



BOARD MEETING

January 14th, 2021 – 11:00am-12:30pm

Zoom Meeting: <https://us02web.zoom.us/j/89851090185?pwd=MVFqdVlwZ29VamtWtXRZR3l6QjBNdz09>

Call in Info: +1 646 558 8656 Meeting ID: 898 5109 0185 Passcode: 504884

AGENDA

Board Meeting

- 1. Call to Order** – Jeanne Freeman, Board Chair

- 2. Consent Agenda**
 - a. October 29th, 2020 Board and Membership Meeting Minutes (pgs 2-9)
 - b. October, November and December Financials (pgs 10-16)
 - c. DCF Contract Spending (pg 17)
 - d. Coordinated Entry Committee Minutes 11/13/20 (pgs 18-19)
 - e. HMIS Committee Meeting Minutes 12/9/20 (pgs 20-22)

- 3. Discussion Items**
 - a. Point in Time Count (pgs 23-29)
 - i. Point In Time Count 2021 Methodology (vote to authorize and approve) (pgs 26-27)
 - ii. Point in Time call for \$10 Gift Cards (pg 28)
 - iii. Point in Time Count Sponsorship Opportunities (pg 29)
 - b. DCF COU Monitoring Completed in November 2020 (pgs 30-31)
 - c. City Walk Emergency Shelter and Mahan Neighborhood Conversation (pg 32)
 - d. City of Tallahassee Consolidated 5 Year Plan Approved
 - e. City of Tallahassee Landlord Mitigation Fund
 - f. ARPC Updated HR Policies and Procedures
 - g. COVID-19 Vaccinations
 - h. Unsheltered population
 - i. Cold Night Shelter Coordination Update
 - j. Rags2Bags Mask Distribution Celebration
 - k. Committee Reports
 - i. Coordinated Entry Committee
 - ii. HMIS Committee
 - iii. Needs Assessment and Planning Committee
 - iv. Project Review and Performance Committee
 - v. Executive Committee
 - l. 2020-2025 Strategic Planning
 - m. Landlord Liaison Position, Welcome Tiameca Hollins
 - n. Community Photography Project on Homelessness by Katie Clark

- 2. Rural County Updates**

a. Gadsden	d. Liberty	g. Taylor
b. Wakulla	e. Jefferson	
c. Franklin	f. Madison	

- 3. Public Comment/Announcements**

- 4. Adjournment of Meeting**



Semiannual Full Membership and Board Meeting
October 29th, 2020 – 11:00am-12:30pm

MINUTES

Board Members Present: Board Chair Tom Pierce, Jeanné Freeman, Amanda Wander, Jim McShane, Sylvia Smith, Barbara Wills, Chuck White, Meg Baldwin, Gina Dozier, Liz Rivero, Bret Oglesby, Horace Thompson

Meeting Attendees Present: Johnna Coleman, Sarah Grindle-Rollins, Eric Layton, Broderick Seabrooks, Danni Hickey, Gwynn Virostek, Rosemary Farrell, Jim Christie, Audrey Byrne, Malcolm Wyman, Sydney Campag, Justin Barfield, Ashlee Barbel, Greg Downing, Mandy Bianchi, Lisa Giacobbe, Rick Minor, Liz Murphy, Renee Miller, Melissa Bourcier, Kim Ladner

Membership Meeting

1. Call to Order – Tom Pierce, Board Chair

Membership Meeting called to order by Chair, Tom Pierce, at 11:05 a.m. Tom welcomed everyone to the meeting and voting instructions were given by Tom and Amanda Wander. Tom explained the Agenda and stated that the main function of this meeting today will be filling vacant positions of those whose time have expired and will be vacating their positions.

2. Nominations and Election – Meg Baldwin, Nominating Committee Chair

- Meg stated that Tom Pierce would be remaining on the Board, although he will be transitioning into a role of Immediate Past President. Meg thanked Tom for his service and support for many years to the Board.
- Meg reported there are several members that will be leaving the Board and acknowledged their service:
 - a. Mary Ann Lindley
 - b. Jerry Parrish
 - c. Dan Moore
 - d. Michael Hightower
 - e. Meg Baldwin
- Meg stated there are several Board Members who have agreed to continue their service for an additional term, as well as new nominees to the Board. Meg explained voting instructions for new nominees and thanked those that would continue serving on the Board.
 - a. Rick Minor will be replacing Mary Ann Lindley (Appointed position which does not require a vote)

Amanda thanked Meg for her years of service from the beginning of the CoC Board and expressed admiration for all her guidance thus far and wished her **Happy Retirement!**

3. Slate of Office

- Meg announced Board Members who will continue for an additional term:
 - a. Liz Rivero – Veterans Administration
 - b. Melissa Radey – Florida State University
 - c. Bret Oglesby – CESC/Kearney Center
 - d. Kristin Reshard – Capital Area Community Action
 - e. Tom Pierce – Immediate Past President
 - f. Sylvia Smith – Big Bend Homeless Coalition

New Board Member Nominees Slate of Office

- g. Taylor Biro – Florida Council against Sexual Violence
- h. Mandy Bianchi – Ability 1st
- i. Emily Mitcham – Refuge House
- j. Greg Downing – Gadsden County Schools

At Large Members Slate of Office

- k. Renee Miller – City Walk
- l. Liz Murphy – Early Learning Coalition

There were no additional nominations from the floor. Motion to move the Slate of Office Members/Nominees made by Bret Oglesby and seconded by Jim McShane. None opposed. All members present via zoom and by telephone were in favor of the motion and motion carried. Tom welcomed everyone on the Board, as well as the new nominees.

Meg showed gratitude to those who have placed their names and willing to serve in office positions on the Board. Meg explained that this is a provision of the Governance Charter which states a member that is a recipient of any funding stream in connection with the CoC will not be eligible to serve as an officer on the Board. Nominees on the slate are:

- a. President – Jeanné Freeman (Neighborhood Medical Center)
- b. Vice-President – Barbara Wills (Tallahassee Community College)
- c. Treasurer – Jim McShane (CareerSource Capital Region)
- d. Secretary – Liz Rivero (Veteran’s Administration)
- e. Tom Pierce – Immediate Past President (Volunteer Policy and Planning Consultant)

There were no additional nominations from the floor. Motion to move the Slate of Office Members/Nominees made by Jim McShane and seconded by Melissa Radey. None opposed. All members present via zoom and by telephone were in favor of the motion and motion carried.

4. Governance Charter Revisions

Tom explained that the Charter governs how the Continuum of Care operates and stated that the Charter has been updated this year to relate more to committee duties and make-up of the Executive Committee. Tom asked for questions from Board Members pertaining to the proposed revisions of the Charter.

There were no questions from the floor. Motion to approve revisions to the Governance Charter made by Jeanné Freeman and seconded by Sylvia Smith. None opposed. All members present via zoom and by telephone were in favor of the motion and motion carried.

5. CoC Membership Dues structure for 2020/21

Amanda Reported:

- In the event anyone recently joined as a member of the CoC and it has been less than 12 months from today’s date, the membership would carry through for 12 months with no changes, and if someone joins today or afterwards, the membership rate would reflect new rates with approval today from the Board.
- Members who are experiencing homelessness, or formally homeless individuals are encouraged to join with no cost for membership.
- Membership for individual or family is \$50.00 – one vote during membership meetings and updates from newsletters/mailchimp.
- Membership for Religious and Spiritual partners is \$150.00 annually – one vote during membership meetings, access to newsletters/mailchimp, and recognition on the CoC’s website.
- Non-Profit membership is \$300.00 – one vote during membership meetings, access to newsletters/mailchimp, recognition on the CoC’s website, project and agencies funding opportunities, access to participate in the Coordinated Entry System, and access to technical and training assistance from the CoC.

- Membership for Profit/Business Owners (consists of landlords and property owners) will be \$500.00 – one vote during membership meetings, access to newsletters/mailchimp, recognition on the CoC’s website, project and agencies funding opportunities, and access to technical and training assistance from the CoC.
 - Amanda explained in past years, the CoC did not have sufficient staff to reach out to landlords for their participation, although, we have a position for Landlord Liaison posted (funded by the City of Tallahassee), and after hiring someone, we would have the proper staff to get landlords and property owners involved and we would answer questions to their feedback regarding membership fees, if any arises.
- Membership for local city and county government officials with a population under 150,000 (all areas, with the exception of City of Tallahassee and Leon County will be \$500.00 and have access to all benefits of membership.
- Membership for local city and county government officials with a population over 150,000 will be \$1,000.00 and have access to all benefits of membership.

One question from Kristin Reshard regarding membership dues for landlords and property owners affecting their participation as members and Amanda explained.

Motion to approve CoC Membership Dues Structure made by Bret Oglesby and seconded by Melissa Radey. None opposed. All members present via zoom and by telephone were in favor of the motion and motion carried.

6. Adjournment of Membership Meeting

Membership Meeting adjourned at 11:30am.

Board Meeting

1. Call to Order – Jeanné Freeman, Board Chair

Board Chair, Jeanné Freeman, called meeting to order at 11:30am. Jeanné thanked the Board for their vote of confidence in choosing her as Board Chair and welcomed everyone to the meeting.

2. Consent Agenda

- a. March 12th Board and Membership Meeting Minutes
- b. June 11th Board Meeting Minutes
- c. Committee Meeting Minutes since March 2020
- d. 2020/21 Budget
- e. 2019/20 FY End Finance Reports
- f. ARPC MoU
- g. 2020/21 Schedule of Meetings and Staffings
- h. CoC Staff Report

Motion to approve and accept Consent Agenda items made by Jim Christie and seconded by Tom Pierce. None opposed. All members present via zoom and by telephone were in favor of the motion. Motion carried and passed unanimously.

3. Discussion Items

- a. Point In Time Count 2021 Update

Amanda Reported:

- To-date, the CoC have not gotten a response from HUD regarding their expectations for conducting PIT in January 2021. Amanda gave an explanation of how PIT is conducted to the members.
- Would like to move forward with plans to conduct the Point in Time Count, although, Amanda explained that it would have to be conducted in a different way than previous years due to COVID-19.

