. The group decided that project grants should be ready for review by October 16 and then submitted to the agent writing the Regional grant by October 20.

Ellery presented the attached Region 6 Funding Priorities and Guidelines

for approval. The guidelines were reviewed and Faye made a motion that the Guidelines be approved, seconded by Joel; carried by vote.

**Coordinated Assessment –** Thadeous passed out copies of the BoS Assessment Tool which is a pre-screening tool used to make the entry process easier. He stressed the fact that everyone needs to use the uniform CA system and be adherent to filling out all information requested so as to cut down on the time the agency who receives the referral has to spend with the intake. Shelter should be the last resort. Thadeous encouraged the group to remember that if any part of the CA is not conducive to certain or any county’s needs, addendums can always be made. The CA Lead also stated that he plans to send out an MOU for all PRACC members to sign, in agreement to use the CA.

**Updated Resource Guide –** Thadeous has put together a draft resource guide with information from all 5 counties. He is to send each county their resource section for review of accuracy and/or changes needed.

**Elections –** Ellery reminded the group that PRACC elections will be in November, with incumbents taking office January 1, 2018. Marlene added that roles do not have to change but must be ratified by vote. Officer roles

Include: Regional Lead

 Alternate Regional Lead

 CA Lead

 PIT Lead

 Funding Processor Lead

 Webmaster / Secretary.

Discussion was made concerning the role of Webmaster and Secretary being combined and all agreed as being practical. Marlene has been acting Secretary as well as Alternate Lead but plans to retire at the end of this year. Nikki has been the Webmaster and has kept the minutes and agenda up to date on the NCCEH website. Richard stated that due to staffing expansion, ACAC should be able to provide staff to fill this role. Ellery noted that with the holidays upcoming in November, that it would be a good idea to have elections in October. Everyone agreed, and Ellery welcomed volunteers to be thinking about the roles.

**Agency Updates –** Carl advised that the committee in Chatham County has been working diligently on the CA and plans to relieve homelessness; Sandy shared concerns about the need for a homeless shelter in Person County. Gary talked about an initiative for street outreach to begin in Alamance County with plans to expand to the rest of the PRACC. Marlene shared that the Rescue Mission of Rockingham County has obtained funds to organize a mobile assistance program for the homeless in Rockingham County. The agency will have an RV that will be equipped with food, first aid supplies, personal hygiene products, etc. Congregational Nurses and other volunteers will be in the RV to assist with the needs of the homeless who reside in remote and rural areas and are not able to get to on-site assistance programs.

**Adjournment:** Made by common consent and the next PRACC meeting will be via conference call on October 26, 2017 at 10:00am.

*Respectfully Submitted,*



*Marlene Harrison Alternate Lead*