



Needs Assessment and Planning Committee Meeting

January 20th, 2021 – 2:00pm-4:00pm via Zoom

MINUTES

Present: Amanda Wander (CoC), Johnna Coleman (CoC), Sarah Grindle-Rollins (CoC), Eric Layton (CoC), Broderick Seabrooks (CoC), Tiameca Hollins (CoC), Audrey Byrne (BBHC), Tracie Campbell (Catholic Charities), Justin Barfield (CCYS), Alissea Merritt (BBHC), Delmas Barber (COT), Kayla Dover, Malinda Harris (Leon County), Gwynn Virostek (CCYS), Jessica Faulkner (LSNF), Jackie Fortmann (Ability 1st), Marie Vandenberg (BBHC/HOPE), Jo Gewanter (BBHC), Tom Bentley (BBHC), Amanda Rosado (FL Housing), Amber Zies (ARPC), Rosemary Farrell (Leon County), Jacob Reiter (CESC), Anthony Washington (Leon County), Ayana Powell (LSNF), Karen Miller (TLC), Renee Miller (City Walk), Andrea Hart (BBHC), Pat Holliday (COT), Ashlee Barbel (Apalachee), Renee Mirowitz, Horace Thompson (Board Member), Liza McFadden (CESC), Sylvia Smith (BBHC), Graciela Marquina (STAC), Carol Weber (BBHC), Chuck White (H3LP), Greg Downing (Gadsden County), Gina Dozier (CCYS), Sarala Hermes (COT), Mandy Bianchi (Ability 1st), Barbara Wills (TCC)

1. Welcome and Introductions (5 mins)

Amanda welcomed everyone to the meeting with several introductions. Amanda explained that time is allotted for conversation regarding unsheltered homelessness on the Agenda and the recorded meeting will be placed on the CoC's webpage for everyone's convenience of sharing or to refer for information. Amanda also explained each item on the Agenda and stated this year the Needs Assessment committee will meet every month through the month of June instead of every other month to complete the necessary accomplishments.

2. 2020 Homelessness Assistance Plan Accomplishments (5 mins)

Amanda Reported:

- The Homelessness Assistance Plan has been geared towards one year, and most accomplishments that were scheduled to be completed in 2018 were accomplished this year.
- All highlighted areas on the Homelessness Assistance Plan (HAP) have been accomplished and can be marked off. Amanda explained in detail each listed item.
- Each goal pertaining to Veteran Homelessness have been accomplished.
- Additional funding was identified to increase and expand Landlord Alliance Initiatives. Amanda explained that there was additional funding awarded by the City of Tallahassee to hire a Landlord Liaison employee for the CoC.
- Accomplished prioritizing housing for chronic homelessness and continued with Built for Zero.
- Increased permanent housing for families through Rapid Rehousing provided by financial assistance programs, also, in 2018-19, included families experiencing homelessness into the by-name list.
- There was an increase in permanent housing units for youth, including supportive services. Our goal was 20 units, although we only reached 12 through a HUD funded program.

- Amanda thanked Johnna Coleman, CoC, for getting everything incorporated into our By Name List, having staffing's in place, and expanding Coordinated Entry. Amanda explained that without Johnna's efforts, we would not have been able to mark the accomplishments off as we did. Amanda also recognized Eric Layton and Broderick Seabrooks, CoC HMIS, for working closely with Johnna on the data end, as well as trainings.

3. Timeline (5 mins)

a. Needs Assessment Process

Amanda Reported:

- Majority of Year 2020 was spent making sure our data was reliable (working with providers), conducting trainings, reworking our data system, also, focusing on our COVID-19 Needs Assessment bi-weekly meetings.

b. Homelessness Assistance Plan Updates

Amanda Reported:

- We will meet again in February and assess what's missing from our data.
- Discussions in February:
 - Create a survey tool that will go out to other partners that's not involved in our system of care.
 - Conduct a client survey for those who have served in our program, also, those who have attempted to access services unsuccessfully.
- Discussions in March:
 - Evaluate 2021 Point in Time Data
 - Evaluate data from our updated Coordinated Entry System

c. System Mapping

Amanda Reported:

- The CoC will be working with United Partners for Human Services (UPHS) as they conduct a comprehensive System Mapping of general Social Services with focus on the Homeless System of Care.
- April 2021, staff will draft a Homelessness Assistance Plan from data, discussions, surveys, systems mapping that will be presented to the Needs Assessment Committee for feedback. Amanda explained during that time we will identify seven overarching goals that needs to be focused upon.
- The first week in July we hope to have this completed and presented to the CoC Board for adoption.

d. 2020-2025 Strategic Plan

Amanda Reported:

- During the July 2021 Board Meeting, the Board will adopt recommendations submitted by the committee and incorporate into the Strategic Plan for 2020-2025 and approve the Strategic Plan also.
- July and August will be spent educating the community, potential providers, and current funders about the Homelessness Assistance Plan, as well as the Strategic Plan.

4. Outstanding Needs to be addressed in 2021-2025 Homelessness Assistance Plan and Plan (15 mins)

Amanda Reported:

- After reviewing the HAP, everyone is asked to follow-up in writing with comments on anything that is not listed on the chart that you would like to see addressed, and to include data proving why it is needed in the Plan, and where the data derived from.

Discussion followed addressing Veteran Homelessness, Chronic Homelessness, Family & Child Homelessness, Unaccompanied Youth Homelessness and All Other Types of Homelessness, and Amanda asked for feedback from all emergency shelters regarding their case load ratio.

BBHC (HOPE) Outstanding Needs (Case Management Capacity)

Sylvia Smith Reported:

- Not enough case management in place.
- HOPE Community is in need of an Assistant Director to supervise case management.

- Need support for staff development and training.