- Due to COVID-19, we would like to discontinue the use of volunteers for PIT 2021 and utilize the Homeless Management Information System (HMIS) more and gather information from our service providers and use our outreach service provider partners to conduct street surveys during the last two weeks in January 2021.
- HUD requires unsheltered individuals to be surveyed every other year, although, 2021 is a mandatory year for surveys to be completed.
- All planning will be conducted virtually, and Amanda asked all interested persons to place their names in the chat box and Johnna Coleman will contact each individual.

b. Emergency Shelter for Cold Nights

Amanda Reported:

- We anticipate temperatures falling below 35° next week and we are going to need a plan for cold night shelter in place. Amanda explained that we have Faith Based Partners (Connections, Jacob Chapel and First Baptist Church) that have provided cold night shelter prior to 2015 that are helping us plan for this, and expecting to have a final plan by Monday afternoon.
- Due to the Kearney Center providing cold night shelter for the past five (5) years to anyone that needed it, we have not had to plan for this. They have closed now and unable to provide the service this year to individuals in need.
- There will be components that will be covered through volunteering and donations of goods, although, Amanda explained that there are components we might need help with funding, such as transportation, which has been a major struggle, and we are in negotiations with Star Metro, although, it does not look promising for us.

c. Homeless Service Provision through COVID-19

Amanda Reported:

- Due to COVID-19, we began having bi-weekly meetings, which we have in place of our Needs Assessment and Planning Committee Meetings because the needs have changed on a daily/weekly basis, and partners have been accommodating with adjustments that had to be made to get the needs for their agencies met.
- The biggest priority with service provision is moving clients into permanent supportive housing.
- We have a larger than normal sheltered and unsheltered population, and there has been a great opportunity with funding to house individuals through the Rapid Rehousing Program, and there should be additional funds throughout year end.
- Our main priority is assisting clients with location of units, engaging landlords and getting clients into permanent supportive housing, although, identifying units is a hold-up with the process.
- Within two weeks' notice, Johnna has gotten a fully implemented coordinated entry system up and running bi-weekly with staffing and the housing component is running smoothly. The issue with available units remains a hold-up.
- The process with Rapid Rehousing clients will be altered with all Sub-contractors with the CoC once DCF ESG funding is received. Through coordinated entry, the CoC will assign clients that each agency will be working with. Amanda explained that more information will be forthcoming regarding the process.
- With COVID-19 funding we have received in the community, it has caused the CoC HMIS team (Eric and Broderick) to set up and train approximately forty (40) users, along with twelve (12) new projects.
- The HMIS team have developed a Help Desk to track major issues and response time. Amanda explained that the team would report back to agencies as to how their users are progressing with the new system.
- A doodle request has been forwarded to agencies for available times staff would be able to participate on a DCF Sub Meeting to give more instruction, as well as refresher training.

d. Appointment of Committee Chairs

Amanda Reported:

- Sylvia Smith, Coordinated Entry Chair, has agreed to continue as Committee Chair
- Jim McShane has agreed to commit to HMIS Committee Chair
- Barbara Wills has agreed to continue as Needs Assessment and Planning Committee Chair
- Tom Pierce, past Board Chair, has agreed to commit to Project Review and Performance Committee Chair

Motion to approve the Appointment of Committee Chairs made by Kristin Reshard and seconded by Melissa Radey. None opposed. All members present via zoom and by telephone were in favor of the motion and motion carried.

Sylvia Smith questioned the voting procedures of election of committee chairs location in the Governance Charter, and Amanda replied to Sylvia that it was not in the Charter for a final vote from members, although, it is listed that the Board appoints the members. Discussion will follow at a later date regarding this question.

Amanda reported that Voting on Executive Committee Members was inadvertently omitted from the Agenda and should be added before moving to the next section. Amanda gave an explanation of the function of the Executive Committee to members and reported that there is an open At Large position on the committee for election.

Board Chair Jeanné Freeman asked for nominations for the At Large position. Amanda reported that Emily Mitcham, new Board Member, has agreed to fill the position on the Executive Committee. Tom Pierce nominated Emily and Jim McShane seconded the nomination.

Motion to approve the proposed members of the Executive Committee, along with new member Emily Mitcham made by Bret Oglesby and seconded by Tom Pierce. None opposed. All members present via zoom and by telephone were in favor of the motion and motion carried.

e. Committee Reports

i. Coordinated Entry Committee

a) Approval of Coordinated Entry Policy Changes

Sylvia Smith explained the section for Performance Driven Evaluation to members in which changes were made.

Motion for approval of Coordinated Entry Policy Changes made by Jim McShane and seconded by Liz Rivero. None opposed. All members present via zoom and by telephone were in favor of the motion and motion carried.

ii. HMIS Committee

a) Appointment of HMIS Committee Chair

Eric Layton Reported (New Appointed HMIS Committee Chair – Jim McShane :

- HMIS Help Desk was just launched and effective November 1st. All HMIS related issues will be directed to the Help Desk and tracked, and all tickets will be submitted by the end of November. A training video has been released explaining how to use the HMIS Help Desk and will be placed on the CoC's website.
- Wellsky, the maker of the HMIS System, visited here the end of September and spent several days at the CoC office to overview Policies and Procedures, and also visited the Kearney Center, BBHC and CCYS and monitored their workflows to make the system as easy as possible to utilize.

Amanda explained to agencies that are HMIS users that they will be receiving Invoices for User Licenses within the next two weeks and the cost will remain the same as last year.

iii. Needs Assessment and Planning Committee

Amanda Reported:

- The Homeless Assistance Plan is being revamped to include Needs Assessment and Data that was completed during the COVID-19 planning. Amanda explained that the previous format of the Homeless Assistance Plan is being taken and put into a one, three, and five- year Strategic Plan. Moving forward, we will work from the new plan.
- The original Committee will meet again with the schedule that was adopted with the Membership Meeting. Amanda explained that they would have a draft of the new format and offer new input and data on the plan.
- We have had coordination with the City of Tallahassee on shared goals and plans.
- Need more targets and goals pertaining to the rural county's involvement.

iv. Project Review and Performance Committee

a) Appointment of Project Review Committee Chair

Tom Pierce Reported:

- We will be reestablishing this committee and getting prepared for operation. Will set up a committee meeting before the end of this calendar year.
- Tom explained the duties of the committee and asked anyone that's interested in working on the committee and reviewing grant applications to please contact him or Amanda to join and assist.
- A process has been set up to review in the Spring following monitoring.

Members who would like to serve on the committee:

- Kristin Reshard
- Melissa Radey
- Jeanné Freeman

Amanda will send out a calendar invite and get meeting scheduled.

v. Executive Committee

Tom Pierce Reported:

- The Executive Committee met last Friday and made preparations for the Board Meeting today. No additional updates from the committee.

vi. Creation of Ad-hoc Racial Equity Work Group

Amanda Wander Reported:

- We need a person to commit to becoming a Chair for this newly formed Workgroup.
- Racial Equity is heavily driven by our funders and we need to offer services in a way to be inclusive of all races and ethnicities.
- HUD and DCF will be observing to see if we are looking into Racial Equity to continue receiving funding from them.
- Over the previous two years we have studied data which shows us that there is racial inequity as far as service provision compared to our local census data.
- We see more Brown/Black individuals coming to receive services, and this committee would look into that more deeply and anything that is Policy, Procedure or Practice governed by the CoC is conducted in a way and will be looking at Race and Ethnicity being served in the proper manner.
- This committee will be looking at data to determine how services were provided, also, looking at data outside our system to determine if it was racially handled.

Melissa Radey questioned if the CoC determined Racial Equity based on data from PIT numbers.

Amanda explained that it is based on both numbers from PIT count, year-long statistic data, as well as census data. Amanda stated that this committee needs someone to volunteer as a chair.

Members Volunteered to serve on this committee:

- Jeanné Freeman – Offer Insight to Committee
- Kristin Reshard – Co-Chair
- Melissa Radey
- Greg Downing

7. Rural County Updates

a. Gadsden – Greg Downing

- Expressed gratitude to be a member of the Ad-hoc Racial Equity Work Group.
- Would like to see how rural counties are served compared to Leon County/Tallahassee, knowing that most funding comes from that particular area.
- The needs and resources are different in rural counties than Leon County/Tallahassee area and there is a need to understand the population in rural counties. Greg stated that it resembles Racial Equity issues.
- There are several needs in Gadsden County that should be observed, and they are different from the needs in Tallahassee. Greg explained that homelessness in Gadsden County are individuals doubled-up in apartments instead of outside holding signs showing a state of homelessness, and being a member of this committee will give an opportunity to serve that particular need that is unseen from the outside.

b. Wakulla – No Update

c. Franklin – No Update

d. Liberty – No Update

e. Jefferson – No Update

f. Madison – No Update

g. Taylor – No Update

8. Public Comment/Announcements

a. Community Conversation on Homelessness hosted in partnership with UPHS

Amanda Reported:

- The CoC and UPHS have a partnership hosting Community Conversations and several other projects are forthcoming.
- The first Community Conversation was focused on what homelessness looks like in Leon/Tallahassee and there were approximately 90 participants and half were new individuals that expressed concerns with issues we are facing and would like to be a solution to the problems.
- Individuals have multiple needs and are mainly served by more than one organization to meet their needs.
- The second Community Conversation will be focused on the Homeless System of Care and will be held November 12th at 2:00pm. A reminder will be sent for registration to this event.
- The third Community Conversation will be focused on roles that individuals should embark upon and signing up with a commitment to move the initiatives forward. Amanda explained that this should not fall upon one entity to solve homelessness because this falls upon everyone (city, county, agencies, as well as community citizens) to collaborate together in solving the issues that we are facing with homelessness.
- Transportation is a big issue for the population that relies mainly on public transportation. Amanda explained that the bus pass program issued by the Kearney Center stopped in March due to COVID-19 pandemic, and to-date, there has not been any response.

