MINUTES
HOUSING WORK GROUP
February 17, 2016

In attendance: Dale Bradfield, Glenda Helman, Jason Mansfield, Jennifer Painter, Ariel Place, Penny Porter, Cosby Potter-Davis, Ben Smith, Joseph Dwyer, Jennifer Hatchell, Paula Marrone-Reese, Mary Sheckels

Facilitator: Nan Stevens **Recorder:** Glenda Helman

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	Updates/Announcements/Information	
Minutes	The minutes from the January 20, 2016 meeting were reviewed.	Cosby Potter-Davis made a motion to approve the minutes. Jennifer Painter seconded the motion. The motion passed unanimously.
2016 Point In Time Survey	The PIT had to be cancelled and rescheduled due to the blizzard in January. The Point-in-Time Survey was conducted on Tuesday, Feb.2 and Wednesday, Feb. 3. There were approximately 55 persons who came out and volunteered to assist in finding and surveying the homeless in the Eastern Panhandle. Many individuals and organizations donated items that were provided to those that needed them on the street. To date, not all the information is in the database. Jason also reported that more counties in the Balance of State took part in this year's Point-in-Time count.	Someone suggested that perhaps the PIT could take place on a Friday & Saturday next year and perhaps more people would be able to volunteer. Next year's PIT will take place sometime during the last full week of January (1/22 – 1/28). It was also suggested that planning for the PIT begin in October for next year's event.
Strategic Action Plan – Next Steps	The Planning & Mobilization Committee of the HHSC would like to develop a white paper for the legislature. They are asking that each work group provide a 1 page paper fleshing out community issues important to the work group. The members present felt that much of the information in the Housing Fact Sheet would be a good starting point for the Housing Work Group's portion of the white paper.	
Housing Fact Sheet Review & Discussion	The group briefly reviewed the Housing Fact Sheet. Nan asked that anyone with thoughts on improving the document or anyone with changes that should be made please let her know.	Improvements/changes should be provided to Nan no later than April 20.
Housing Authority Report	Glenda asked if Jason has been able to get any folks on the waiting list since the Housing Authority agreed that they would accept applications completed by Jason and allowing him to do the 60 day updates on behalf of those people he is working with to keep them on the list. Jason stated that he has gotten some folks on the list. The biggest issue is that the client often does not have all the documentation needed to be turned in with the Housing Authority Application.	
February-March Calendar Items	- Community Housing Prioritization meetings will be held	

	February 22 & March 8. - The Successful Renters Program will be offering the classes at Morgan County Starting Points on March 16, 24, & 30. - The Money Matters course will be offered March 7 from 6 p.m. till 8 p.m. at Telamon and March 15 from 1 p.m. till 3 p.m. at the Martinsburg Library. - A Homebuyer Education class is being offered by Telamon on Saturday, March 5 from 9 a.m. till 5 p.m. The cost is $25. - A subcommittee is being formed to reach out to the community regarding National Hunger & Homelessness Awareness Week with the goal of getting more people involved, providing event ideas and other ideas, and providing community education during the week. The committee consists of Ariel, Jennifer, Mary, and Jason. If you are interested in joining the committee, please let Nan know. - Interfaith Volunteer Caregivers – Paula provided a brief summary of some of the things that the group does in Berkeley & Jefferson Counties including home repairs for the aging and disabled and providing transportation assistance during times when other transportation resources are not available.	
Other Announcements	- Ben Smith shared that the VA has 15 HUD VASH vouchers available in the Harrisonburg, Virginia area. - Nan is working on a speaker from Rural Development for the March or April meeting	
Respectfully submitted, Glenda Helman The Next Housing Workgroup will be held on Wednesday, March 16 at 2:00pm in the conference room at Telamon, 67 Aikens Center, Martinsburg.		

MINUTES
HOUSING WORK GROUP
MARCH 16, 2016

Vision: All person in Morgan, Berkeley and Jefferson Counties have safe, appropriate and affordable housing.

Mission: To foster availability of housing through education and advocacy.

In attendance: Penny Porter (United Way of the Eastern Panhandle), Jason Mansfield (West Virginia Coalition to End Homelessness), Matthew Jividen (Legal Aid of West Virginia), Emily Prout (EastRidge Health Systems), Joe Dwyer (EastRidge Health Systems), Jennifer Painter (Telamon Corporation), Ellie Johnson (West Virginia Coalition to End Homelessness), Christin Rice (Family Resource Network of the Panhandle), Kristen Gingery (Family Resource Network of the Panhandle), and Dale Bradfield (Shenandoah Community Health)

Facilitator: Penny Porter

Recorder: Jennifer Painter

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	See attendance list above.	
Minutes	The minutes from the February 17, 2016 meeting were reviewed.	No deletions or corrections.
Housing Fact Sheet Review and Discussion • **Discuss 2015 Fact Sheet (September meeting with Eastern Panhandle Legislative Delegation)** 1) **Issues** 2) **Solutions** 3) **Actions**	Penny Porter stated that the Health and Human Service Collaborative (HHSC) is preparing a white paper for legislature. The HHSC is requesting a white paper from all the work groups by the quarterly meeting in May (May 6, 2016). From the February 2016, HWG meeting it was determined that the Housing Fact Sheet would be good starting point. A review of the 2015 Housing Fact sheet took place. Ideas for updating information (i.e. 2016 PIT information, shelter beds), additional information (i.e. length of stay at shelters, breakdown of affordable rents by occupation), and changing graphics (i.e. placing items that would better suited in graphics, changing heading).	Anyone who wanted to work with Nan Stevens to make necessary changes could contact her via email.
Strategic Action Plan – Next Steps • **Next Steps – what projects can we undertake, assist or champion?**	The 3 landlord ordinances proposed by the new Chief of the Martinsburg City Police Department, Chief Richards, were discussed. There was great area of concern expressed on how this will affect individuals/families that are in low-income private housing (i.e. the various homeless assistance programs), as well as, the buildings that can no longer be used to operate programs out of (i.e. ERHS and Telamon). Penny Porter shared that Chief Richards would be holding a Community Organizations Stakeholders meeting at the United Way office Thursday, March 17, 2016, at 2:00 pm. Penny stated that Chief Richards had offered an open invitation, and suggested if members of the HWG could attend and listen to Chief Richards and what his agenda is, and then extend an open invitation to Chief Richards to come to the HWG meeting. By doing this Chief Richards could be made aware of the work we do, and our perspective.	Jason Mansfield and Matthew Jividen stated they would go to the stakeholders meeting. Other expressed interest in attending, as well.

Reports/Updates • **Berkeley County Cold Weather Shelter** • **Housing Commissioner Meeting** • **National Hunger and Homelessness Awareness Month Events Ideas**	• Berkeley County Cold Weather Shelter – no report or discussion. • Housing Commissioner Meeting (Housing Authority Meeting) – no one attended the last meeting. Jason Mansfield will attend the next meeting if he is available. If he is unable to attend, Ellie Johnson, will attend. • National Hunger and Homelessness Awareness Month – no report or discussion.	Follow up at the HWG April 2016 meeting.

