



BOARD MEETING

January 14th, 2021 – 11:00am-12:30pm

MINUTES

Board Members Present: Board Chair Jeanné Freeman, Amanda Wander, Tom Pierce, Jim McShane, Sylvia Smith, Barbara Wills, Chuck White, Gina Dozier, Liz Rivero, Bret Oglesby, Horace Thompson, Taylor Biro, Rick Minor, Chuck Hess, Greg Downing, Kristen Reshard

Meeting Attendees Present: Johnna Coleman, Sarah Grindle-Rollins, Eric Layton, Broderick Seabrooks, Tiameca Hollins, Ashley Barbel, Elaine Webb, Justin Barfield, Jacklyn Burkett, Haley Kenny, Matthew Knee, Shington Lamy, Emily Mitchem, Melissa Radey, Liz Murphy, Mandy Bianchi, Alicia Gibson, Danni Hickey, Chris Swick, Liza McFadden

Board Meeting

1. Call to Order – Jeanne Freeman, Board Chair

Board Chair Jeanné Freeman called meeting to order at 11:03am by discussing Agenda Items to everyone.

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)

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

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)

Amanda Wander Reported:

- Although we are experiencing a pandemic with COVID, Johnna Coleman will conduct the Point in Time this year, with a few changes to coincide with CDC Guidelines.
- HUD announced yesterday that we are not required to conduct an unsheltered count for 2020, although, we submitted our unsheltered count due to occurring changes each year.
- This year we will rely on outreach workers and seasonal volunteers, and all PIT training will be online only due to the spread of COVID-19.
- In previous years, one night is chosen for the count across all counties, although, due to limited capacity this year, we are designating one night for Leon County and one night for Gadsden County. Amanda explained that these counties are chosen due to knowledge of the locations of unsheltered individuals.
- Outreach workers will go to the remaining counties and contact Law Enforcement and other entities for unsheltered individuals that they might know of and during a two-week period conduct follow-up.

- HUD has given flexibility in how long it takes to conduct the PIT Count and what nights are chosen. Different nights can be chosen for each county.
- Johnna has kept track of everyone unsheltered that was identified through Outreach, along with the binding list of individuals that we will be able to have a back-up plan in the event we have to call off the PIT Count due to unsafe conditions for our staff and volunteers.

Johnna Reported:

- There will be a shorter survey this year than in previous years. This year's survey will focus on:
 - Gathering HUD Data Elements that are needed to submit report.
 - Elements that are used to deduplicate entries.
 - Where individuals slept the night of PIT.
- HUD has recommended an electronic survey this year to eliminate the risk of transferring pens, paper, etc. among individuals.

Motion to adopt the recommended Point in Time Count 2021 Methodology from HUD was made by Bret Oglesby and seconded by Jeanné Freeman. None opposed. All members were in favor of the motion. Motion carried and passed unanimously.

ii. Point in Time call for \$10 Gift Cards (pg 28)

Amanda Reported:

- Need as many \$10 Gift Cards as possible to be able to give participants something for their survey participation. Mainly gift cards are purchased from Walmart, Publix, etc. that's close to the individual in their county as a thank you, and also to assist with their basic needs.
- A letter is included in Board Meeting packets for donations towards PIT. Amanda explained that she would send out a separate donation document following the Board Meeting.

iii. Point in Time Count Sponsorship Opportunities (pg 29)

Amanda Reported:

- We will continue this year with solicitation for sponsorships towards PIT, and a listing is included with each level of donations.
- Unless otherwise specified by the donor, sponsorships this year will be utilized after purchase of gift cards, etc. for a broader support for cold weather activities (hand/foot warmers, blankets, etc.) throughout the remainder of this year.
- Additional donation options located to the bottom of the sponsorship flyer have been added in the event individuals do not wish to be a sponsor.
- Beginning next week, an online payment option will be added for convenience of donations this year. This payment option will also include payments for invoices, as well as memberships, etc.
- There will be a link on Big Bend CoC's website by end of day Monday to accept credit card payments for donations. Amanda explained that there will be an arrangement for alternate items donated to be dropped off to the CoC office building.
- Thermal blankets that individuals are able to carry along with them are needed this year for distribution.