- A Transportation workgroup has been formed that are working with the City of Tallahassee and Star Metro negotiating a plan to allow more access to public transportation. Amanda stated that a Transportation Survey would go out today and will inform the CoC as to who needs transportation and reasons for the need. This will assist in getting the needs met.
- There are several new resources in the community for financial assistance (rent, etc.) although, transportation remains an issue to assist clients in locating available housing.
- We have a partnership with ARPC, which operates the disadvantaged transportation program in most rural counties. Amanda stated that she would add rural transportation issues as a discussion with the transportation workgroup.

Jeanné thanked everyone for their attendance and asked for a motion to adjourn the board meeting.

Motion to adjourn the Board Meeting made by Jim McShane and seconded by Barbara Wills. Meeting adjourned at 12:34pm.

**Big Bend Continuum of Care
Revenue & Expenses 20/21**

17,247.62

	Total	10/20	11/20	12/20
General Revenue				
HUD HMIS	45,824.40	13,522.98	12,840.41	19,461.01
HUD Planning	13,444.47	2,742.00	4,201.81	6,500.66
DCF Staffing	32,214.72	8,928.58	8,928.58	14,357.56
DCF Challenge Grant Admin	1,513.39	462.88	330.91	719.60
DCF ESG Grant Admin	1,018.67	344.99	181.38	492.30
DCF TANF Grant Admin	281.66	110.94	126.30	44.42
DCF Subs / Challenge, ESG, TANF	59,855.97	22,023.20	17,942.90	19,889.87
DCF ESG-CV 1	1,871.99	-	-	1,871.99
DCF ESG-CV 1 Subs	6,348.70	-	-	6,348.70
DCF ESG-CV 2	-	-	-	-
DCF ESG-CV 2 Subs	-	-	-	-
CoT ESG Lead HMIS Support	-	-	-	-
CoT ESG RRH (Landlord Engage/Staff)	-	-	-	-
CoT ESG-CV Outreach Coordination	3,922.47	-	2,216.99	1,705.48
CoT ESG-CV Outreach Subs	15,590.21	-	10,173.16	5,417.05
CoC Member Dues	150.00	150.00	-	-
CoC Donations / PIT	-	-	-	-
CoC Partner Fees	1,643.29	59.85	385.59	1,197.85
CoC CDBG 19/20 Receivable	7,178.64	7,178.64	-	-
TOTAL REVENUE	190,858.58	55,524.06	57,328.03	78,006.49
General Expenses				
Salaries	78,785.00	21,120.00	21,840.00	35,825.00
Fringe Benefits	21,901.68	5,115.02	7,806.23	8,980.43
Staff Merit Bonus Pool	-	-	-	-
ARPC Admin Costs	7,500.00	2,500.00	2,500.00	2,500.00
Audit	-	-	-	-
CoC Board Expenses	113.90	100.00	13.90	-
Consultants	-	-	-	-
Dues	-	-	-	-
Equipment / Software	449.33	164.27	203.49	81.57
Insurance	1,484.37	1,484.37	-	-
Office Supplies	96.97	-	-	96.97
Rent	5,487.00	1,829.00	1,829.00	1,829.00
Telephone / Internet	1,214.58	463.54	451.04	300.00
Travel	485.45	36.94	418.25	30.26
PIT Expenses	-	-	-	-
DCF Subs: Challenge, ESG, TANF	59,855.97	22,023.20	17,942.90	19,889.87
DCF Subs: ESG-CV	6,348.70	-	-	6,348.70
CoT ESG-CV Outreach Subs	15,590.21	-	10,173.16	5,417.05
HMIS Licenses	2,670.15	179.55	2,450.70	39.90
Project Match	-	-	-	-
Legal Support	-	-	-	-
TOTAL EXPENSES	201,983.31	55,015.89	65,628.67	81,338.75

6,122.89

Big Bend Continuum of Care Budget Report as of 10/31/20	Bal. 9/30/20		Bal. 9/30/20		Budget Balance Received/ Used
	FY 20/21 Budget	October 2020	FY-To-Date as of 9/30/20	Budget Balance	
General Revenue					
US HUD					
HUD HMIS	130,292	13,522.98	13,522.98	116,769	10%
HUD Planning 19/20	64,300	2,742.00	2,742.00	61,558	4%
FL DCF					
DCF Staffing Admin	107,140	8,928.58	8,928.58	98,211	8%
DCF Challenge Admin	6,880	462.88	462.88	6,417	7%
DCF ESG Grant Admin	4,500	344.99	344.99	4,155	8%
DCF TANF Grant Admin	966	110.94	110.94	855	11%
DCF Subs / Challenge, ESG, TANF	255,970	22,023.20	22,023.20	233,947	9%
DCF ESG-CV 1	40,275	-	-	40,275	0%
DCF ESG-CV 1 Subs	365,725	-	-	365,725	0%
DCF ESG -CV 2	-	-	-	-	
DCF ESG-CV 2 Subs	-	-	-	-	
City of Tallahassee					
CoT ESG Lead HMIS Support	75,000	-	-	75,000	0%
CoT ESG RRH (Landlord Engage/Staff)	87,749	-	-	87,749	0%
CoT EST-CV Outreach Coordination	17,351	-	-	17,351	0%
CoT ESG-CV Outreach Subs	142,278	-	-	142,278	0%
CoC General					
CoC Member Dues 10/20 -9/21	8,000	150.00	150.00	7,850	2%
CoC Donations / PIT	5,000	-	-	5,000	0%
CoC Partner Fees	12,000	59.85	59.85	11,940	0%
CoC CDBG 19/20 Receivable	-	7,178.64	7,178.64	(7,179)	
TOTAL REVENUE	1,323,426	55,524.06	55,524.06	1,267,902	4%
General Expenses					
Salaries	331,760	21,120.00	21,120.00	310,640	6%
Fringe Benefits	87,056	5,115.02	5,115.02	81,941	6%
Staff Merit Bonus Pool	16,588	-	-	16,588	0%
ARPC Admin Costs	30,000	2,500.00	2,500.00	27,500	8%
Audit	5,000	-	-	5,000	0%
CoC Board Expenses	1,000	100.00	100.00	900	10%
Consultants	10,000	-	-	10,000	0%
Dues	3,500	-	-	3,500	0%
Equipment / Supplies / Software	6,000	164.27	164.27	5,836	3%
Insurance	6,000	1,484.37	1,484.37	4,516	25%
Office Supplies	600	-	-	600	0%
Rent	22,200	1,829.00	1,829.00	20,371	8%
Telephone / Internet	5,400	463.54	463.54	4,936	9%
Travel	6,000	36.94	36.94	5,963	1%
PIT Expenses	1,000	-	-	1,000	0%
DCF Subs: Challenge, ESG, TANF	255,970	22,023.20	22,023.20	233,947	9%
DCF ESG-CV Subs	365,725	-	-	365,725	0%
CoT ESG-CV Subs	142,278	-	-	142,278	0%
HMIS Licenses	16,000	179.55	179.55	15,820	1%
Project Match	6,349	-	-	6,349	0%
Legal Support	5,000	-	-	5,000	0%
TOTAL EXPENSES	1,323,426	55,015.89	55,015.89	1,268,410	4%
TOTAL CoC Funds as of 10/31/20		17,755.79	17,755.79		

\$ 17,755.79

Big Bend Continuum of Care Budget Report as of 11/30/20	Bal. 10/31/20		Bal. 9/30/20		Budget Balance Received/ Used
	FY 20/21 Budget	November 2020	FY-To-Date as of 11/30/20	Budget Balance	
General Revenue					
US HUD					
HUD HMIS	130,292	12,840.41	26,363.39	103,929	20%
HUD Planning 19/20	64,300	4,201.81	6,943.81	57,356	11%
FL DCF					
DCF Staffing Admin	107,140	8,928.58	17,857.16	89,283	17%
DCF Challenge Admin	6,880	330.91	793.79	6,086	12%
DCF ESG Grant Admin	4,500	181.38	526.37	3,974	12%
DCF TANF Grant Admin	966	126.30	237.24	729	25%
DCF Subs / Challenge, ESG, TANF	255,970	17,942.90	39,966.10	216,004	16%
DCF ESG-CV 1	40,275	-	-	40,275	0%
DCF ESG-CV 1 Subs	365,725	-	-	365,725	0%
DCF ESG -CV 2	-	-	-	-	
DCF ESG-CV 2 Subs	-	-	-	-	
City of Tallahassee					
CoT ESG Lead HMIS Support	75,000	-	-	75,000	0%
CoT ESG RRH (Landlord Engage/Staff)	87,749	-	-	87,749	0%
CoT EST-CV Outreach Coordination	17,351	2,216.99	2,216.99	15,134	13%
CoT ESG-CV Outreach Subs	142,278	10,173.16	10,173.16	132,105	7%
CoC General					
CoC Member Dues 10/20 -9/21	8,000	-	150.00	7,850	2%
CoC Donations / PIT	5,000	-	-	5,000	0%
CoC Partner Fees	12,000	385.59	445.44	11,555	4%
CoC CDBG 19/20 Receivable	-	-	7,178.64	(7,179)	
TOTAL REVENUE	1,323,426	57,328.03	112,852.09	1,210,574	9%
General Expenses					
Salaries	331,760	21,840.00	42,960.00	288,800	13%
Fringe Benefits	87,056	7,806.23	12,921.25	74,135	15%
Staff Merit Bonus Pool	16,588	-	-	16,588	0%
ARPC Admin Costs	30,000	2,500.00	5,000.00	25,000	17%
Audit	5,000	-	-	5,000	0%
CoC Board Expenses	1,000	13.90	113.90	886	11%
Consultants	10,000	-	-	10,000	0%
Dues	3,500	-	-	3,500	0%
Equipment / Supplies / Software	6,000	203.49	367.76	5,632	6%
Insurance	6,000	-	1,484.37	4,516	25%
Office Supplies	600	-	-	600	0%
Rent	22,200	1,829.00	3,658.00	18,542	16%
Telephone / Internet	5,400	451.04	914.58	4,485	17%
Travel	6,000	418.25	455.19	5,545	8%
PIT Expenses	1,000	-	-	1,000	0%
DCF Subs: Challenge, ESG, TANF	255,970	17,942.90	39,966.10	216,004	16%
DCF ESG-CV Subs	365,725	-	-	365,725	0%
CoT ESG-CV Subs	142,278	10,173.16	10,173.16	132,105	0%
HMIS Licenses	16,000	2,450.70	2,630.25	13,370	16%
Project Match	6,349	-	-	6,349	0%
Legal Support	5,000	-	-	5,000	0%
TOTAL EXPENSES	1,323,426	65,628.67	120,644.56	1,202,781	9%
TOTAL CoC Funds as of 11/30/20		9,455.15	9,455.15		