March-April Calendar Items
• **Housing Prioritization Meetings**
• **Successful Renters Program – first class being held in Morgan County 3/16**
• **Money Matters**
• **Homebuyer Education and Credit Counseling Classes**
• **Other Important Dates and Events in the Eastern Panhandle**
	• Housing Prioritization Meetings – Monday, March 21, April 4, and April 18, 2016, at 10:30 am, conference room at Telamon Corporation
	• Successful Renters Program – Morgan County classes are March 16, 23, and 30, 2016, at 1:00-3:00pm, Morgan County Starting Points. The next series will be in Berkeley County at Destiny Baptist Church, April 12, 19, and 26, 2016, at 6:30-8:45 pm.
	• Money Matters – Classes are held the 2nd Monday of every month from 6:30-8:30 pm, at Telamon Corporation, and the 3rd Tuesday of every month from 1:00-3:00 pm, at the Martinsburg-Berkeley County Public Library – PRIOR REGISTRATION IS REQUIRED
	• Homebuyer Education and Credit Counseling Classes –
	  ○ Telamon Corporation:
	  ▪ HBE will be held Saturday, April 2, 2016, from 9:00 am-4:30 pm, at Telamon Corporation. Please call or email Jennie Shriner, at Telamon (304.263.0916 or jshriner@telamon.org) to register. The cost is $25.00 per household.
	  ○ Partnership for Affordable Housing:
	  ▪ HBE will be held Saturday, April 9, 2016, from 9:00 am-4:30 pm, (CLASS WILL BE HELD THE 2ND SATURDAY OF THE MONTH INSTEAD OF THE 3RD IN APRIL. WILL RESUME TO THE 3RD SATURDAY IN MAY) at the Partnership for Affordable Housing. Call Rosa Eggleton (787.298.3722) to register. Cost is $25.00 per household. Bi-lingual class is available. **Rosa will be out of town for a month.**
	  ○ Telamon Corporation:
	  ▪ Scheduling now for budget and credit counseling, foreclosure intervention, post-purchase counseling, rental counseling, homeless counseling, and
		No action steps required.

	banking basics. Call Jennie to schedule an appointment. o Partnership for Affordable Housing: ▪ Scheduling now for budget and credit counseling. Please call Rosa to set up a time. She will be out of town for a month. Bi-lingual counseling is available.	
Other Announcements	• From Nan – Homeowners' Assistance Program (HAP) Funds are now available in all three counties. Funds are available to assist with Down Payment assistance. You can call Nan or visit the Community Development section on the City of Martinsburg's webpage, as well as, the Partnership for Affordable Housing's webpage. • From Matthew Jividen – There will a presentation concerning the changes of SNAP guidelines for "able-body" person between the ages of 18-50 at Lackey Hall (basement of St. Joseph Catholic Church) on Thursday, March 17, 2016, from 10:00 am-12:00 pm. • April is Fair Housing Month	No action steps required.
Adjourn	The meeting was adjourned at 3:07pm.	The Next Housing Workgroup will be held on **Wednesday, April 20, 2016, at 2:00pm**, in the conference room at Telamon, 67 Aikens Center.
Respectfully submitted, Jennifer L. Painter **Jennifer L. Painter**		

MINUTES
HOUSING WORK GROUP
June 15, 2016

Vision: All persons in Morgan, Berkeley and Jefferson Counties have safe, appropriate and affordable housing.

Mission: To foster availability of housing through education and advocacy.

In attendance: Christin Rice (Family Resource Network of the Panhandle), Kristen Gingery (Family Resource Network of the Panhandle), Jason Mansfield (West Virginia Coalition to End Homelessness), Dan VanBelleghem (Partnership for Affordable Housing), Mark Baker (Councilman Elect City of Martinsburg), Joseph Dwyer (EastRidge Health Systems), Jennifer Painter (Telamon Corporation), LaDonna Weller (Telamon Corporation), Robin Kees (Telamon Corporation), Ariel Place (Berkeley Medical Center), Nan Stevens (Partnership for Affordable Housing), Cosby Potter-Davis (Good Samaritan Free Clinic and Faith Coalition for the Homeless), Christopher Baker (Landlord) and Tom Kimm (Recovery West Virginia)

Facilitator: Nan Stevens **Recorder:** Jennifer Painter

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	See attendance list above.	
Minutes	No minutes from the May 2016 were presented.	N/A
Reports/Updates	• National Hunger and Homelessness Awareness Events Ideas – November 12-20, 2016 ○ Jennifer developed a calendar to place activities by county for the week ○ Jennifer presented ideas to do during the week ▪ "Chalking Downtown"- placing statistics on homelessness and hunger on the sidewalks of the communities ▪ "Drive Campaign"-Collecting hygiene, cleaning, and non-perishable foods for local food pantries, as well as, donations for homeless programs. ▪ Community Forum-Panel Discussion to include homeless and hunger information ▪ Chick-fil-a Sprit Night ▪ Movie Night ▪ "Design-a-poster"-present the idea to the schools to have students design a poster that could be used on materials for the week. • 2016 PIT Survey Results ○ No results to date. • Berkeley County Cold Weather Shelter ○ Cosby met with Rev. Ken Walker and discussed what was done in Maryland. Rev. Walker	• National Hunger and Homelessness ○ Please e-mail Jennifer (jpainter@telamon.org) all ideas, or items already planned for the week by the July 2016, HWG meeting. • 2016 PIT Survey Results ○ Robin will e-mail the coalition for the results. • Berkeley County Cold Weather Shelter ○ Cosby will continue to meet with Rev. Walker and inform the group of the progress. ○ Ariel will provide the contact information for the cold weather shelter in Winchester, so that Cosby can speak to them. • 2016 Meeting with West Virginia Legislators ○ 1. White Paper Data ▪ Nan is requesting issues, concerns, and solutions for the legislature and to include on the white paper. ○ 2. Meeting with Berkeley County Delegate ▪ Christin and Kristen will place all legislatures on the Health

	suggested to keep things small till goals are established. Cosby and Rev. Walker will continue to meet and keep in touch. • 2016 Meeting with West Virginia Legislators ○ 1. White Paper Data ▪ State Legislators meeting is scheduled for December ▪ Nan is requesting issues, concerns, and solutions for the legislature and to include on the white paper. ▪ Robin explained to the group that since Telamon Corporation is the CAP Agency, that they have a lobbyist that work on the CAP's behalf. She also stated that there would be a CAP legislative day around the end of July. ○ 2. Meeting with Berkeley County Delegate ▪ The group suggested that the "invite" be open to all legislators. • 2016 Draft Housing Fact Sheet ○ Housing Fact Sheet is completed, and Nan received no other feedback. If anyone would like to make changes please contact Nan. • Martinsburg Property Owner Ordinance ○ Christopher stated that he does not know anyone affected by this to date. He also noted that the public officials were letting things "settle." ○ Nan stated that Matt Jividen (WV Legal Aid) had some suggestions of what we could do, but since he was not present this would continue till next month. • Veterans Community Partnership Forum ○ LaDonna and Ariel both attended. Both stated that it was great and that they obtained more resources. ○ Eastern Panhandle Community Engagement Board Meeting will held on June 24, 2016, from 10 AM-12 PM, at Shepherd University's Martinsburg's Campus. • Housing Commissioner Meeting Report ○ No Report. ○ The date for the June 2016, meeting has not been set. Jason Mansfield will be attending.	and Human Services Collaborative mailing list. • 2016 Draft Housing Fact Sheet ○ If anyone would like to make changes please contact Nan. • Martinsburg Property Owner Ordinance ○ Will continue to follow. • Veterans Community Partnership Forum ○ CVB Meeting – June 24, 2016, from 10 AM – 12 PM, at Shepherd University Martinsburg. • Housing Commissioner Meeting Report ○ Continue discussion.
Community Awareness – Housing Work Group	• Program, policy, and procedure updates and	No action steps required.

Member Organizations	announcements impacting housing ○ Robin stated that the lack of the Housing Authority participation is affecting those who receive HUD funds score. ○ Tom noted that it was not a good time to be working with a vulnerable population. ○ Jason stated that a new "pot" of money from the state was just awarded to the WVCEH. Jason did not know when the funds when available. ▪ 22 – Berkeley County ▪ 12 – Greater Eastern Panhandle ○ Ariel shared that on Wednesday, June 29, she will be holding another Mental Health First Aid Class. The class will be held at Dorothy McCormick Center. Please contact Ariel to register for the class. ○ Christen and Kristen requested that everyone review the Family Resource Network of the Panhandle website. If there is information that needs added or changed please let them know. ○ Dan stated that he had the pleasure of attending the Ranson Festival, and was able provide to the community with information about the Partnership for Affordable Housing. • Other local/state legislation affecting housing	
June – July Calendar Items • **Housing Prioritization Meetings** • **Successful Renters Program** • **Money Matters** • **Homebuyer Education and Credit Counseling Classes** • **Other Important Dates and Events in the Eastern Panhandle**	• Housing Prioritization Meetings – Monday, June 27 and July 11, 2016, at 10:30 am, conference room at Telamon Corporation • Successful Renters Program – Morgan County classes are June 15, 22, and 29, 2016, at 1:00-3:00pm, Morgan County Starting Points. The next series will be in Berkeley County at Catholic Charities, July 11, 18, and 25, 2016, at 1:45-3:45 pm. • Money Matters – Classes are held the 2nd Monday of every month from 6:30-8:30 pm, at Telamon Corporation, and the 3rd Tuesday of every month from 1:00-3:00 pm, at the Martinsburg-Berkeley County Public Library – PRIOR REGISTRATION IS REQUIRED • Homebuyer Education and Credit Counseling Classes – ○ Telamon Corporation: ▪ HBE is held the first Saturday of the month, from 9:00 am-4:30 pm, at Telamon Corporation. Please call or email Jennie Shriner, at Telamon (304.263.0916 or	No action steps required.