Johnna Reported:

- We are limited on time this year, therefore, if anyone would like to donate through sponsorship, please complete your donation within the next week to allow time to complete purchases for PIT.
- We have an influx in unsheltered population, therefore, we are in need of approximately 300 gift cards, which is an increase from previous years.

- We also need winter items (hand/foot warmers, gloves, knit hats), underwear and socks for men and women, as well as feminine hygiene products.
 - There will be an Amazon Wish List set up for donations this year and will remain throughout the year. A notice regarding this should be out by Friday to everyone.
 - Publix, Walmart, Target, Dollar General, McDonald's, Subway, and any fast food restaurants gift cards (\$10 increments) are welcomed for donations.
- b. DCF COU Monitoring Completed in November 2020 (pgs 30-31)

Amanda Reported:

- We received two corrective action items from DCF COU Monitoring in November:
 - A staff member paid for with DCF funds should be screened by e-verify to determine their work eligibility.
 - All staff will have to get a Level 2 Background Screening with fingerprints.
 - Moving forward, we will conform to the recommendations from DCF to get in and remain in compliance. Amanda explained that we are working with ARPC on these corrective actions.
 - I-9 Forms will be used to collect information, and afterwards, the information collected will be run through e-verify. Both processes will have to be used for DCF.
 - If an agency received DCF funds through the CoC, all staff that works under the grants will have to complete all requirements also.
 - After COVID-19 has passed, DCF will revert back to coming on-site again for the monitoring instead of delivering electronically.
- c. City Walk Emergency Shelter and Mahan Neighborhood Conversation (pg 32)

Amanda Reported:

- City Walk Emergency Shelter opened in November 2020 and assisted individuals who could not enter the Kearney Center nor HOPE Community due to limited capacity.
 - There was limited engagement with the community in the area that the shelter was set up, therefore, complaints have come to the CoC from the community regarding our homeless population in that area and experiencing issues. Amanda explained that the CoC is working with City Walk, as well as the County and City in addressing the community's complaints towards the shelter.
 - The CoC is working with City Walk's Board, as well as Renee Miller, ED, to have a community conversation set up to hear the concerns of neighbors, offer education regarding their concerns, and make a determination of alleviating the issues. Amanda explained that normally there are meetings set up months prior to opening a shelter (as with the Kearney Center), although, this time those meetings were not held.
 - There will be a meeting next Thursday evening for anyone living in the Mahan/Magnolia area, and there is a flyer in each packet with the information to get out to the community for registration. Amanda will send out another flyer with the corrected registration link. All Board Members are asked to attend, if possible.
 - There is reduced capacity at the Kearney Center, and this shelter is needed in the community to assist those who no longer can go to the Center once it is reopened, and due to the pandemic, an influx of individuals are expected to have need of emergency shelter.
- d. City of Tallahassee Consolidated 5 Year Plan Approved

Amanda Reported:

- The Consolidated 5 Year Plan for the City of Tallahassee was in review for comment in December 2020 and was approved. The approved Plan can be found on the Housing Section of their website.
 - The 5 Year Plan has several items pertaining to homelessness and the overall work of the CoC, pointing out the funding dedicated to Outreach and HMIS, items that normally were not supported in previous years by the City.
- e. City of Tallahassee Landlord Mitigation Fund

Amanda Reported:

- This is a fund being set up that landlords can access that would make it easier for clients to rent with histories of destruction of property, arson, etc.