\$ 9,455.15

Big Bend Continuum of Care Budget Report as of 12/31/20	Bal. 11/30/20		Bal. 9/30/20		Budget Balance Received/ Used
	FY 20/21 Budget	December 2020	FY-To-Date as of 12/31/20	Budget Balance	
General Revenue					
US HUD					
HUD HMIS	130,292	19,461.01	45,824.40	84,468	35%
HUD Planning 20/21	64,300	6,500.66	13,444.47	50,856	21%
FL DCF					
DCF Staffing Admin	107,140	14,357.56	32,214.72	74,925	30%
DCF Challenge Admin	6,880	719.60	1,513.39	5,367	22%
DCF ESG Grant Admin	4,500	492.30	1,018.67	3,481	23%
DCF TANF Grant Admin	966	44.42	281.66	684	29%
DCF Subs / CH, ESG, TANF,ESG-CV	255,970	19,889.87	59,855.97	196,114	23%
DCF ESG-CV 1	40,275	1,871.99	1,871.99	38,403	5%
DCF ESG-CV 1 Subs	365,725	6,348.70	6,348.70	359,376	2%
DCF ESG -CV 2	-	-	-	-	
DCF ESG-CV 2 Subs	-	-	-	-	
City of Tallahassee					
CoT ESG Lead HMIS Support	75,000	-	-	75,000	0%
CoT ESG RRH (Landlord Engage/Staff)	87,749	-	-	87,749	0%
CoT EST-CV Outreach Coordination	17,351	1,705.48	3,922.47	13,429	23%
CoT ESG-CV Outreach Subs	142,278	5,417.05	15,590.21	126,688	11%
CoC General					
CoC Member Dues 10/20 -9/21	8,000	-	150.00	7,850	2%
CoC Donations / PIT	5,000	-	-	5,000	0%
CoC Partner Fees	12,000	1,197.85	1,643.29	10,357	14%
CoC CDBG 19/20 Receivable	-	-	7,178.64	(7,179)	
TOTAL REVENUE	1,323,426	78,006.49	190,858.58	1,132,567	14%
General Expenses					
Salaries	331,760	35,825.00	78,785.00	252,975	24%
Fringe Benefits	87,056	8,980.43	21,901.68	65,154	25%
Staff Merit Bonus Pool	16,588	-	-	16,588	0%
ARPC Admin Costs	30,000	2,500.00	7,500.00	22,500	25%
Audit	5,000	-	-	5,000	0%
CoC Board Expenses	1,000	-	113.90	886	11%
Consultants	10,000	-	-	10,000	0%
Dues	3,500	-	-	3,500	0%
Equipment / Supplies / Software	6,000	81.57	449.33	5,551	7%
Insurance	6,000	-	1,484.37	4,516	25%
Office Supplies	600	96.97	96.97	503	16%
Rent	22,200	1,829.00	5,487.00	16,713	25%
Telephone / Internet	5,400	300.00	1,214.58	4,185	22%
Travel	6,000	30.26	485.45	5,515	8%
PIT Expenses	1,000	-	-	1,000	0%
DCF Subs: Challenge, ESG, TANF	255,970	19,889.87	59,855.97	196,114	23%
DCF ESG-CV Subs	365,725	6,348.70	6,348.70	359,376	2%
CoT ESG-CV Subs	142,278	5,417.05	15,590.21	126,688	0%
HMIS Licenses	16,000	39.90	2,670.15	13,330	17%
Project Match	6,349	-	-	6,349	0%
Legal Support	5,000	-	-	5,000	0%
TOTAL EXPENSES	1,323,426	81,338.75	201,983.31	1,121,443	15%
TOTAL CoC Funds as of 12/31/20		6,122.89	6,122.89		

6,122.89

Big Bend Continuum of Care						
October 2020 Regions Bank #0860						
Date	Item #	Payee or Vendor	Memo	Deposits	Checks	Balance
			Balance as of 9/30/20			17,247.62
						17,247.62
10/1/20	1395	FL Municipal Ins. Trust	Workers Comp & G/L		1,484.37	15,763.25
10/7/20	Deposit	BBHC	CDBG July 20	4,190.54		19,953.79
10/9/20	Direct Dep.	PR 9/24/20-10/7/20	CoC Salaries - Net		8,548.86	11,404.93
"	online	US Treasury	CoC PR Taxes 10/9 PR		2,479.68	8,925.25
"	Deposit	CoC Partners	Member Dues	150.00		9,075.25
10/21/20	online	Guardian	EE Dental/Life Ins.		403.54	8,671.71
"	1396	Capital Health Plan	EE Health Insurance		1,028.80	7,642.91
"	online	Regions Bank Card	IT / HMIS License		443.82	7,199.09
10/23/20	Deposit	US HUD	HMIS Oct 20	13,522.98		20,722.07
"	Deposit	US HUD	HUD Planning Oct 20	2,742.00		23,464.07
"	Direct Dep.	PR 10/8/20-10/21/20	CoC Salaries - Net		8,548.86	14,915.21
"	online	US Treasury	CoC PR Taxes 10/23 PR		2,479.68	12,435.53
"	~	CoC Staff	Travel/Expenses Reimb.		286.94	12,148.59
"	1397	Johnna Coleman	86.94			12,148.59
"	1398	Sarah Grindle-Rollins	50.00			12,148.59
"	1399	Eric Layton	50.00			12,148.59
"	1400	Brody Seabrooks	50.00			12,148.59
"	1401	Amanda Wilke	50.00			12,148.59
"	1402	ARPC	Admin Oct 20		2,500.00	9,648.59
"	1403	Conservation Group	Office Rent		1,729.00	7,919.59
"	1404	Treneicia Coleman	Office Rent		100.00	7,819.59
"	Deposit	CoC Partners	HMIS Partner Fees	59.85		7,879.44
"	Deposit	FL DCF	Staffing - Sept 20	8,928.58		16,808.02
"	Deposit	FL DCF	Challenge - Sept 20	6,637.81		23,445.83
"	Deposit	FL DCF	ESG - Sept 20	12,495.32		35,941.15
"	Deposit	FL DCF	TANF - Sept 20	3,808.88		39,750.03
"	1405	BBHC	Chall/ESG Sept 20		7,430.98	32,319.05
"	1406	Catholic Charities	Chall/ESG/TANF Sept 20		10,020.63	22,298.42
"	1407	CCYS	Chall/ESG Sept 20		2,162.28	20,136.14
"	1408	CES	Chall/ESG Sept 20		2,409.31	17,726.83
"	1409	CenturyLink	Office Telephone		213.54	17,513.29
"	online	FL Div. of Retirement	FRS Oct 20		2,745.60	14,767.69
"	Deposit	BBHC	CDBG Aug 20	2,988.10		17,755.79
				55,524.06	55,015.89	

Big Bend Continuum of Care						
November 2020 Regions Bank #0860						
Date	Item #	Payee or Vendor	Memo	Deposits	Checks	Balance
			Balance as of 10/31/20			17,755.79
						17,755.79
11/5/20	Deposit	CoC Partners	HMIS License Fees	385.59		18,141.38
11/6/20	Direct Dep.	PR 10/22/20-11/4/20	CoC Salaries - Net		8,830.52	9,310.86
"	online	US Treasury	CoC PR Taxes 11/6 PR		2,574.76	6,736.10
11/10/20	1410	One Roof	HMIS License Fees		2,271.15	4,464.95
"	1411	Capital Health Plan	EE Health Insurance		2,825.48	1,639.47
"	1412	FL Dept of Revenue	Reemployment Tax		825.00	814.47
"	online	Guardian	EE Dental/Life Ins.		345.99	468.48
"	Deposit	City of Tallahassee	ESG-CV Outreach Aug 20	6,681.13		7,149.61
"	Deposit	City of Tallahassee	ESG-CV Outreach Sept 20	5,709.02		12,858.63
11/20/20	Direct Dep.	PR 11/5/20-11/18/20	CoC Salaries - Net		8,830.52	4,028.11
11/23/20	online	US Treasury	CoC PR Taxes 11/20 PR		2,574.76	1,453.35
"	online	Regions Bank Card	IT / HMIS License		796.94	656.41
"	~	CoC Staff	Travel/Expenses Reimb.		268.25	388.16
"	1413	Johnna Coleman	68.25			388.16
"	1414	Sarah Grindle-Rollins	50.00			388.16
"	1415	Eric Layton	50.00			388.16
"	1416	Brody Seabrooks	50.00			388.16
"	1417	Amanda Wilke	50.00			388.16
"	Deposit	US HUD	HMIS Nov 20	12,840.41		13,228.57
"	Deposit	US HUD	HUD Planning Nov 20	4,201.81		17,430.38
"	1418	ARPC	Admin Nov 20		2,500.00	14,930.38
"	online	FL Div. of Retirement	FRS Nov 20		2,839.20	12,091.18
"	1419	Ability 1st	ESG-CV Sub Aug/Sept 20		10,173.16	1,918.02
"	1420	Conservation Group	Office Rent		1,729.00	189.02
"	1421	Treneicia Coleman	Office Rent		100.00	89.02
"	Deposit	FL DCF	Staffing - Oct 20	8,928.58		9,017.60
"	Deposit	FL DCF	Challenge - Oct 20	5,186.19		14,203.79
"	Deposit	FL DCF	ESG - Oct 20	9,058.90		23,262.69
"	Deposit	FL DCF	TANF - Oct 20	4,336.40		27,599.09
"	1422	BBHC	Chall/ESG Oct 20		3,030.98	24,568.11
"	1423	Catholic Charities	Chall/ESG/TANF Oct 20		10,961.47	13,606.64
"	1424	CCYS	Chall/ESG Oct 20		1,541.14	12,065.50
"	1425	CES	Chall/ESG Oct 20		2,409.31	9,656.19
"	1426	CenturyLink	Office Telephone		201.04	9,455.15
				57,328.03	65,628.67	