	jshriner@telamon.org) to register. The cost is $25.00 per household. ○ Partnership for Affordable Housing: ▪ HBE is held the third Saturday of the month, at the Partnership for Affordable Housing. Call Rosa Eggleton (787.298.3722) to register. Cost is $25.00 per household. Bi-lingual class is available. ○ Telamon Corporation: ▪ Scheduling now for budget and credit counseling, foreclosure intervention, post-purchase counseling, rental counseling, homeless counseling, and banking basics. Call Jennie to schedule an appointment. ○ Partnership for Affordable Housing: ▪ Scheduling now for budget and credit counseling. Please call Rosa to set up a time. She will be out of town for a month. Bi-lingual counseling is available.	
Adjourn		The Next Housing Workgroup will be held on **Wednesday, July 20, 2016, at 2:00pm**, in the conference room at Telamon, 67 Aikens Center.
Respectfully submitted, **Jennifer L. Painter**		

MINUTES
HOUSING WORK GROUP
July 20, 2016

Vision: All persons in Morgan, Berkeley and Jefferson Counties have safe, appropriate and affordable housing.

Mission: To foster availability of housing through education and advocacy.

In attendance: Christin Rice (Family Resource Network of the Panhandle), Jason Mansfield (West Virginia Coalition to End Homelessness), Ellie Johnson (West Virginia Coalition to End Homelessness), Dan VanBelleghem (Partnership for Affordable Housing), Jason Baker (Martinsburg City Councilman and Landlord), Christopher Baker (Landlord), Jennifer Painter (Telamon Corporation), Jennie Shriner (Telamon Corporation), Robin Kees (Telamon Corporation), Susan Kershner (Telamon Corporation), Dr. Ken Walker, Marie Keegin (Faith Coalition for the Homeless), Cosby Potter-Davis (Good Samaritan Free Clinic and Faith Coalition for the Homeless), Glenda Helman (Community Networks, Inc.), Dale Bradfield (Shenandoah Community Health), Nancy Strine (City of Martinsburg), Susan Clark (Catholic Charities Intern and Faith Coalition for the Homeless), Tom Kimm (Recovery West Virginia), and Nancy Schmitt (Community Advocate)

Facilitator: Jennifer Painter **Recorder:** Susan Kershner and Jennie Shriner

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	See attendance list above.	
Minutes	Minutes from June HWG Meeting.	• Motion for approval – Robin Kees • Seconded – Dan VanBelleghem • Minutes were approved
Reports/Updates	**Berkeley County Cold Weather Shelter** - Cosby, Dr. Walker and Marie have met. Cosby stated that they were looking for data on those that have to be "turned-away" from the shelters. Also looking at how the shelter will be set up – Male and female adults without children or families with children. Hours of operation, meals, locations, etc. also were discussed. Dr. Walker also provided insight on the cold weather shelter he helped to establish in Maryland. **National Hunger and Homelessness Awareness Events Ideas – November 12-20, 2016** Jennifer developed a calendar to place activities by county for the week. ALL SUGGESTIONS OR PLANNED ACTIVITIES MUST BE EMAILED TO JENNIFER BY TUESDAY, AUGUST 16. Jennifer presented ideas for activities during this week: ▪ "Chalking Downtown"- placing statistics on homelessness and hunger on the sidewalks of the communities – Nan and Jason Baker are working on getting permissions from the local governments ▪ "Drive Campaign"-Collecting hygiene, cleaning, and non-perishable foods for local food pantries, as well as, donations for homeless programs. ▪ Community Forum-Panel Discussion to include homeless and hunger information ▪ Chick-fil-a Spirit Night – contacted Ruby Avey, the marketing director of the Martinsburg Chick-fil-a about a date during this week. ▪ Movie Night ▪ "Design-a-poster"-present the idea to the schools to have students design a poster that could be used on materials for the week. • Nan also stated that a member of the PAH Board made this suggestion as well. • Ellie also stated that she had someone who would be willing to design a poster for the	• **Berkeley County Cold Weather Shelter** ○ Cosby requested data on those the shelter must "turn-away" ▪ Glenda will provide data from CNI ▪ Jason Mansfield provided what information he knew from the mission ○ Cosby will continue to provide the group with the progress of the cold weather shelter • **National Hunger and Homelessness Awareness Events – November 12-20, 2016** ○ All suggestions and/or planned activities need to be emailed to Jennifer (jpainter@telamon.org) no later than Tuesday, August 16. ○ Jennifer will get with Ellie to work on a design for a poster to be used during the week.

week.

- Is anyone a member of the Rotary Club or Women's Network, or know someone who is? Wanting to know if they would conduct a personal care item drive.
- Also getting in touch with the Chamber of Commerce to do e-mail blasts.

2016 PIT Survey Results

Eastern Panhandle (Sheltered):

Berkeley County:

- Emergency Shelter – 100 available beds - 95% Utilization Rate for the night
  - 53 were over the age of 24
  - 12 were ages 18-24
  - 30 were under the age of 18
- Transitional – 59 available beds – 64% Utilization Rate
  - 37 were over the age of 24
  - 1 was age 18-24

33 Subpopulation Data:

- reported they were Veterans
- 5 reported they were chronically homeless
- 20 reported they had Mental Health
- 11 reported they had substance abuse

Jefferson County:

- Emergency Shelter – 24 available beds – 42% Utilization Rate
  - 10 were over the age of 24
- Subpopulation Data:
  - 2 reported they were Veterans
  - 1 reported they were chronically homeless

Morgan County:

- Emergency Shelter – 0 available beds

Eastern Panhandle (Unsheltered)

Berkeley County:

Those living on the streets or place not meant for human habitation:

- 5 over the age of 24
- 4 were ages 18-24
- 0 under the age of 18

Subpopulation Data:

- 0 Veterans reported
- 7 reported they were chronically homeless
- 5 reported they had mental health
- 1 reported they has substance abuse.

Jefferson County:

Those living on the streets or a place not meant for human habitation:

- 1 over the age of 24

Subpopulation Data:

- **2016 PIT Survey**
  - No action steps required.

	○ 1 reported they were a Veteran ○ 1 reported they were chronically homeless ○ 1 reported they had mental health ○ 1 reported they had substance abuse **Morgan County - No** information reported. --- **Martinsburg Property Owner Ordinance** ○ Jason Baker reported that no enforcement has currently been done; however, there has been an increase of abandon buildings being boarded up. **Community Veterans Engagement Board** ○ The next meeting will be held on Friday, July 29, 2016, at 10 am-11 am. The meeting will be held at 393 N. Lawrence St. Charles Town. ○ If anyone is planning to attend the meeting, they ask that you review the by-laws prior. ○ The article that was published in the July 18, edition of the Journal was shared. From Nan – The CVEB is requesting that someone (1 or 2 people) from the "Homelessness and Housing" sector participate. The names that were possibilities were: • Michelle Cook, VAMC Mental Health Service • Robin Kees, Telamon Corporation • Glenda Helman, CNI • Jason Mansfield, WVCEH • Cathy Dodson, Housing Authority Since Nan does not directly work with Veterans or the homeless she suggested that LaDonna Weller, Telamon Corporation's Veteran's Service Coordinator be on the board. Most members in attendance of the HWG agreed. **Housing Commissioner Meeting Report** ○ No report given – no one was able to attend the June Meeting. **United Way of the Eastern Panhandle** ○ No report given. No representative from United Way was in attendance.	• **Martinsburg Property Owner – Ordinance Issues, Effects** ○ No action steps required. • **Community Engagement Board** ○ LaDonna Weller, Telamon has agreed to serve on the CVEB.
Community Awareness – Housing Work Group Member Organizations	**Program, policy, and procedure updates and announcements impacting housing** ○ From Glenda Helman: The Emergency Solutions Grant began July 1, under the West Virginia Housing Development Fund Office. No idea of when funds will be available ○ From Jason Baker: Berkeley County is looking to strengthen there Panhandling Ordinances (i.e. clean up some of the language). The County would like for the ordinances to be as strong as legal counsel advises them allowed. Last Sunday (07/17/016), there were people panhandling at the entrance to The Commons, Exit Ramps from I-81, McDonalds, Chick-Fil-A, Sheetz, Lowes, and the intersection of Rt. 9/11/45. Group Suggestions: ▪ Require them to wear bright colors ▪ Post what the money is for ▪ Sign-up and receive copies of the "rules and regulations" ○ From Nancy Strine: Currently out of funding for the City of Martinsburg and Berkeley	• **Program, policy, and procedure updates and announcements impacting housing** ○ No action steps required. • **Other local/state legislation affecting housing** ○ No action steps required.