Marie Vandenberg Reported (Case Load Ratio):

- HOPE has three case managers, two having other duties, and an average of twenty-five families.

CESC/Kearney Center

Jacob Reiter Reported:

- Expanded case management from 2-3 to one supervisor and five case managers.
- Each case manager's load ranges between 18-25 individuals.
- Serving approximately 400 individuals in the emergency shelter program, which the number of individuals fluctuates periodically.
- Not able to administer case management to everyone.

Johnna stated that it is a lack for an individual to go into an emergency shelter and receive case management and get placed into coordinated entry. Johnna explained that coordinated entry is conducted only on individuals that resides within the facility.

Diversion Process for CESC

Jacob Reported:

- Diversion is a great process to prevent an individual from entering the emergency shelter and it saves cost.
- Some individuals have been diverted into a motel up to one week when extra time was needed to move into permanent housing and prevent them from shelter setting.
- Diversion funds have helped individuals with their first month's rent prior to signing their lease for housing.
- Will forward data with numbers to Amanda for review of the effectiveness of the Diversion Process and how monies were utilized to prevent individuals from entering emergency shelter.

Diversion Process for CCYS

Justin Barfield Reported:

- Diversion funds given by the Kearney Center to CCYS were used very well for transitional youth reconnecting them with family.
- **Gwynn Virostek, CCYS**, reported that there will be monies available later in the year through DCF for at-risk situations with youth and individuals with mental illness.

Sylvia, BBHC, stated that HOPE Community would like to start a Diversion Program piloted for families, which is very much needed within their agency.

Amanda asked everyone to review the next couple pages during free time regarding unsheltered population and the services that are needed. Amanda stated that the categories includes emergency shelter, emergency assistance, intake assistance and referral, permanent supportive housing, and outreach. After reviewing, Amanda asked to provide feedback to her before the next meeting to incorporate into a summary.

5. Data for Review (30 mins total) (PLEASE REFER TO THE LINK BELOW FOR DATA DISCUSSION)

[2021-01-20 Needs Assessment Committee Agenda and Meeting Packet](#)

- 2015-2019 System Performance Measure Analysis (10 mins)
- 2015-2020 PIT Analysis (10 mins)

Amanda explained that we will not go over PIT Data until February, after PIT has been completed this month for accurate recorded data.

- Coordinated Entry and By Name List Data (10 mins)

6. Unsheltered Homelessness Solutions (50 mins total)

a. Tent City

Amanda Reported:

- Delmas Barber, City of Tallahassee, recommended Tent City (a designated area where individuals can camp together) as a solution to our unsheltered homelessness population instead of having multiple encampments within the city.
- CoC staff have taken a look into means to determine how it will impact system performance, what other communities have done regarding this, also, what we have learned to-date relating to negatives as well as positives on tent cities in other communities.
- Having our unsheltered population into one area makes it easier for case managers and outreach workers to deliver services more efficiently.
- Compared to studies in other areas, chronic homelessness increases with the operation of Tent City, along with numbers of unsheltered individuals. Amanda explained that this would also affect HUD funding.

Delmas Reported:

- There have been complaints from the Bond Community regarding unsheltered homeless encampments in the area and individuals within those camps have been given a notice from TPD to vacate the area and they have no place to go. Delmas explained that a NO TRESPASS sign has been placed there also. Delmas stated that St. Petersburg, Pensacola, and Texas are experimenting with Tent Cities.

Discussion followed regarding pros and cons of security, safety, and individual's animals of Tent City. Also, discussion regarding options for permanent supportive housing (PSH) over shelter settings.

Amanda Rosado Reported:

- Have not worked with a community where Tent City has operated well.
- Having a Tent City is very costly and not ending homelessness, also, detracts from a housing budget.
- There will have to be security in place for the entire area of Tent City.
- There will have to be outreach, as well as case managers funded for operations.
- Restrooms, as well as showers, will have to be installed for hygiene.
- Moving the unsheltered population into a non-congregate shelter with options for PSH works better than having Tent City.
- Safety issues have been a difficulty with other counties after opening Tent Cities and most have been shut down.
- Building a Day Center would be an option to keep unsheltered individuals off the streets and give them somewhere to go during the day, although it is not solving the problem of homelessness.

Justin Barfield Reported:

- There is a Drop-In Center at CCYS which serves as a Day Center for those experiencing homelessness.

b. Emergency Shelter

Amanda Reported:

- Have seen an influx in individuals who are experiencing unsheltered homelessness and there is not enough emergency shelter for those in need.
- There is a need for non-congregate emergency shelter, outdoor emergency shelter, small congregate emergency shelter, as well as other PSH options to solve the homeless issues we are faced with.

Renee Miller Reported:

- The top floor of City Walk has been opened for a Day Center to those experiencing homelessness to have a place to be inside during day hours.

- A basketball hoop and picnic tables will be installed in the back area for unsheltered homeless individuals to have activity and a sitting area.
- A light lunch (sandwiches, fruit, etc.) is being served during the day for individuals.

Jacob Reiter Reported:

- Construction on the Kearney Center should be completed by the end of month and plans are to open in a safe way as soon as possible.
- Plans to reopen as a Day Center as previously are still being discussed and not complete at this time. Should have this portion completed in the next couple weeks.

Amanda introduced Barbara Wills, Needs Assessment and Planning Committee Chair/CoC Vice Chair. Amanda stated that Barbara will be assisting in updating the Homelessness Assistance Plan for the CoC and lead the Board in the Strategic Planning Process.

- c. Permanent Supportive Housing
- d. Other options

7. Community Partner Concerns and Comments (5 mins)

8. Adjourn

Amanda thanked everyone for their continuous work and for joining in today with new ideas and concerns to assist with solutions for issues we are being faced with concerning our unsheltered population and their needs. Meeting adjourned.