Big Bend Continuum of Care						
December 2020 Regions Bank #0860						
Date	Item #	Payee or Vendor	Memo	Deposits	Checks	Balance
			<i>Balance as of 11/30/20</i>			9,455.15
						9,455.15
12/1/20	Deposit	CoC Partners	HMIS License Fees	159.60		9,614.75
12/1/20	Deposit	City of Tallahassee	ESG-CV Oct 20	7,122.53		16,737.28
12/4/20	Direct Dep.	PR 11/19/20-12/2/20	CoC Salaries - Net		8,830.52	7,906.76
"	online	US Treasury	CoC PR Taxes 12/4 PR		2,574.76	5,332.00
"	1427	Capital Health Plan	EE Health Insurance		1,500.44	3,831.56
12/16/20	online	Guardian	EE Dental/Life Ins.		345.99	3,485.57
"	online	Regions Bank Card	IT / HMIS License		121.47	3,364.10
"	Deposit	HUD HMIS	HMIS License Fees	14,567.12		17,931.22
"	Deposit	CoC Partners	HMIS License Fees	469.25		18,400.47
12/18/20	Direct Dep.	PR 12/3/20-12/16/20	CoC Salaries - Net		9,909.16	8,491.31
"	online	US Treasury	CoC PR Taxes 12/18 PR		2,903.08	5,588.23
12/21/20	1428	Ability 1st	ESG-CV Sub Oct 20		5,417.05	171.18
"	1429	FL Dept of Revenue	Reemployment Tax		825.00	(653.82)
12/23/20	1430	Treneicia Coleman	Office Cleaning		100.00	(753.82)
12/23/20	Deposit	CoC Partners	HMIS License Fees	569.00		(184.82)
"	~	CoC Staff	Travel/Expenses Reimb.		427.23	(612.05)
"	1431	Johnna Coleman	80.26			(612.05)
"	1432	Sarah Grindle-Rollins	146.97			(612.05)
"	1433	Tiameca Hollins	50.00			(612.05)
"	1434	Eric Layton	50.00			(612.05)
"	1435	Brody Seabrooks	50.00			(612.05)
"	1436	Amanda Wilke	50.00			(612.05)
12/30/20	Direct Dep.	PR 12/17/20-12/30/20	CoC Salaries - Net		10,235.32	(10,847.37)
"	online	US Treasury	CoC PR Taxes 12/30 PR		3,001.16	(13,848.53)
"	1437	ARPC	Admin Dec 20		2,500.00	(16,348.53)
"	1438	Conservation Group	Office Rent		1,729.00	(18,077.53)
"	Deposit	US HUD	HUD Planning Dec 20	6,500.66		(11,576.87)
"	Deposit	US HUD	HMIS Dec 20b	4,893.89		(6,682.98)
"	Deposit	FL DCF	Staffing - Nov 20	8,928.57		2,245.59
"	Deposit	FL DCF	Challenge - Nov 20	9,461.79		11,707.38
"	Deposit	FL DCF	ESG - Nov 20	1,525.02		13,232.40
"	Deposit	FL DCF	TANF - Nov 20	15,588.37		28,820.77
"	Deposit	FL DCF	ESG-CV - Nov 20	8,220.69		37,041.46
"	1439	BBHC	Chall/ESG Nov 20		5,016.61	32,024.85
"	1440	Catholic Charities	Chall/ESG/TANF Nov 20		6,935.71	25,089.14
"	1441	CCYS	Chall/ESG Nov 20		7,423.34	17,665.80
"	1442	CES	Chall/ESG Nov 20		6,862.91	10,802.89
"	online	FL Div. of Retirement	FRS Dec 20		4,680.00	6,122.89
				78,006.49	81,338.75	

2020 DCF PROVIDER PAYMENTS

Agency	Funding Stream	Activity	Annual Award Amount	Spending Target per Month	Actual Invoice JULY	Actual Invoice AUGUST	Actual Invoice SEPTEMBER	Actual Invoice OCTOBER	Actual Invoice NOVEMBER	Monthly unspent Funds to be spent the following month	Contract Balance	NOVEMBER Payment	
BBCoC	DCF Staffing	CoC Staffing	\$107,142.85	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$0.00	\$62,500.00		
	DCF TANF	Admin	\$966.00	\$80.50	\$93.51	\$123.97	\$110.94	\$126.30	\$44.42	\$0.00	\$466.86		
	DCF Challenge	Admin	\$6,880.00	\$573.33	\$368.87	\$287.15	\$304.50	\$330.91	\$719.60	\$855.62	\$6,024.38		
	DCF ESG	Admin	\$4,500.00	\$375.00	\$400.82	\$298.94	\$345.02	\$181.38	\$492.30	\$156.54	\$2,781.54		
	DCF ESG-CV1	HMIS	\$29,821.16	\$3,313.46	N/A	N/A	N/A	\$0.00	\$1,782.85	\$4,844.07	\$28,038.31		
	DCF ESG-CV1	ADMIN	\$10,454.30	\$1,161.58	N/A	N/A	N/A	\$0.00	89.14	2234.02	\$10,365.16	\$12,056.88	
BBHC	DCF Challenge	Program Need	\$20,017.60	\$1,668.13	\$896.29	\$2,791.64	\$1,959.86	\$79.36	\$1,713.89	\$899.61	\$12,576.56		
	DCF Challenge	Admin	\$447.20	\$37.26	\$0.00	\$74.52	\$34.50	\$34.50	\$34.50	\$8.28	\$269.18		
	DCF ESG	Emergency Shelter	\$23,219.00	\$1,934.91	\$1,297.68	\$2,838.58	\$1,998.84	\$62.86	\$62.86	\$3,413.73	\$16,958.18		
	DCF ESG	Prevention	\$36,750.00	\$3,062.50	\$2,819.67	\$3,383.06	\$3,375.28	\$2,791.76	\$2,791.76	\$150.97	\$21,588.47		
	DCF ESG	Admin	\$750.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$0.00	\$437.50		
	DCF ESG-CV1	Prevention	\$63,125.21	\$7,013.91	N/A	N/A	N/A	\$0.00	334.38	\$13,993.44	\$32,790.83		
	DCF ESG-CV1	OUTREACH	\$46,053.00	\$5,117.00	N/A	N/A	N/A	\$0.00	0	\$10,234.00	\$46,053.00		
	DCF ESG-CV1	Emergency Shelter	\$33,175.00	\$3,686.11	N/A	N/A	N/A	\$0.00	0	\$7,372.22	\$33,175.00		
	DCF ESG-CV1	RRH	\$48,991.21	\$5,443.46	N/A	N/A	N/A	\$0.00	N/A	0	\$10,886.92	\$48,991.21	
	DCF ESG-CV1	ADMIN	\$5,463.24	\$607.02	N/A	N/A	N/A	\$0.00	16.72	1197.32	\$5,446.52	\$5,016.61	
Catholic Charities	DCF TANF	Financial Assistance	\$22,585.00	\$1,882.08	\$2,190.00	\$2,543.19	\$2,108.76	\$1,707.03	\$1,050.00	\$0.00	\$12,986.02		
	DCF TANF	Case Management	\$8,699.00	\$724.91	\$927.09	\$1,589.18	\$1,589.18	\$2,503.07	\$430.60	\$0.00	\$1,659.88		
	DCF Challenge	Housing Need	\$20,178.20	\$1,681.51	\$2,000.00	\$1,890.00	\$1,583.80	\$1,926.13	\$2,000.00	\$0.00	\$10,778.27		
	DCF Challenge	Program Need	\$8,407.00	\$700.58	\$529.62	\$529.62	\$529.62	\$755.90	671.27	\$486.87	\$5,390.97		
	DCF Challenge	Admin	\$636.40	\$53.03	\$0.00	\$106.06	\$53.03	\$53.03	\$53.03	\$53.03	\$0.00	\$371.25	
	DCF ESG	Rapid Rehousing	\$25,965.00	\$2,163.75	\$3,190.57	\$1,589.18	\$4,093.74	\$3,953.81	\$1,301.62	\$0.00	\$11,836.08		
	DCF ESG	HMIS	\$383.00	\$31.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159.55	\$383.00		
	DCF ESG	Admin	\$750.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$0.00	\$437.50		
	DCF ESG-CV1	Prevention	\$38,414.04	\$4,268.22	N/A	N/A	N/A	\$0.00	1301.61	\$7,234.83	\$37,112.43		
	DCF ESG-CV1	RRH	\$60,488.14	\$6,720.90	N/A	N/A	N/A	\$0.00	0	\$13,441.80	\$60,488.14		
	DCF ESG-CV1	ADMIN	\$2,655.30	\$295.03	N/A	N/A	N/A	\$0.00	65.08	524.98	\$2,590.22	\$6,935.71	
CCYS	DCF Challenge	Program Need	\$14,578.00	\$1,214.83	\$0.00	\$776.16	\$776.16	\$768.40	\$3,144.62	\$608.81	\$9,112.66		
	DCF Challenge	Admin	\$326.80	\$27.23	\$0.00	\$54.46	\$27.23	\$27.23	\$27.23	\$0.00	\$190.65		
	DCF ESG	Street Outreach	\$38,550.00	\$3,212.50	\$4,250.39	\$2,031.80	\$1,296.39	\$683.01	\$3,404.99	\$4,395.92	\$26,883.42		
	DCF ESG	Emergency Shelter	\$2,000.00	\$166.66	\$322.00	\$0.00	\$0.00	\$0.00	\$784.00	\$0.00	\$894.00		
	DCF ESG	Rapid Rehousing	\$2,000.00	\$166.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$833.30	\$2,000.00		
	DCF ESG	Admin	\$750.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$0.00	\$437.50	\$7,423.34	
CESC Inc.	DCF Challenge	Program Need	\$14,219.20	\$1,184.93	\$1,184.93	\$1,184.93	\$1,184.93	\$1,184.93	\$1,071.85	\$113.08	\$8,407.63		
	DCF Challenge	Admin	\$309.60	\$25.80	\$0.00	\$51.60	\$25.80	\$25.80	\$25.80	\$0.00	\$180.60		
	DCF ESG	Emergency Shelter	\$13,633.00	\$1,136.08	\$1,136.08	\$1,136.08	\$1,136.08	\$1,136.08	\$1,071.85	\$1,200.31	\$9,152.91		
	DCF ESG	Admin	\$750.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$0.00	\$437.50		
	DCF ESG-CV1	Emergency Shelter	\$65,632.24	\$7,292.47	N/A	N/A	N/A	\$0.00	\$4,410.39	\$10,174.55	\$61,221.85		
	DCF ESG-CV1	ADMIN	\$1,727.16	\$191.90	N/A	N/A	N/A	\$0.00	220.52	163.28	\$1,506.64	\$6,862.91	
CoC Wide Totals			\$781,392.85	\$76,393.72	\$30,786.09	\$32,458.69	\$31,712.23	\$27,510.06	\$38,295.45	\$95,584.02	\$592,921.82	\$38,295.45	