	County. There are funds available for Jefferson and Morgan County. • **Other local/state legislation affecting housing** ○ No report give.	

July – August Calendar Items
• **Quarterly Eastern Panhandle Health & Human Services Collaborative**
• **Housing Prioritization Meetings**
• **Successful Renters Program**
• **Money Matters**
• **Homebuyer Education and Credit Counseling Classes**
• **Other Important Dates and Events** in the **Eastern Panhandle**
	• **Quarterly Eastern Panhandle Health & Human Services Collaborative meeting** will be held Friday, August 5, networking begins at 8:30 am and the meeting will start at 9 am. The focus for the August 5, meeting will be Housing.
	• **Housing Prioritization Meetings** – Monday, July 25 and August 8, 2016, at 10:30 am, conference room at Telamon Corporation
	• **Successful Renters Program** – The next series of classes will be held in Jefferson County at Jefferson County Community Ministries, Wednesday, August 10, 17, and 24, 2016, from 12 pm-2 pm. Please call 304.725.3186 to register.
	• **Money Matters** – Classes are held the 2nd Monday of every month from 6:30-8:30 pm, at Telamon Corporation, and the 3rd Tuesday of every month from 1:00-3:00 pm, at the Martinsburg-Berkeley County Public Library – PRIOR REGISTRATION IS REQUIRED
	
	Homebuyer Education and Credit Counseling Classes –
	  ○ Telamon Corporation:
	  ▪ HBE is held the first Saturday of the month, from 9:00 am-4:30 pm, at Telamon Corporation. Please call or email Jennie Shriner, at Telamon (304.263.0916 or jshriner@telamon.org) to register. The cost is $25.00 per household.
	  ○ Partnership for Affordable Housing:
	  ▪ HBE is held the third Saturday of the month, at the Partnership for Affordable Housing. Call Rosa Eggleton (787.298.3722) to register. Cost is $25.00 per household. Bi-lingual class is available.
	  ○ Telamon Corporation:
	  ▪ Scheduling now for budget and credit counseling, foreclosure intervention, post-purchase counseling, rental counseling, homeless counseling, and banking basics. Call Jennie to schedule an appointment.
	  ○ Partnership for Affordable Housing:
	  ▪ Scheduling now for budget and credit counseling. Please call Rosa to set up a time. She will be out of town for a month. Bi-lingual counseling is available.
	• Telamon is assisting the WV Board of Education in conducting a school supply drive for the flood victims. Telamon will be accepting donations July 20-29, at the office.
	• Race Matters in West Virginia with Rev. Ron English will be held Thursday, July 28, 2016, from 6-8:30 pm St. Joseph Church – Lackey Hall.
		4

Adjourn	The Next Housing Workgroup will be held on **Wednesday, August 17, 2016, at 2:00pm**, in the conference room at Telamon, 67 Aikens Center. The meeting will focus on National Hunger and Homelessness Awareness week.	
Respectfully submitted, **Susan Kershner and Jennie Shriner**		

MINUTES
HOUSING WORK GROUP
August,17, 2016

Vision: All persons in Morgan, Berkeley and Jefferson Counties have safe, appropriate and affordable housing.

Mission: To foster availability of housing through education and advocacy.

In attendance: Christopher Baker(Landlord), Dale Bradfield (Shenandoah Community Health), Susan Clark (Catholic Charities), Kristen Gingery (Family Resource Network of the Panhandle), Susan Kershner (Telamon), Thomas Kimm (Recovery West Virginia), Jason Mansfield (West Virginia Coalition to End Homelessness), Jennifer Painter (Telamon), Nan Stevens (Partners for Affordable Housing), Sam McGovern (Martinsburg Police Dept.), Christie Simmons (Telamon)

Facilitator: Nan Stevens **Recorder:** Kristen Gingery

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	See attendance list above.	
Minutes	Minutes from July HWG Meeting.	• Motion for approval –Jennifer Painter • Seconded – Jason Mansfield • Minutes were approved
Reports/Updates	**Berkeley County Cold Weather Shelter**: is ongoing and tabled until appropriate representation is present at the meeting. **National Hunger and Homelessness Awareness Events Ideas – November 12-20, 2016** This is a week to let the community know about homeless and hunger issues in all three counties. Jennifer developed a calendar to place activities by county for the week. **Jennifer presented the schedule for the week:** • The United Way of the Eastern Panhandle will be hosting a Community Conversation on Tuesday, Nov., 15th • Chick fil-a Spirit Night will take place from 5-8pm on Thursday, Nov. 17th. We will need 3-5 people for each time slot to volunteer at this event. The funds raised at this event will be used for the PIT Survey, they will also be used to purchase hygiene kits, tents and sleeping bags for the homeless. • Matthew Elliot made be able to host a movie viewing of the documentary "Have you seen Clem?" at the Berkeley Plaza for donation. **Additional Ideas for the week** ▪ "Chalking Downtown"- placing statistics on homelessness and hunger on the sidewalks of the communities – Nan and Jason Baker are working on getting permissions from the local governments ▪ "Drive Campaign"-Collecting hygiene, cleaning, and non-perishable foods for local food pantries, as well as, donations for homeless programs. ▪ Community Forum-Panel Discussion to include homeless and hunger information ▪ Movie Night ▪ "Design-a-poster"-present the idea to the schools to have students design a poster that could be used on materials for the week.	**National Hunger and Homelessness Awareness Events – November 12-20, 2016**

- Nan also stated that a member of the PAH Board made this suggestion as well.
- Ellie also stated that she had someone who would be willing to design a poster for the week.
- Is anyone members of the Rotary Club or Women's Network, or know someone who is? Wanting to know if they would conduct a personal care item drive.
- Also getting in touch with the Chamber of Commerce to do e-mail blasts.

There are still 3 days without Events scheduled in Berkeley County: Sunday, Monday and Wednesday during the National Hunger and Homelessness Awareness Events – November 12-20, 2016.

Housing Authority Commission Meetings

- **Nan**: Asked should we get a handful of group members to volunteer to attend the Housing Authority Meetings? The Housing Authority Meetings occur the last Tuesday of every month. It is important to have presence there to be an advocate(see action item 1)
- **Jason Mansfield:** The local Housing Authority last year made a profit of $750,000. Could this have been potently applied to use the funds to create new units? Instead they replaced all the roofs on the units.

Martinsburg Property Owner Ordinance

- Sam McGovern: Presented the Martinsburg Police Departments Press Release regarding the house ordinance utilized for the first time at 446 Fulkner in Martinsburg. The Chief applied through the municipal court applied for the abatement.
- The police are setting a plan with the landlord of this property to have background checks performed prior to renting the units in the future.

West Virginian Coalition to End Homelessness

- **Jason:** The WVCEH received a new case manager and mental health professional. They were also awarded the Cooperative Agreement Benefit Homeless Individuals (CABHI) grant.

Telamon Reports

- **Jennifer:** In order to qualify for Permanent Support Housing an individual must be considered Chronically Homeless.
- The requirements for being Chronically Homeless are:
  1. You must be homeless for at least 1year or
  2. You must be homeless 4 times in the past 3 years totaling 1year.
     If an individual meets these requirements they are eligible for term housing in order to get them to self sufficiency

Catholic Charities and FCCH

- **Susan**: the FCCH is working on Winterization Efforts to build detachable window and door frames to help decrease energy and heat loss in homes in our area. These frames will be available to individuals in Berkeley and Jefferson Counties. We also have new interns working with Catholic Charities.