- Due to the pandemic, a few changes have occurred with this fund for landlords, and the City is trying to get alternate entities to contribute (County and other funders) to make a pool of money that's considered Insurance for landlords in the event something happens where they would need reimbursement.
 - Landlords eligibility for the Mitigation Fund would be an agreement instead of evicting clients, work along with the CoC and other legal partners to avoid those evictions.
 - This fund would give us something to present to landlords up front as an incentive to allow our clients access to rental.
 - Legal Services of North Florida will review the language and make sure everything is set up correctly prior to approval and presentation to landlords. Amanda explained that there is a concern with the amount of money starting the funds and lack of restrictions that it might not last for a long period of time.
 - The CoC has hired a Landlord Liaison staff person, Tiameca Hollins, and informed everyone that she has already reached out to landlords and have gotten feedback as to what they would want to get the fund in place and operable.
- f. ARPC Updated HR Policies and Procedures
- Amanda Reported:**
- All staff with the CoC are staff of ARPC and they are our designated collaborator through HUD.
 - There is a major change in benefits, which ARPC will cover dependents of staff's Insurance benefits, which will be an impact on our budget. Amanda explained that she is working with ARPC to make sure that the CoC will be able to support the extra benefit for staff and will send the finalized version to Executive Committee for review and feedback.
- g. COVID-19 Vaccinations
- Jeanné Reported:**
- According to Government Guidelines, vaccinations are only for individuals ages 65 and above.
 - Neighborhood Medical Center are vaccinating their patients first before opening up to the community.
 - Neighborhood Medical and Bond received vaccine from TMH and Department of Health.
 - Neighborhood held a vaccine clinic yesterday and vaccinated approximately 50 individuals.
 - There is still hesitancy among individuals with getting vaccinated. Everyone is not sure of the vaccine and its safety.
 - It has become a task to move at the speed recommended by the Surgeon General, although, they are moving as best they can with short staff, also, performing COVID-19 testing.
- h. Unsheltered population
- Amanda Reported:**
- Our unsheltered population has increased and have begun to be more transient than before the pandemic occurred, which makes it difficult to keep up with them.
 - TPD is actively dismantling the unsheltered camp settings, and within a 2-week period, there has been three large camps dismantled, with nowhere else for the individuals to go without emergency shelter being in place.
 - Tent City option was discussed at a workshop with the COT and we have given information that we are aware of to the City and County regarding this option. Amanda explained that this option would have an impact on length of time homeless, as well as number of people experiencing homelessness. There will be an upcoming discussion during the Needs Assessment and Planning Committee Meeting regarding this option.
- i. Cold Night Shelter Coordination Update
- Amanda Reported:**
- We are continuing with cold night shelter through partners, along with CESC, and have had to enact cold night shelter on several occasions.
 - There have been approximately two individuals that have passed away during cold nights that refused to go inside. Amanda explained that TPD, along with Vicki Butler (CESC CNS Supervisor) have saved lives by convincing individuals to go inside for shelter.

- This has been a partnership with organizations, faith-based partners, Jacob Chapel, CCYS, ALSCO (handling of linens and spraying sites free of charge), and to Jacob Reiter (CESC) for organizing and pulling everything together.
- j. Rags2Bags Mask Distribution Celebration
- Amanda Reported:**
- Rags2Bags group and Sustainable Tallahassee made masks early in the pandemic and distributed to the CoC when we were unable to acquire them, and the CoC staff distributed to each site.
 - We were invited to their celebration a month ago, and they produced approximately 15,000 masks. A Big shout-out to this group!
- k. Committee Reports
- i. Coordinated Entry Committee
- Sylvia Smith Reported:**
- During the Wellness Check by Wellsky, changes are being made to Coordinated Entry.
 - Interactive, competency-based trainings from the CoC HMIS team will help save time and increase productivity with the workflow within the agency.
 - The CoC's System Performance Report was received by HUD and given a very high score. Sylvia explained that we are fourth in the nation for CoC's of our size.
 - Johnna has been running multiple staffings on a regular basis, and with that process, staff has learned how to get clients housed at a faster pace.
 - Moving forward, the committee will monitor data that is generated from the system performance and produce reports accordingly.
- Johnna Reported:**
- The new Coordinated Entry Workflow was presented yesterday, and we will continue to support our end users as they begin to transition into the new workflow. Johnna explained that this should result in more efficient case conferencing.
 - There has been approximately 17 clients that have been housed through the Pilot Program since September and several were housed through CRF funding.
 - Thank you to Kearney Center and HOPE Community for the case manager's great efforts in getting clients permanently housed during the pandemic.
 - With the new workflow report, it will allow the committee to pull a CoC Coordinated Entry APR. Johnna explained in the next three to four months there should be enough data to report more accurate and efficient numbers.
- ii. HMIS Committee
- Eric Layton Reported:**
- HMIS Invoices have been sent out and we are waiting on each agency's payments to be returned.
 - We are working on a major Longitudinal Systems Analysis (LSA) report that will be submitted to HUD, with a deadline of tomorrow. This is a performance of all agency projects in which the CoC works with. Eric explained that he and Broderick Seabrooks have been working on this report since late October and explained the aspects of this report.
 - After PIT has been completed, the HMIS team will begin working on PIT data and System Performance Measures.
 - Beginning in February, the HMIS team will hold monthly meetings with each agency regarding data quality and the agency will be graded accordingly.
 - Wellsky has reported that everything on their end is ready for us to move our data into One Roof's for the merger to take place. Our CoC should be ready for the merger mid to late February. There will be training provided around the time for the merger.
- iii. Needs Assessment and Planning Committee
- Amanda Reported:**
- Next Wednesday from 2pm-4pm there will be a Needs Assessment and Planning Committee meeting, and everyone will get a notification later today, and this weekend you will receive a draft Homeless Assistance Plan.