Coordinated Entry Committee Meeting

**2507 Callaway Rd.
Tallahassee, FL 32303**

November 13, 2019

10:00 am

Attendees: Sylvia Smith, Johnna Coleman, Amanda Wander, Marie Vandenberg, Ashlee Barbel, Jessica Miller (phone), Victoria Bell (phone), and Jim Christie (phone).

Meeting Agenda:

1. Introductions-

Sylvia Smith, Board Chair, allowed everyone an opportunity to introduce themselves.

2. Coordinated Entry Overview

3. Access Points Discussion

Amanda Wander, BBCoC Executive Director, asked representatives from each Access Point to tell the committee what is happening at their agencies regarding Coordinated Entry, VISPDATS and referrals as well as what other calls for resources are most common. Tori Bell, from 211, stated that since the loss of DCF funding, 211 has not been fully participating in Coordinated Entry, however, the number 1 call is housing related. Since April 2019, 211 receives about 500 call from persons seeking housing resources. There does not seem to be any indication that housing related call volume is decreasing. Tori and Jim will prepare a report that breaks down the housing related calls into 78 more specific categories (including diversion and rental assistance) and covers data for a year. This may assist the CoC with data that explains a need in the community. Sylvia stated that she would like to see a funding opportunity arise that would fund a full-time position for diversion and RRH referrals at HOPE Community. Without funding and enough staff, data collection will suffer. Marie, HOPE Community Director, stated that the majority of people that they encounter at HOPE are already homeless when they present at the shelter and that Homeless Prevention eligible families rarely drop in (only about 4-8 HP families per month), but if they do she has instructed staff to provide them with any community resources and a CoC Resource Guide. Marie stated that there are about 30 families on the waitlist currently, but she is finding that quite a few families are able to self-resolve by the time their name comes up for a vacancy. Marie will provide a copy of the waitlist questionnaire and the draft policies HOPE Community has developed surrounding prioritization and referral of families. Amanda asked Marie about the length of time it takes to complete a CE assessment on a family. Marie responded that case management strives to stay with in the 21 days, as stated in in the CE P&P, which is very realistic but sometimes it gets difficult depending on the family's schedule. Amanda asked Marie, how many families are able to self-resolve? Marie stated probably about 30 % but that does include those families who are no-shows. Amanda stated that it there needed to be some consistency in how data is collected and defined so that data is more concise amongst all the agencies when pulling similar information. Sylvia stated that the CE project, to be funded under the 2019 HUD NOFA, would likely provide a source of case management for those clients who aren't in an emergency shelter, which will give us more information about heir needs. Amanda states that the CE committee will need to decide which population this project will focus on. Amanda asked Ashlee Barbel, Director of Apalachee Homeless Project, if they do the CE assessment? Ashlee responded that they have completed the assessment in the pass. Amanda stated that Apalachee should get involved with outreach. Amanda asked Jessica Miller, CE Coordinator for the VA, how vets get involved in CE? Jessica stated, in general,

veterans are entered through SSVF and GPD programs. Jessica stated that it would be helpful to understand the benefit of Coordinated Entry for veteran outside of the 5-6 veterans who need CoC program PSH or other community resources. Amanda stated that there needs to be a training to help people understand how CE works and to be able to give an “elevator speech” on it. Amanda stated that she has received feedback from clients stating that they aren’t sure what CE is supposed to do. Sylvia stated that she sums CE up as access to everyone using the same tool for prioritization.

4. Policy Review

Johnna Coleman stated that HUD released a Policy Management and Data Guide for Coordinated Entry. This guide details how CE should be broken down into three governing entities: Evaluation, Policy Oversight, and Management. Also, HUD has released standards for data collection that will need to be addressed and implemented by April 1, 2020.

5. What’s Next

In the next CE meeting, the committee will discuss policy updates and changes.

6. Agency Announcements

No agency announcements.

Next meeting is scheduled for January 8, 2020 at 10:00 am at Leon County Human Resource Office, 1000 West Tharpe Street, Tallahassee, FL 32303



HMIS Committee Meeting
Wednesday December 11, 2019 - 10-11am
Leon Human Services Building – Community Room
1000 West Tharpe Street, Tallahassee FL 32304

MINUTES

Attendees: Lucas Gauna (CCYS), Joanna Gewanter (BBHC SSVF), Kim Ladner (BBHC SSVF), Joe Higgins (BBHC SSVF), Anthony Billups (CESC), Gina Dozier (CCYS), Heather Drymon (BBCoC), Amanda Wander (BBCoC), Jerry Parrish (HMIS Chair)

- 1. Call to order:** Meeting was called to order by BBCoC Executive Director, Amanda Wander at 10:00am.
- 2. WELCOME— Introductions and Initial Comments**
- 3. HMIS Consolidation/Merger Update:**
 - a) Amanda explained the One Roof PromiSE implementation merger project that we have coming up and how we are waiting to hear back from them about a timeline for the implementation. Amanda discussed the merger explaining that our data collection processes will not change much, and that the big change will likely be on the system administration level with how we file cases to the vendor, WellSky. We will also need front end HMIS users to help test the database merge before it goes live to avoid any hiccups.
- 4. Updated Policies and Procedures Workgroup:**
 - a) Amanda explained that with the merger project we will need a workgroup established of 3 to 4 individuals willing to meet 2 to 3 times to thoroughly analyze our current draft of Policies and Procedures for HMIS against the One Roof/PromiSE implementation's Policies and Procedures. We will be expected to adopt their P&P's, and we need a group to make sure that there are no policies that conflict with our own community policies and ensure the PromiSE policies include everything we need for our community.
 - b) Kim Ladner stated that she would need to review the BBHC Policies and Procedures with her Executive Director before she felt comfortable committing, however we could count her as a possible person interested in the workgroup.
- 5. HMIS System Wellness Check:**
 - a) Amanda gave an update on the HMIS system wellness check that the CoC is planning to have after Heather Drymon, the BBCoC Data and Technical Support Specialist, went to various agencies to discuss the issues they are having while utilizing the system. The CoC decided that an entire system wellness check from our vendor WellSky would be the most effective way to ensure our system is being used in the best possible way.

- b) The CoC is waiting on a quote from WellSky for this wellness check.
- c) Amanda explained that it would be a 3 day span that WellSky came to work with us, including a group planning meeting, onsite visits, and staff meetings.
- d) The focus of the wellness check will include: Kearney Center, CCYS, HOPE, and Coordinated Entry

6. HMIS Training Schedule:

- a) Heather provided an update on the CoC staff training schedule for the 2020 year. Heather plans to hold a New User training for HMIS March 26, 2020 and June 23, 2020 (location TBD). These trainings will be held on the same day that the Coordinated Entry trainings will take place so that attendees can go to both trainings with ease if necessary. There will also be User Refresher trainings on April 21, 2020 and July 21, 2020 (Location TBD). These will also be held on the same day that the Coordinated Entry trainings are taking place.

7. Data Quality Reports:

- a) Heather provided an update on the data quality reports that were sent out for 10/1/18 – 09/30/19. Heather explained that the reports were available on the BBcoC website.
- b) Heather updated the committee on the plan to send out data quality reports every quarter and showcase the grades on the CoC website.

8. HMIS Monitoring:

- a) Heather provided an update on the CoC Monitoring for the last 2 weeks related to HMIS. The CoC has monitored 3 agencies and will monitor 1 more next week. Heather explained that her monitoring tactic was to compare HMIS to the paper file the agency had. Heather explained that most agencies have data completeness, but that does not always mean they have quality data. Heather explained that running other data quality checks such as the APR is important to ensure that the data is clean.
- b) Amanda explained that agencies should be looking at their paper files and what they have in the system at a minimum of one time per month.

9. Point in Time Count Data Entry Volunteers Needed:

- a) Heather explained that she needs 3 to 5 volunteers to enter data for the annual Point In Time Count occurring January 28th and 29th. Heather has 2 tentative volunteers, Lucas Gauna and Mike Solomon. Heather asked Anthony Billups to see if he can devote some time for data entry as well and he is looking into this.

10. System Performance Measures:

- a) System Performance Measures are due February 28, 2020. Amanda explained that we are waiting on more guidance from HUD about this process and working with Raquel Wiles to ensure a timely and accurate upload.
- b) Amanda urged all agencies to check their exit destinations to make sure that all destinations have been tracked accurately. She explained that it is important that agencies are getting credit for their positive outcomes so double checking they have been captured accurately is important.