Action:

1.Make the Housing Authority Commission Meetings a regular Agenda item

2. Have at least one member from the Housing Work Group Attend the Housing Authority meetings each time

	Housing Commissioner Meeting Report ○ No report given – no one was able to attend the July Meeting. **United Way of the Eastern Panhandle** ○ No report given. No representative from United Way was in attendance.	
Community Awareness – Housing Work Group Member Organizations	• **Other local/state legislation affecting housing** ○ No report give.	• **Other local/state legislation affecting housing** ○ No action steps required.3
August Calendar Items • **Housing Prioritization Meetings** • **Successful Renters Program** • **Money Matters** • **Homebuyer Education and Credit Counseling Classes** • **Other Important Dates and Events in the Eastern Panhandle**	• **Successful Renters Program** – The next series of classes will be held in Jefferson County at Jefferson County Community Ministries, Wednesday, August 10, 17, and 24, 2016, from 12 pm-2 pm. Please call 304.725.3186 to register. • **Money Matters** – Classes are held the 2nd Monday of every month from 6:30-8:30 pm, at Telamon Corporation, and the 3rd Tuesday of every month from 1:00-3:00 pm, at the Martinsburg-Berkeley County Public Library – PRIOR REGISTRATION IS REQUIRED **Homebuyer Education and Credit Counseling Classes** – ○ Telamon Corporation: ▪ HBE is held the first Saturday of the month, from 9:00 am-4:30 pm, at Telamon Corporation. Please call or email Jennie Shriner, at Telamon (304.263.0916 or jshriner@telamon.org) to register. The cost is $25.00 per household. ○ Partnership for Affordable Housing: ▪ HBE is held the third Saturday of the month, at the Partnership for Affordable Housing. Call Rosa Eggleton (787.298.3722) to register. Cost is $25.00 per household. Bi-lingual class is available. ○ Telamon Corporation: ▪ Scheduling now for budget and credit counseling, foreclosure intervention, post-purchase counseling, rental counseling, homeless counseling, and banking basics. Call Jennie to schedule an appointment. ○ Partnership for Affordable Housing: ▪ Scheduling now for budget and credit counseling. Please call Rosa to set up a time. She will be out of town for a month. Bi-lingual counseling is available. ○ . ○	4
Adjourn	The Next Housing Workgroup will be held on **Wednesday, September,21, 2016 at 2:00pm**, in the conference room at Telamon, 67 Aikens Center. The meeting will focus on National Hunger and Homelessness Awareness week.	
Respectfully submitted, **Kristen Gingery**		

MINUTES
HOUSING WORK GROUP
September, 21, 2016

Vision: All persons in Morgan, Berkeley and Jefferson Counties have safe, appropriate and affordable housing.

Mission: To foster availability of housing through education and advocacy.

In attendance: Christopher Baker(Landlord), Dale Bradfield (Shenandoah Community Health), Kristen Gingery (Family Resource Network of the Panhandle), Heather Hoelscher (Legal Aid of WV), Ellie Johnson (WV Coalition to End Homelessness), Susan Kershner (Telamon), Sam McGovern (Martinsburg Police Dept.), Jennifer Painter (Telamon), Cosby Potter-Davis (FCCH & GSFC), Christin Rice (Family Resource Network of the Panhandle, Scott Wagaman (VAMC), Frederick White (Dept. Of Veteran Affairs), LaDonna Weller.

Facilitator: Nan Stevens **Recorder:** Kristen Gingery

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	See attendance list above.	
Minutes	Minutes from August HWG Meeting.	• Minutes were approved
Reports/Updates	**National Hunger and Homelessness Awareness Events Ideas – November 12-20, 2016.** This is a week to let the community know about homeless and hunger issues in all three counties. • **Jennifer** stated that the events are mostly finalized for the week. A friend of Ellie's is designing a poster. **Jennifer still needs volunteers for Spirit Night at Chick fil-a on 11/17... from 5-8pm.** • **Jennifer** is collecting travel sized personal care items in her "Hotel Shampoo Drive". Donations are being collected at Telamon. **Housing Authority Commission Meetings** • The Housing Authority Meetings occur the last Tuesday of every month. It is important to have presence there to be an advocate(see action item 1) **Berkeley County Cold Weather Shelter** • Cosby reported that they are hoping to have this service ready for Fall/Winter of 2017. **Community Veterans Engagement Board** • The next **CVEB meeting** will take place on Friday, October, 7, from 10-12 at Shepherd University's Martinsburg Center. • The following meeting will take place on Friday, October, 28th from 10-12. • The CVEB will try to get surveys out to the individuals that attend the Stand Down Event. The goal is to identify the most important gaps in service for veterans. **Community Awareness- Housing Workgroup Member Organizations Updates** • **The WV Coalition to End Homelessness** is looking for landlords in Berkeley, Jefferson and Morgan Counties that are willing to work with their clients. • **Jason Baker** mentioned there are a group of clients from Eastridge living together	**National Hunger and Homelessness Awareness Events – November 12-20, 2016** **Action:** **1.**Make the Housing Authority Commission Meetings a regular Agenda item **2.** Have at least one member from the Housing Work Group Attend the Housing Authority meetings each time

	sharing a lease and splitting expenses. That is working well, however Jason currently does not have any units available but would be willing to work with WVCEH in the future. • **Heather** stated that ACT is still operating with a certificate of need. • **Sam** stated that the **Martinsburg Police Dept**. has hired a **Domestic Violence Liaison Officer.** This is provided through a partnership with **Shenandoah Women Center.** Her name is Teresa Gibbons. There is more information on the Martinsburg P. D. Website at http://www.martinsburgpd.org/domestic-violence/ . **Martinsburg Property Owner Ordinance** • **Sam** stated that the abatement hearing for the first issued housing ordinance is scheduled for this Friday. **Telamon Reports** • **Jennifer: The Housing Prioritization Meetings will take place on October, 3, & 17, at 10:30am at Telamon.**	
Community Awareness – Housing Work Group Member Organizations	• **Other local/state legislation affecting housing** ○ No report was given.	• **Other local/state legislation affecting housing** ○ No action steps required.
October Calendar Items • **Housing Prioritization Meetings** • **Successful Renters Program** • **Money Matters** • **Homebuyer Education and Credit Counseling Classes** • **Other Important Dates and Events in the Eastern Panhandle**	• **Successful Renters Program** – The next series of classes will be held in Berkeley Co. next month. Please call 304.725.3186 to register. • **Money Matters** – Classes are held the 2nd Monday of every month from 6:30-8:30 pm, at Telamon Corporation, and the 3rd Tuesday of every month from 1:00-3:00 pm, at the Martinsburg-Berkeley County Public Library – PRIOR REGISTRATION IS REQUIRED **Homebuyer Education and Credit Counseling Classes** – ○ Telamon Corporation: ▪ HBE is held the first Saturday of the month, from 9:00 am-4:30 pm, at Telamon Corporation. Please call or email Jennie Shriner, at Telamon (304.263.0916 or jshriner@telamon.org) to register. The cost is $25.00 per household. ○ Partnership for Affordable Housing: ▪ HBE is held the third Saturday of the month, at the Partnership for Affordable Housing. Call Rosa Eggleton (787.298.3722) to register. Cost is $25.00 per household. Bi-lingual class is available. ○ Telamon Corporation: ▪ Scheduling now for budget and credit counseling, foreclosure intervention, post-purchase counseling, rental counseling, homeless counseling, and banking basics. Call Jennie to schedule an appointment. ○ Partnership for Affordable Housing: ▪ Scheduling now for budget and credit counseling. Please call Rosa to set up a time. Bi-lingual counseling is available.	

Announcements	• **Save the Date:** The HHSC and FRN are hosting a **Legislative Session** on morning of **December 9th.** The goal of this event is to provide public policy suggestions to the legislators of the Eastern Panhandle. More information will be provided soon. • **A Domestic Violence Walk** will take place in Ranson on Oct. 1st from 8-1pm. • **A 5K Veterans Fun Run** will take place on Saturday, October, 15 at Sam Michael's park in Harpers Ferry, WV. • **CVEB meeting Oct. 7th & 28th from 10-12.** • **Valley College in Hagerstown is hosting a Career Fair on Oct. 14th.**	
Adjourn	The Next Housing Workgroup will be held on **Wednesday, October, 19, 2016 at 2:00pm**, in the conference room at Telamon, 67 Aikens Center. The meeting will focus on National Hunger and Homelessness Awareness week.	