- After completing the Homeless Assistance Plan, we will discuss Strategic Planning. Amanda explained that this is done to make sure we can accomplish everything in our Homeless Assistance Plan and larger goals as an organization.
 - Everyone is asked to attend this meeting and encourage anyone in the community that would be interested (Providers, funders, stakeholders).
- iv. Project Review and Performance Committee
- Tom Pierce Reported:**
- There was an invite sent to everyone regarding an orientation meeting tomorrow morning at 10:00am, which will be a kick-off to get the committee up and running with new members and getting prepared to review performance of grantees and to review application for additional federal and state monies.
- v. Executive Committee
- Jeanné Reported:**
- The committee met on December 18th, and the next meeting is scheduled for January 22nd.
 - Conducted new Board Member training, which was very beneficial.
- Amanda Reported:**
- Met last Friday with the Renee Miller, ED for City Walk and their Board with regards to what support they need from the CoC for their emergency shelter. Amanda explained that we will continue to support them to maintain their projects for our client's needs.
- I. 2020-2025 Strategic Planning
- Amanda Reported:**
- Barbara Wills will be leading the Strategic Planning activities and would like to have it completed by the end of spring.
 - We will have more Board Meetings planned specifically focused on Strategic Planning for the next couple months.
 - United Partners for Human Services (UPHS) will assist in conducting systems mapping for us and identifying gaps.
- m. Landlord Liaison Position, Welcome Tiameca Hollins
- Amanda introduced Tiameca Hollins as our new Landlord Liaison and stated that Tiameca is doing a great job working with City staff, as well as some of our other partners.**
- n. Community Photography Project on Homelessness by Katie Clark
- Amanda Reported:**
- Katie Clark worked with the Kearney Center Dental Clinic for three months and would like to expand her photography to explain stories of those experiencing homelessness.
 - Amanda and Amber with UPHS have been working with Katie in preparation of her project with the CoC taking portraits of individuals who are experiencing homelessness or those that have recently been housed. Katie will also perform interviews asking individuals what they would want everyone to know about their life.
 - We will be working with agencies on clients who would like to participate in this project with Katie.

2. Rural County Updates

a. Gadsden

Greg Downing Reported:

- There needs to be a designated committee that reaches out to rural counties to assist because the needs and services that are necessary to serve rural counties are different from servicing Leon County/Tallahassee area. Greg stated that the meeting needs to be arranged to discuss rural counties needs only.

- Rural counties should be considered a part of the funding opportunities coming from the bulk of money contributed by State and Federal Government.
- Considering only 14% of monies comes from local, rural counties feel awkward requesting assistance knowing that their county did not contribute a bulk of money towards funding.
- Would like to see a list of agencies and the clients that are being served and how much money is spent on each client.
- Rural counties need to develop a 5-year strategy to be included within the 5-Year Strategic Plan of the CoC that is in the process of development, and when future funding is looked over, the rural counties need will be included.
- There is a great need in rural counties for the homeless, although, if the need is not seen it is not addressed and would like to ask the Board to be more considerate to the needs of rural counties as is Tallahassee/Leon County. Greg stated that he is speaking on behalf of an advocate for homelessness in rural communities, not an employee of Gadsden County.

Amanda stated that we need a commitment from other Board Members regarding bringing together individuals from rural communities and have a discussion on ending homelessness in rural counties.

- b. Wakulla – No Updates**
- c. Franklin – No Updates**
- d. Liberty – No Updates**
- e. Jefferson – No Updates**
- f. Madison – No Updates**
- g. Taylor – No Updates**

3. Public Comment/Announcements – No Comments or Announcements

4. Adjournment of Meeting

Motion by Shington Lamy to adjourn meeting, and Liz Rivero seconded. Meeting adjourned at 12:37pm.