11. HMIS Committee Chair Needed:

- a) HMIS Committee Chair, Jerry Parrish, is stepping down due to scheduling conflicts with his job. Amanda urged attendees to inform the Committee of anyone they think might be a good chair for the HMIS Committee.

- b) Amanda and Jerry have a couple of people in mind that might be interested, however Amanda reiterated that anyone interested should reach out.

12. ACTION ITEMS – Items for review/recommendations for the Executive Board

- a) CoC staff will follow up with agencies about the HMIS Policies and Procedures workgroup.
- b) CoC staff will send out notification about the Diversion training on December 17, 2019. Included in this email will be: 2nd Harvest, 211, GPD/VA, Food and Clothing Pantries, ECHO, Good News Outreach, CESC, and CCYS.
- c) CoC staff will make sure that all agencies are provided information on the National Homeless Persons' Memorial coming up at the Kearney Center on December 21,2019 at 12:00pm once the announcement has been issued.

13. COMMUNITY PARTNER HMIS CONCERNS AND COMMENTS

- a) Joanna mentioned that she is looking forward to the wellness check from WellSky to define roles within the system. She also mentioned needing more Rapid Resolution training.
- b) Kim explained that the VA has changed their position on the Rapid Resolution implementation. There will no longer be a Rapid Resolution EDA in the system, rather it will be a conversation through case management and will be tracked as a service within the system.

- 14. Meeting Adjourned:** Meeting adjourned at 10:44am by Amanda Wander. The next meeting will be ***February 12, 2020 at 10am*** at the same location.

From: [HUD Exchange Mailing List](#)
To: [Amanda Wander](#)
Subject: 2021 HIC and PIT Count Updates for CoCs
Date: Monday, November 16, 2020 1:47:57 PM

Is this email not displaying correctly? [View it in your browser.](#)



*Resources and assistance to support
HUD's community partners*

[Home](#) | [Programs](#) | [Resources](#) | [Training](#)

2021 HIC and PIT Count Updates for CoCs

As we approach the upcoming 2021 Housing Inventory Count (HIC) and Point-in-Time (PIT) count, we continue to face the harmful effects of COVID-19. Communities have each addressed the pandemic with solutions and varying priorities. It is crucial for us to understand some basic information about who is experiencing homelessness, while balancing the need to protect those who are most vulnerable and the people that serve them.

Given these important factors, HUD plans to implement the following requirements for the 2021 HIC and PIT counts:

1. Conduct the HIC as normal
2. Conduct the sheltered PIT count as normal
 - HUD updated the [HMIS Project Setup and Inventory Changes During an Infectious Disease Outbreak](#) document to include guidance on how to count people in hotels/motels and temporary emergency shelters in the HIC and for the sheltered PIT count
3. Conduct the unsheltered count based on the allowances outlined in the [Conducting the 2021 Unsheltered PIT Count](#) resource

Due to the challenges created by COVID-19, HUD knows that the unsheltered count will not resemble unsheltered PIT counts of the past. The purpose of an unsheltered PIT count is to have information about how the unsheltered PIT count has been impacted by COVID-19. HUD believes this will be valuable for Continuums of Care (CoCs) and for national partners to understand how homelessness has generally changed and what additional efforts or resources may be needed. HUD recognizes that this data will not be comparable to past counts – however, it will provide information about whether unsheltered homelessness has increased and decreased in different types of communities.

Unsheltered PIT Count Exceptions

HUD understands that some CoCs will not be able to conduct an unsheltered PIT count due to the pandemic. CoCs will be able to request an exception to some or all of the requirements for the unsheltered PIT count. CoCs that cannot meet the

requirements for the 2021 unsheltered PIT count must submit a request for an exception to William Snow at William.Snow@hud.gov that describes:

1. Why the CoC cannot conduct a full unsheltered PIT count
2. Whether the CoC is requesting an exception to some or all of the requirements of the unsheltered PIT count
3. If the CoC is conducting a count, what exactly will be included in the count (e.g., a head count only)
4. Other efforts they are taking to understand the needs of people experiencing unsheltered homelessness in their community

CoCs do **not** need to submit an exception request if they plan on submitting the full unsheltered PIT count data but are changing their methodology. For example, if a CoC is shifting to an observation-based count or is changing their sampling methods, the CoC does not need to request an exception. CoCs that have questions about changes they want to make can review the guidance, attend office hours, or submit an [Ask A Question \(AAQ\)](#) via the HUD Exchange.

CoCs may also request an exception to counting in the last 10 days of January. However, CoCs will still be expected to submit their count data at the end of April, even if an exception to the date is granted. CoCs that want to move their date should still try to count at the end of the month. A change to the date would apply to the HIC, sheltered PIT count, and unsheltered PIT count. To submit an exception request, CoCs must send an email to William Snow at William.Snow@hud.gov that includes why an exception is being requested and when they propose to conduct the count.

PIT Count Resources and Office Hours

HUD will publish the 2021 HIC and PIT Count Notice in the coming weeks to the [PIT and HIC Guides, Tools, and Webinars](#) page and will provide regular office hours to help CoCs understand how to implement the 2021 PIT count requirements. Each office hours session will begin with a focused discussion on a specific PIT count methodology issue before shifting to an open discussion on any questions or issues that communities bring to the table in regard to planning or implementing their PIT counts. We invite communities to come with questions, as well as solutions. HUD believes strongly in the power of peer learning, and we hope that communities will come to the office hours willing to share their promising practices and lessons learned.

The PIT Count Office Hours will be held at the following times. HUD will update CoCs on future sessions' topics of focus through HUD Exchange listserv announcements sent in advance of each session.

Session	Date and Time	Registration
Session #1 2021 Unsheltered PIT Count Flexibilities	November 24, 2020 3:00 - 4:30 PM EST	Register Now
Session #2 TBD	December 3, 2020 3:00 - 4:30 PM EST	Register Now
Session #3 TBD	December 15, 2020 3:00 - 4:30 PM EST	Register Now
Session #4	January 12, 2021	

TBD	3:00 - 4:30 PM EST	Register Now
Session #5 TBD	January 19, 2021 3:00 - 4:30 PM EST	Register Now

If you have questions regarding the 2021 HIC and PIT count please submit them to the [Ask A Question \(AAQ\) portal](#). In Step 2 of the question submission process, select “HDX Homelessness Data Exchange (including PIT, HIC, AHAR, Sys PM, LSA, and PDX)” from the “My question is related to” drop down list.



Visit the HUD Exchange at <https://www.hudexchange.info>

[Forward to a Friend](#) | [Update Subscription](#) | [Unsubscribe from the List](#)

This email was sent to awander@bigbendcoc.org by news@hudexchange.info. Do not reply to this message. Contact the HUD Exchange at info@hudexchange.info.

[Update Profile/Email Address](#) | [Instant removal with SafeUnsubscribe TM](#) | [Privacy Policy](#)

U.S. Department of Housing and Urban Development | 451 7th Street S.W. | Washington | D.C. | 20410



Point in Time and Housing Inventory Count 2021

Methodology for the Big Bend Continuum of Care

HUD has made several flexibilities and exceptions for the 2021 PIT Count due to COVID 19. More information can be found at <https://files.hudexchange.info/resources/documents/Conducting-the-2021-Unsheltered-PIT-Count.pdf>.

Proposed PIT Date:

- Monday, January 25, 2021 in Leon County with surveying on Tuesday through Thursday, 1/26/21 to 1/28/21.
- Thursday, January 28, 2021 in Gadsden County with surveying on Friday, 1/29/21.

Methodology

- A. Planning, Implementation, and Collection
 - a. We will report on both the Sheltered and Unsheltered populations in the Big Bend CoC
 - i. This year, Big Bend CoC will only conduct PIT unsheltered surveying in Leon and Gadsden counties, where is a known unsheltered population.
 - ii. HMIS data will be used for HMIS participating providers.
 - iii. For providers not participating in the HMIS, provider-level surveys will be distributed during PIT week to get an accurate count of clients residing in their programs on the night of PIT.
 - b. The PIT survey will be significantly shortened and only will collect the data elements that are required for the annual report submission to HUD, de-duplication questions, and questions to verify homeless status.
 - c. CoC's HMIS staff member will ensure the proper set up of the PIT assessment to accurately enter survey data that can be used for the PIT HUD HDX submission as recommended by our software vendor, Wellsky.
 - d. Only outreach workers and a limited number trained volunteers will participate in surveying this year.
 - e. Remote volunteer trainings in participating counties will be conducted one week prior to the Point in Time count.
 - f. Options for electronic submission of the survey are being explored.
 - g. Required data for the Housing Inventory Count (HIC) will be collected and entered HMIS during to the PIT count. Provider-level surveys will be distributed and phone calls to providers in our CoC made to collect the appropriate responses that can determine their

bed count capacity, population served, bed capacity on the night of PIT, and other required data elements for the HIC.

- B. Data Cleansing and Analysis
 - a. The surveys will be thoroughly reviewed for removal of any duplicates and surveys that do not meet the HUD definition of literal homelessness.
 - b. The data will be entered and analyzed by BBCoC HMIS staff members this year to reduce the amount of human errors made during the data entry process
- C. Board Review and Final Submission
 - a. Final report on the HIC and PIT will be presented to the Board prior to final submission.

HUD HDX Methodology Questions: Sheltered Population

- 1. PIT Collection Approach Type for Sheltered:
 - a. 95% data produced from HMIS,
 - b. 5% provider-level survey
- 2. Complete census count (versus random or non-random sample and extrapolation)
- 3. De-duplication method:
 - a. Comparison of PII
 - b. Comparison of unique client identifiers (not PII)→unique client IDs in HMIS
 - c. Interview/survey question included, “have you already completed a count survey?”