MINUTES
HOUSING WORK GROUP
October, 19, 2016

Vision: All persons in Morgan, Berkeley and Jefferson Counties have safe, appropriate and affordable housing.

Mission: To foster availability of housing through education and advocacy.

In attendance: Christopher Baker(Landlord), Christin Rice & Kristen Gingery (Family Resource Network of the Panhandle), Glenda Helman, (CNI, Inc.), Ellie Johnson (WV Coalition to End Homelessness), Robin Kees & Susan Kershner (Telamon), Sam McGovern (Martinsburg Police Dept.), Jennifer Painter (Telamon), Penny Porter (United Way of the Panhandle), Ben Smith (VAMC), Nan Stevens (Partnership for Affordable Housing), and LaDonna Weller (Telamon).

Facilitator: Nan Stevens **Recorder:** Kristen Gingery

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	See attendance list above.	
Minutes	Minutes from September HWG Meeting.	• Two changes were noted to the Sept. Minutes. LaDonna Weller was added to those in attendance and the Chick fil-a Sprit Night times were changed to 5-8p.m. • Minutes were approved
Reports/Updates	**National Hunger and Homelessness Awareness Events Ideas – November 12-20, 2016.** This is a week to let the community know about homeless and hunger issues in all three counties. • **Partnership for Affordable Housing There's always ROOM at the Table Soup Supper will take place on 11/4 from 5-7:30p.m. at the Presbyterian Church in Charles Town.** • **11/12 Keep the Faith 5K registration begins at 10 a.m.** • **11/17 Chick fil-a Spirit Night from 5-8p.m.** • **11/18 Community Networks Simple Supper from 4:30-7:30 p.m. at St. Joseph's Catholic Church in Lackey Hall. Glenda:** Volunteers are needed at Lackey Hall at 2:30 to help the set up team. There is also a need for gallon of soup donations from organizations or individuals. **(Any homemade food item must have an ingredient list for individuals with food allergies)** There is also a request for 12 small desserts (e.g., muffins individual cake slices or sheet cakes), gift cards for the raffle, or themed baskets. **If you are interested in volunteering at this event please contact Glenda at 304-263-6614 ext. 19.** • **11/18 Morgan Co. Starting Points Empty Bowls Fundraiser from 5-7p.m. at Berkeley Spring High School.** • **Jennifer** is collecting travel sized personal care items in her "Hotel Shampoo Drive". Donations are being collected at Telamon.	**National Hunger and Homelessness Awareness Events – November 12-20, 2016** **Jennifer: Will send out the NHHA Calendar to the group.**

- **Glenda: 11/10 There is a Proclamation at Martinsburg City Council.**

Housing Authority Commission Meetings

- The Housing Authority Meetings occur the last Tuesday of every month. It is important to have presence there to be an advocate(see action item 1)

Berkeley County Cold Weather Shelter

- Cosby reported that Ken Walker is hoping to have this service ready for Fall/Winter of 2017.

Community Veterans Engagement Board

- The next **CVEB meeting** will take place on Friday, October, 28th from 10-12 at Blue Ridge Community College.

- The CVEB is working on creating surveys in order to hand them out to the individuals that attend the VA Stand Down Event. The CVEB is planning on having a booth at the Stand Down Event. The surveys will be available next week.

Point in Time Survey

- This will take place in all 3 counties in the panhandle. The West Virginia Coalition to End Homelessness (WVCEH) is trying to find a way to make the survey training easier. The WVCEH is looking for volunteers in all 3 counties to help with the surveys.
- We should start talking to the ministerial association regarding volunteers.
- The suggestion was made to ask volunteers whom were previously homeless to help administer the surveys and to help identify locations.
- **Jennifer**: MREs are left over from the WV flooding that can be handed out.
- **Panhandle Home Health** can provide quick health screenings
- Officer Parks used to bring the homeless to the mission in the past.
- **Sam**: He would stay in touch with the WVCEH regarding possibly trying to get other officers involved.
- The Point in Time training is 30 minutes long and the WVCEH is looking for volunteers to sign up for 3 hr. time slots starting at 4pm on the 1st day until 4pm the next evening.

Community Awareness- Housing Workgroup Member Organizations Updates

Martinsburg Property Owner Ordinance

- **Sam** provided an update on the abatement hearing and stated the property was no longer owned by the same owner and the property went back to the bank.

Housing Prioritization Meeting

- **Glenda provided report on The Housing Prioritization Meeting that was held this past Monday. Rapid rehousing funding is due to disperse. The next meeting will take place on October, 31, 10:30am at Telamon.**

Action:
1.Make the Housing Authority Commission Meetings a regular Agenda item

2. Have at least one member from the Housing Work Group Attend the Housing Authority meetings each time

Community Awareness – Housing Work Group Member Organizations	• **Other local/state legislation affecting housing**
	  ○ No report was given.
		• **Other local/state legislation affecting housing**
		  ○ No action steps required.

November Calendar Items • **Housing Prioritization Meetings** • **Successful Renters Program** • **Money Matters** • **Homebuyer Education and Credit Counseling Classes** • **Other Important Dates and Events in the Eastern Panhandle**	• **Successful Renters Program** – The next series of classes will be held in Jefferson Co. at Jefferson Co. Community Ministries, starting Nov. 9th, with three sessions. • **Money Matters** – Classes are held the 2nd Monday of every month from 6:30-8:30 pm, at Telamon Corporation, and the 3rd Tuesday of every month from 1:00-3:00 pm. **Classes held previously held at the Library will now be held at Telamon**. – PRIOR REGISTRATION IS REQUIRED **Homebuyer Education and Credit Counseling Classes** – ○ Telamon Corporation: ▪ HBE is held the first Saturday of the month, from 9:00 am-4:30 pm, at Telamon Corporation. Please call or email Jennie Shriner, at Telamon (304.263.0916 or jshriner@telamon.org) to register. The cost is $25.00 per household. **Classes are offered in both English and Spanish.** ○ Partnership for Affordable Housing: ▪ **HBE is held the third Saturday of the month**, at the Partnership for Affordable Housing. Call Rosa Eggleton (787.298.3722) to register. Cost is $25.00 per household. Bi-lingual class is available. ○ Telamon Corporation: ▪ Scheduling now for budget and credit counseling, foreclosure intervention, post-purchase counseling, rental counseling, homeless counseling, and banking basics. Call Jennie to schedule an appointment. ○ Partnership for Affordable Housing: ▪ Scheduling now for budget and credit counseling. Please call Rosa to set up a time. Bi-lingual counseling is available.	
Announcements	• **HAT program through EP home consortium has $73,000 in funding to provide gap payment and assistance with closing cost for first time home buyers.** • **11/16 Soup Dinner at Immanuel's House FFCH** • The **HHSC** and **FRN** are hosting a **Legislative Session** in late January**.** The goal of this event is to provide public policy suggestions to the legislators of the Eastern Panhandle. More information will be provided soon. • **CVEB meeting 10/28 from 10:30-12:30, Location TBD.** • **L.C.S. Ministries** is looking to sell their two properties, which have been used in the past to house Veterans. • **HHSC Quarterly Meeting:** Annual Meeting, held Friday, **Nov, 4th 2016** at Berkley Co. DHHR. Doors open at 8:30am for networking, meeting starts at 9:00am. • **Glenda H:** reports that a recommendation will be made to the Housing Authority to make a priority list for the homeless. • **Telamon** is in need of volunteers for **Food Pantry, Tuesday and Friday** mornings each	

	week, 8:30-1:00pm. If volunteers are not recruited then the Food Pantry is at risk for closing • **Penny with the United Way of the Eastern Panhandle** requests that any information regarding groups or organizations that participate in home repair to please pass that information on to her.	
Adjourn	The Next Housing Workgroup will be held on **Wednesday, November, 16, 2016 at 2:00pm**, in the conference room at Telamon, 67 Aikens Center.	

MINUTES
HOUSING WORK GROUP
November 16, 2016

Vision: All persons in Morgan, Berkeley and Jefferson Counties have safe, appropriate and affordable housing.

Mission: To foster availability of housing through education and advocacy.

In attendance: Christin Rice & Kristen Gingery (Family Resource Network of the Panhandle), Cathy Dodson (Martinsburg Housing Authority), Glenda Helman, (CNI, Inc.), Ellie Johnson (WV Coalition to End Homelessness), Sam McGovern (Martinsburg Police Dept.), Jennifer Painter, Adeline King, & LaDonna Weller (Telamon), Penny Porter (United Way of the Panhandle), Nan Stevens (Partnership for Affordable Housing) Nancy Strine (City of Martinsburg), and Ken Walker (Trinity United Methodist Church).

Facilitator: Nan Stevens **Recorder:** Kristen Gingery

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	See attendance list above.	
Minutes	Minutes from October HWG Meeting.	• Minutes were approved
Reports/Updates	**National Hunger and Homelessness Awareness Events – November 12-20, 2016.** This is a week to let the community know about homeless and hunger issues in all three counties. • **11/17 Chick fil-a Spirit Night from 5-8p.m. Jennie passed around handouts for this event along with a volunteer sign in sheet.** • **11/18 Community Networks Simple Supper from 4:30-7:30 p.m. at St. Joseph's Catholic Church in Lackey Hall. Glenda:** Volunteers are needed at Lackey Hall at 2:30 to help the set up team. There is also a need for gallon of soup donations from organizations or individuals. **(Any homemade food item must have an ingredient list for individuals with food allergies)** There is also a request for 12 small desserts (e.g., muffins individual cake slices or sheet cakes), gift cards for the raffle, or themed baskets. **If you are interested in volunteering at this event please contact Glenda at 304-263-6614 ext. 19.** There will be 14 different soups to choose from. The cost of this dinner is $10 for Adults and $5 for Students. • **11/18 Morgan Co. Starting Points Empty Bowls Fundraiser from 5-7p.m. at Berkeley Spring High School.** • **Jennifer** is still collecting travel sized personal care items in her "Hotel Shampoo Drive". Donations are being collected at Telamon. • **Glenda:** The Proclamation at Martinsburg City Council has been moved to 11/17. Glenda asked if anyone could attend the Proclamation on behalf of the Work Group in her place. Glenda has a Board meeting at the same time. **Housing Authority Commission Meetings** • The Housing Authority Meetings occurs the last Tuesday of every month. It is important to have presence there to be an advocate(see action item 1) • Cathy stated that they will open the Section 8 waiting list next month. The Housing	**National Hunger and Homelessness Awareness Events – November 12-20, 2016** **Nan or Jennifer will attend the Proclamation on her behalf.** Make the Housing Authority Commission Meetings a regular Agenda item Have at least one member from the

	Authority is beginning to set up appointments for times for application appointments hopefully in the second week of December. HUD had placed us in a "Short Fall" and had not been issuing vouchers for the past year. They have begun to issue a few in the past couple of months. Until recently the program had been closed since 2014. Cathy stated the Housing Authority is always accepting applications for public housing. • Ellie from WVCEH asked if the Martinsburg Housing Authority would be willing to assist with inspections. Cathy stated that she had already spoke with Jason from WVCEH and said she would be willing to assist with inspections if given enough notice ahead of time. **Berkeley County Cold Weather Shelter (BCCWS)** • **Ken Walker** will be the leader of the Cold Weather Shelter in Berkeley County. The goal is to have this service available to the community by Fall/ Winter, 2017. • The BCCWS should get people connected with additional services. • The purposed plan is to have rotating locations similar to Jefferson County. However Ken would like to create a group to decide what will work best for this area. **The Partnership for Affordable Housing hosted their first Fundraising Dinner on 11/4** • **Nan** reported the dinner was very successful and had around 50 people in attendance. Pastor Unger gave a presentation and a barbershop quartet performed for the attendees. **Community Veterans Engagement Board** • The next **CVEB meeting** will take place on Friday November 18th from 10:30-12 at DHHR in Jefferson Co. • The CVEB is working on collecting surveys. The CVEB set up a booth at the VA Stand Down Event. This event had a good turn out and veterans came from as far as Hagerstown. • The CVEB will begin to pull in the first round of survey responses on 12-31-17. **Point in Time Survey** • Nan spoke with the Director of Attendance for Jefferson County Schools, and they stated the number of homeless children in Jefferson Co. went from 500-600 in 1 year. Nan suggested we should expand to create a subcommittee to help with this issue. • Nan suggested the following people should make up that committee: Bob Schaefer, John Clayton, Ellie, Jason, & Nan. • Additionally the group should reach out to Veronique, Sherry, & the representative for Attendance at Berkeley Co. Schools. We should also reach out to Russell Penner, the Director of Attendance for Morgan Co. Schools. • Robin can dedicate funds to request $500.00 to purchase items for hygiene kits • **Glenda** stated she still has items left over from last year as well. • **The PIT dates are: Wednesday Jan. 25, at 4:00pm- Jan. 26th at 3:59pm**. • Christin suggested that WVCEH should reach out to one of the pastors in Berkeley Springs she spoke with. He seemed eager to help with the survey. • Kelly Roach stated she would be willing to offer cards for free drinks and will donate coffee for volunteers. A member of the work group will need to go online to fill out the	Housing Work Group Attend the Housing Authority meetings each time **Action**: **Cathy** will send out the dates for the application times to the group. Jenn will send the link to Ellie with the forms that need to be completed. Ellie will complete them this week.

	organization request form. • Suggested volunteers are: 3 groups form Shepherd (30-40), The Rotary in Shepherdstown, and the volunteer list from last year. **Community Awareness- Housing Workgroup Member Organizations Update** • **Glenda**: WVCEH has received the COC Rapid Rehousing Funds. This will place 5 individuals in Berkeley Co. and 2 in Jefferson. • Nancy can donate 2 beds. **Martinsburg Property Owner Ordinance** • **Sam**: no update to report **Housing Prioritization Meeting** • **Glenda: The next meeting will take place on Nov. 28th & Dec. 12th at 10:30 am at Telamon in the conference room.**	
Community Awareness – Housing Work Group Member Organizations	• **Other local/state legislation affecting housing** ○ No report was given.	• **Other local/state legislation affecting housing** ○ No action steps required.
December Calendar Items • **Housing Prioritization Meetings** • **Successful Renters Program** • **Money Matters** • **Homebuyer Education and Credit Counseling Classes** • **Other Important Dates and Events in the Eastern Panhandle**	• **Successful Renters Program** – There will not be classes in Jefferson Co. this month due to low registration. They will resume classes in all 3 counties in Jan. 2017. • **Money Matters** – Classes are held the 2nd Monday of every month from 6:30-8:30 pm, at Telamon Corporation, and the 3rd Tuesday of every month from 1:00-3:00 pm. **Classes held previously held at the Library will now be held at Telamon**. – PRIOR REGISTRATION IS REQUIRED **Homebuyer Education and Credit Counseling Classes** – ○ Telamon Corporation: ▪ HBE is held the first Saturday of the month, from 9:00 am-4:30 pm, at Telamon Corporation. Please call or email Jennie Shriner, at Telamon (304.263.0916 or jshriner@telamon.org) to register. The cost is $25.00 per household. **Classes are offered in both English and Spanish.** ○ Partnership for Affordable Housing: ▪ **HBE is held the third Saturday of the month**, at the Partnership for Affordable Housing. Call Rosa Eggleton (787.298.3722) to register. Cost is $25.00 per household. Bi-lingual class is available. ○ Telamon Corporation: ▪ Scheduling now for budget and credit counseling, foreclosure intervention, post-purchase counseling, rental counseling, homeless counseling, and banking basics. Call Jennie to schedule an appointment. ○ Partnership for Affordable Housing: ▪ Scheduling now for budget and credit counseling. Please call Rosa to set up a time. Bi-lingual counseling is available.	