HUD HDX Methodology Questions: Unsheltered Population

- 1. PIT Collection Approach Type of Unsheltered:
 - a. “Night of count” – complete census
 - i. Only Leon and Gadsden Counties will be surveyed.
 - ii. All people encountered are counted on the night of PIT for that county. There will not be a sample.
- 2. De-duplication method:
 - a. Comparison of PII
 - b. Comparison of unique client identifiers (not PII)→unique client IDs in HMIS
 - c. Interview/survey question included, “have you already completed a count survey?”



Dear Community Partner:

The **2021 Point-in-Time** count is just around the corner and we have begun planning efforts and request your support for this important annual community event. Point-in-Time (PIT) is a count of all sheltered and unsheltered persons experiencing homelessness in our eight-county coverage area for a single night in January. The Big Bend Continuum of Care, as the lead agency for homelessness and housing services, is required annually, by HUD, to conduct a count of individuals and families experiencing homelessness who reside in emergency or transitional housing or are living outside in unsheltered settings individuals. This census of homelessness helps our community understand how many individuals experience homelessness in our area on a given night, which helps us plan and acquire permanent, safe and affordable housing opportunities for our neighbors experiencing homelessness. This count will be held the last week in January 2021. Our intention is to survey people experiencing unsheltered homelessness in each Big Bend county including; Leon, Wakulla, Gadsden, Franklin, Jefferson, Madison, Taylor, and Liberty. This year, due to COVID, we will alter our normal count activities to ensure the safety of our volunteers and participants and will be relying heavily upon local street outreach staff with our partner agencies.

PIT volunteers use a survey tool every year to gather specific information from individuals experiencing homelessness during the week of the count. Through community support, we have historically offered a gift card for food or groceries to each person surveyed. We would like to invite you to participate in this year's PIT effort by donating **\$10 gift cards for our participants**, which will provide participants with a meal or small grocery haul. These gift cards are provided to participants experiencing homelessness who complete the survey. We also like to provide participants with a care package of essential items like new underwear, socks, deodorant, and feminine hygiene items to anyone our teams encounter that may need these essential survival aids. This year, we are also collecting cold weather items such as knit hats and gloves, hand and feet warmers, thermal blankets, and backpacks. Please visit our website www.bigbendcoc.org for additional information.

We ask that you assist us in gathering donations from your connections including faith, civic and employment groups to help meet our needs this year. Each donation, no matter the size, makes a difference! Feel free to contact me with any questions or concerns.

For more information about PIT please contact:

Johnna Coleman, PIT Coordinator- 850-739-5162 or jcoleman@bigbendcoc.org

Sarah Grindle- Rollins, PIT Donation Coordinator – 850-792-5015 or sgrindlerollins@bigbendcoc.org

Sincerely,

Johnna Coleman

2021 Point in Time Coordinator

Governance Board
















Jeanne' Freeman, Chair
Barbara Wills, Vice-Chair
Elizabeth Rivero, Secretary
Jim McShane, Treasurer

Big Bend Continuum of Care

Amanda Wander, Executive Director
2507 Callaway Road, Suite 102A
Tallahassee, Florida 32303
Phone. 850.792.5015

2021 POINT IN TIME SPONSORSHIP LEVELS

Join us in helping our community identify those experiencing homelessness and connecting them with vital, life saving resources like housing and social services.

Benefits	Community Champion \$1000.00	Prominent Pillar \$500.00	Avid Advocate \$250.00	Noble Neighbor \$100.00	Sincere Supporter \$50.00
Premium recognition as PIT Event Sponsor, featured story on sponsor released during PIT, logo/name featured on all PIT printed and electronic publications					
Sponsor recognition on BBCoC website & social media platforms					
Logo/Name listed on BBCoC Website					
Logo/Name recognition in BBCoC Quarterly Newsletter					
Logo/Name recognition at virtual PIT training					

Other ways to help: You can donate funds at any time during the year to help us fill basic needs in our community for those experiencing homelessness. Below are some of the regular expenses those experiencing homelessness have on a daily basis. As little as \$1.50 will help someone with bus fare or another basic need item!

- **Bus Passes:** Costs range from \$1.50 per ride to **\$38 for a one-month pass**
- **Survival Backpack** (w/ water, snacks, and personal hygiene items): **\$40.00 donation**
- **Hygiene Kit** (toothbrush/toothpaste, comb, deodorant, feminine hygiene products, razor, etc.) **\$20 donation**
- **Winter Essential Kit** (knit gloves and hat, thermal blanket, hand/foot warmers): **\$30.00 donation**
- **Summer Essential Kit:** (bug spray, handheld fan, sunscreen, etc.): **\$30.00 donation**
- **Move-In Kit** (broom, dustpan, mop, mop bucket, cleaners, paper towels, toilet tissue): **\$60.00 donation**

Sponsorship forms and our online payments can be completed at www.bigbendcoc.org

For more information please contact:

Johnna Coleman, PIT Coordinator- 850-739-5162 or jcoleman@bigbendcoc.org

Sarah Grindle- Rollins, PIT Donation Coordinator – 850-792-5015 or sgrindlerollins@bigbendcoc.org

Corrective Action Plan



Provider:	BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE
Contract Manager:	Moss, Joyce

Contract # / Circuit: BPZ12 / 02

CAP Due Date: 12/23/2020

Finding:	Source: Monitoring	CAP Accepted by:
	Category: Background Screening	CAP Accepted Date:
	Description: Level 2 Background Screening	

Task	Person(s) Responsible	Estimated Completion Date
<ol style="list-style-type: none"> BBCoC will register with the DCF Background Screening Clearing House and acquire a designated OCA number to have background screening results returned to BBCoC. All existing employees of BBCoC will go to a designated Live Scan finger printing site to complete the background screening as well as provide a completed updated version of the DCF issued Affidavit of Good Moral Character. Screening results will be returned to BBCoC and reviewed by the Executive Director and filed in each employee's personnel file. If any current employee does not gain clearance, this will result in investigation with DCF to see if an exception is warranted. All new hires brought on after acquisition of the OCA by 2/15/21 will complete the employment reference check process*, Affidavit of Good Moral Character, and level 2 background screening process prior to their formal employment offers and 1st day of employment. Screening results must be provided and clear prior to the employee's start date. <p>*As part of the hiring process the CoC conducts 5 individual reference checks for all new hires, 2 personal and 3 professional. There is both a form for personal and professional reference checks that is to be completed by the hiring supervisor prior to offer of employment.</p>	<ul style="list-style-type: none"> BBCoC Executive Director Administrative Assistant 	<ul style="list-style-type: none"> Number 1: 2/15/21 Number 2: 2/28/21 Numbers 3-4: 3/31/21 Number 5: live scan screening completed within 5 business days of informal employment offer.

Success Indicator: 100% of BBCoC employees will have a cleared level 2 background screening completed and recorded in their personnel file, as well as a completed Affidavit of Good Moral Character. 100% of employees hired after November 2020 will have 5 reference checks included as part of their interview and employment offer process.	Measure Methodology: The BBCoC Executive Director and Administrative Assistant will review all employee personnel files for this documentation annually as well as the day prior to a new hire's start date ensuring screening results and documentation are clear and recorded in the personnel file and reflected on the personnel file checklist for each employee.	Last Task Completion Date: 3/31/21
---	---	---

Corrective Action Plan



Provider: BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE

Contract Manager: Moss, Joyce

Contract # / Circuit: BPZ12 / 02

CAP Due Date: 12/23/2020

Finding:	Source: Monitoring	CAP Accepted by:
	Category: Other Administrative Issues	CAP Accepted Date:
	Description: Employment Eligibility Verification	

Task	Person(s) Responsible	Estimated Completion Date
<ol style="list-style-type: none"> All existing employees will complete the I-9 E-Verify Form dated on or after the date the E-Verify MOU was completed and return to the BBCoC Executive Director. The BBCoC Finance and HR personnel will then create an E-Verify case for each employee through the E-Verify online platform. The E-Verify system generated proof of clearance will be provided by the BBCoC Finance personnel to the BBCoC Executive Director for each employee's personnel file. All new hires starting after E-Verify MOU was completed will complete the I-9 E-Verify Form 2 days prior to their employment start date, dated for their start date, and return this form immediately to the BBCoC Executive Director and Finance and HR Director. Within 3 days of the employees start date the Finance and HR Director will create the E-Verify case for the new hire Within the 1st 3 days of employment the Finance and HR Director will return the completed I-9 along with proof of verification clearance to the BBCoC Executive Director for the employee's personnel file. If the employee is not cleared through E-Verify, the provider will follow the instructions in the current E-Verify User Manual and MOU when taking action on E-Verify case results. If the E-Verify case result is "Final Non-confirmation", the employee would be terminated upon receipt of this result. 	<ul style="list-style-type: none"> BBCoC Executive Director BBCoC Finance and HR Director 	<ul style="list-style-type: none"> Numbers 1-2 completed by 12/9/20 Numbers 3-6 completed within 1st 3 days of employment for each new hire
<p>Success Indicator: The provider will ensure 100% of new hires complete the I-9 E-Verify Form and 100% of new hires have a case created in E-Verify by the provider within the 1st 3 days of employment.</p>	<p>Measure Methodology: Both the BBCoC ED and the Finance and HR Director will keep a spreadsheet of employees, hire dates and personnel checklist including completion of E-Verify cases and results. The two will compare notes every quarter if there has been a new hire within that quarter.</p>	<p>Last Task Completion Date: 12/31/2020</p>

MAHAN AREA

NEIGHBORHOOD CONVERSATION

on Homeless Emergency Shelter

Thursday, January 21st 6:00-7:30pm via Zoom

- Do you live or operate a business in the Mahan/Magnolia Drive area of Tallahassee?
- Have you heard about the new program through City Walk Urban Mission serving those experiencing homelessness in this area?
- Do you have question and concerns?

We want to hear from you!

Join us for this Neighborhood Conversation!

City Walk Urban Mission will facilitate this conversation with support from the Big Bend Continuum of Care and its network of community partners.

PLEASE REGISTER FOR THE EVENT HERE:

<https://us02web.zoom.us/meeting/register/tZYkc-itqzlpG9Tu3llxCuwAy4ZfUIYfTpH9>