Announcements	• **Penny: The Community Investment Committee** would like to open up to one target issue. The focus will be on Housing. She is hoping to get approval by the end of the week. This assistance would be open to any 501c3 in the tri-county area. • The **HHSC** and **FRN** are hosting a **Legislative Session** in late January. The goal of this event is to provide public policy suggestions to the legislators of the Eastern Panhandle. More information will be provided soon. • **CVEB meeting 10/28 from 10:30-12:30, Location TBD.** • **Nancy: There is a landlord tenant workshop on 1/24 at Martinsburg City Hall from3-6 and on 1/25 in Ranson at the City Hall. The City Police, Attorneys, and Code Officials will present information at these workshops.** • **Christin: The FRN will send out information about the free Thanksgiving Meals in the area in the HHSC member's announcement early next week.** • **Sprit Night at Chick Fil-a will take place on 11/17 from 5-8pm.**	
Adjourn	The Next Housing Workgroup will be held on **Wednesday, December 21, 2016 at 2:00pm**, in the conference room at Telamon, 67 Aikens Center.	

MINUTES
HOUSING WORK GROUP
December 21, 2016

Vision: All persons in Morgan, Berkeley and Jefferson Counties have safe, appropriate and affordable housing.

Mission: To foster availability of housing through education and advocacy.

In attendance: Jason Baker & Christopher Baker(Landlords) Mark Baker (Landlord and City Council), Cathy Dodson (Martinsburg Housing Authority),Kristen Gingery (Family Resource Network of the Panhandle), Glenda Helman, (CNI, Inc.), Ellie Johnson (WV Coalition to End Homelessness), Cosby Potter-Davis (FCCH & GSFC), Ben Smith (VAMC), Dan VanBelleghem (GSCG),Lou Ann Kramer (Job Corps), Saeed Hicks & Nathan Hale (Eastridge), Nan Stevens (Partnership for Affordable Housing) and Ken Walker (Trinity United Methodist Church).

Facilitator: Nan Stevens **Recorder:** Kristen Gingery

ITEM	DISCUSSION	ACTION STEPS/WHEN/WHO
Welcome/Introductions	See attendance list above.	
Minutes	Minutes from November HWG Meeting.	• Minutes were approved
Reports/Updates	**National Hunger and Homelessness Awareness Report –** • **Nan thanked all of the members who participated in the 11/17 Chick fil-a Spirit Night.** • **Glenda gave a report from the 11/18 Community Networks Simple Supper** from 4:30-7:30 p.m. at St. Joseph's Catholic Church in Lackey Hall. She stated the event went very well and they collected almost $1,600.00 in proceeds. Glenda's event had a raffle in addition to the dinner. A formerly homeless, local artist donated a set of recycled metal motorcycle sculptures that were sold at this event. • Nan gave a successful report for the **Partnership for Affordable Housing dinner** last month. Nan donated the leftover soup from their dinner to Meals on Wheels in Jefferson County. • **FCCH hosted their Immanuel Pot Luck Soup Luncheon** and had many homeless individuals join in for a meal. **The 5K Run** had 100 participants and brought in $4,800.00 in proceeds that was split between the FCCH and Good Samaritan Free Clinic. • **11/18 Morgan Co. Starting Points had their Empty Bowls Fundraiser.** Audrey made a presentation to the Morgan County Commission and had her presentation published in the newspapers. • **Jennifer** is still collecting travel sized personal care items in her "Hotel Shampoo Drive". Donations are being collected at Telamon. **Point in Time Survey Planning** • Ellie: Jason, Jennifer & Cindy Lou all met last week to start working on the PIT planning. • Ellie is planning the event and has reached out to others in Morgan Co. Cindy Lou from	

	the Morgan Co. American Legion will heavily assist. • Ellie has also reached out to the local Coast Guard to patrol the water systems for homeless camps using infrared heat sensors. • Ellie sent out an eblast to Shepherd asking for volunteers and donations for hygiene kits. • Ellie filled out the grant through Rocs. • Ellie is still looking for donations for PIT Volunteers (last year Black Dog donated coffee) bed donations as well as hygiene kit supplies. • Ellie went to Mineral Co. however they do not have enough volunteers to participate. • PIT Volunteers will login online to a Survey Monkey Link. They will enter their county and select a timeslot (e.g. 2-4a.m. or 4-6a.m.) and provide their email address and phone number. We will email the volunteers a training video and we will get notification once viewed. • All of the PIT data goes back to Congress to help facilitate the funding for homeless related needs in our area. • Jason has requested donations for large nail clippers for the hygiene kits; this is an item commonly in need. These donations can be dropped off at Telamon. **Martinsburg Housing Commissioner Report** • Cathy: On 12/12 we opened for scheduling appointments. We've had 198 people sign-up for appointment from the 12th to now. **Berkeley County Cold Weather Shelter** • Ken: has met with the group in Morgan County, and is collecting names of individuals to formulate leadership. **Community Veterans Engagement Board** • Nan will ask LaDonna for the CVEB Survey results. **Community Awareness- Housing Workgroup Member Organizations Update** • **HUD released the Continuum of Care Allocation Awards.** • Glenda: You can go online to the HUD Exchange to read the press release and click on the state. • Ben: has been reviewing Policy of Veterans after hours Care. • Habitat for Humanity opened a new location in Shepherdstown. **Housing Prioritization Report** • Glenda: Openings in the Housing Prioritization Programs are available to reach out to families with the highest need in order to link them with various programs. • Rapid Rehousing Funding is available. • Emergency Solution Rapid Rehousing Funding is also available.	Lou Anne will discuss this volunteer opportunity with her Job Corps students over the age of 18 and will report back with any volunteers. She has also offered to set up a table at the PIT event to offer information about the Job Corps program to homeless individuals. Action item 1: Make the Housing Authority Commission Meetings a regular Agenda item Have at least one member from the Housing Work Group Attend the Housing Authority meetings each time

	Martinsburg Property Owner Ordinance • no update to report	
Community Awareness – Housing Work Group Member Organizations	• **Other local/state legislation affecting housing** ○ No report was given.	• **Other local/state legislation affecting housing** ○ No action steps required.
January Calendar Items • **Housing Prioritization Meetings** • **Successful Renters Program** • **Money Matters** • **Homebuyer Education and Credit Counseling Classes** • **Other Important Dates and Events in the Eastern Panhandle**	• **Successful Renters Program** – Is flushing out the agenda for the New Year. There will not be classes in Jefferson Co. this month due to low registration. They will resume classes in all 3 counties in Jan. 2017. • **Money Matters** – Classes are held the 2nd Monday of every month from 6:30-8:30 pm, at Telamon Corporation, and the 3rd Tuesday of every month from 1:00-3:00 pm. **Classes held previously held at the Library will now be held at Telamon.** – PRIOR REGISTRATION IS REQUIRED **Homebuyer Education and Credit Counseling Classes** – ○ Telamon Corporation: ▪ HBE is held the first Saturday of the month, from 9:00 am-4:30 pm, at Telamon Corporation. Please call or email Jennie Shriner, at Telamon (304.263.0916 or jshriner@telamon.org) to register. The cost is $25.00 per household. **Classes are offered in both English and Spanish.** ○ Partnership for Affordable Housing: ▪ **HBE is held the third Saturday of the month**, at the Partnership for Affordable Housing. Call Rosa Eggleton (787.298.3722) to register. Cost is $25.00 per household. Bi-lingual class is available. ○ Telamon Corporation: ▪ Scheduling now for budget and credit counseling, foreclosure intervention, post-purchase counseling, rental counseling, homeless counseling, and banking basics. Call Jennie to schedule an appointment. ○ Partnership for Affordable Housing: ▪ Scheduling now for budget and credit counseling. Please call Rosa to set up a time. Bi-lingual counseling is available.	
Announcements	• The **HHSC** and **FRN** are hosting a **Legislative Session** on Friday, January 27, 2017 from 8:30-10:00am at Blue Ridge Community and Technical College. The goal of this event is to provide public policy suggestions to the legislators of the Eastern Panhandle. Please send a RSVP to Christin Rice at director@frnotp.org. • **Nan: There is a landlord tenant workshop on 1/24 at Martinsburg City Hall from3-6 and on 1/25 in Ranson at the City Hall. The City Police, Attorneys, and Code Officials will present information at these workshops.**	
Adjourn	The Next Housing Workgroup will be held on **Wednesday, January 18, 2017 at 2:00pm**, in the conference room at Telamon, 67 Aikens Center.	