



Semiannual Full Membership and Board Meeting
Thursday, April 15th, 2021 – 11:00am-12:30pm

MINUTES

Board Members Present: Board Chair Jeanné Freeman, Amanda Wander, Sylvia Smith, Chuck Hess, Mandy Bianchi, Commissioner Dianne Williams-Cox, Greg Downing, Bret Oglesgy, Brenda Williams, Emily Mitchem, Horace Thompson, Commissioner Rick Minor, Taylor Biro, Gwen Virostek, Barbara Wills, Shington Lamy, Pat Smith, Chuck White, Gina Dozier

Meeting Attendees Present: Johnna Coleman, Sarah Grindle-Rollins, Eric Layton, Broderick Seabrooks, Brittny Williams, Megan Duncan, Holly Bernardo, Abena Ojetayo, Stephanie Beckingham, Rob Renzi, Jeannine Fier, Marie Vandenberg, Haley Kenny, Margaret Moore, Robert Lotane, Jack Porter, Elaine Webb, Danni Hickey, Alan House, Justin Barfield, Dawn Kafes, Liza McFadden, Pat Maurer, Barry Walker, Jessica E, Donna Cotterell, Kyle Frost, Kristellys Estanga, Jackie Minor, Jennie Brock, Julie Evans, Sophia Grandison, Kristen Reshard, Melissa Radey, Jodi Wilkof, Anthony Sampson, Kim Ladner, Janis Edwards, Nancy O'Farrell, Joanna Gewanter, Delmas Barber, Towanda Davis, Stephanie Beckingham

MEMBERSHIP MEETING

1. **Call to Order** – Jeanne' Freeman, Board Chair
Membership Meeting called to order by Chair, Jeanné Freeman, at 11:04 a.m. Jeanné welcomed everyone to the meeting and began with Agenda items.
2. **System Performance Measures 2020 Presentation** - Amanda Wander, Executive Director (Pages 2-6)
Presentation available at <http://bigbendcoc.org/hmis-annual-reports/>

Amanda explained System Performance Measures in detail (Data from October 2019 – September 30, 2020). Refer to the website for the full presentation.

Several key factors were presented and explained:

- Additional points are given as we improve System Performance Measures.
- Seven measurements are used by HUD with System Performance, although, we only look at six of the seven (Amanda explained):
 - Length of Time Homeless
 - Returns to Homelessness
 - Number of Homeless Persons
 - Jobs and Income Growth
 - First Time Homeless
 - Successful Housing Placement

After presentation, there was a discussion regarding the various System Performance Measures

- Explanation of acronyms used (Amanda explained):
 - SPM = System Performance Measure
 - ES = Emergency Shelter
 - SH = Safe Haven
 - TH = Transitional Housing
 - SO = Street Outreach
 - PH = Permanent Housing
 - PSH = Permanent Supportive Housing
- We are below the national average and need to reduce length of time individuals remain in our system.

- The return to homelessness measures needs to be reduced.

3. **Written Standards Updates** - Amanda Wander, Executive Director

Amanda Reported:

- Adjustments were made at the beginning of the pandemic to the Written Standards removing the cap on the amount of financial assistance that households receive through rapid rehousing or homeless prevention funding. Amanda explained that the previous cap was \$2,000 and HUD has recommended that the entire cap be removed.
- Updating Written Standards to include performance objectives. Amanda explained that a draft of the written standards will be posted on the CoC's website for a 14-day period and would like feedback from the community, financial assistance providers (CoC funded agency or CoC ESG funded), as well as membership feedback.

4. **Membership Roster and Dues 2021** – Jeanne' Freeman, Board Chair (Page 7)

Jeanné Reported:

- Amanda and Sarah have sent out Invoices to all members for fees due at this time, and we have received approximately 90% that have made their payments. Jeanné explained that she sent reminders out this morning to those that have not paid to-date and look forward to receiving payments.

5. **General Membership Announcements**

Barry Walker, Veteran's Affairs, introduced himself and reported that he is starting a Long-Term Housing for Veteran Sex Offenders Ministry, and would like to be contacted to receive guidance and information. Amanda will contact him and discuss alternatives.

6. **Adjournment of Membership Meeting**

Membership Meeting was adjourned at 11:39am

BOARD MEETING

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

Board Meeting was called to order by Jeanné Freeman, Board Chair at 11:40am.

2. **Consent Agenda**

- October 29th, 2020 Board and Membership Meeting Minutes (Pages 8-15)
- January 14th, 2021 Board Meeting Minutes (Pages 16-22)
- Committee Meeting Minutes since January 2021 (Pages 23-33)
- January-March 2021 Financials (Pages 34-38)
- January-March 2021 DCF Spending Update (Pages 39-40)
- 2020/21 Updated Schedule of Meetings and Staffings – posted at www.bigbendcoc.org
- CoC Staff Report (Pages 41-43)

Motion to approve and accept Consent Agenda items made by Taylor Biro and seconded by Mandy Bianchi. None opposed. All members were in favor of the motion. Motion carried and passed unanimously.

3. **Discussion Items**

- Point In Time Count 2021 Draft and Vote Submit Report to HUD 4/30/21 - Johnna Coleman, Coordinated Entry Director

Johnna Coleman Reported:

- Point in Time (PIT) Count Night was January 25th, and we held the count for Leon and Gadsden counties.
- A limited number of volunteers were utilized this year for PIT (BBHC, Taylor Biro, Horace Thompson, Delmas Barber, Ability 1st, and individuals from previous year's) due to COVID-19 and CDC Guidelines for social distancing.

- Working on getting PIT and HIC data numbers into HUD HDX, which is due May 14th. Will supply everyone with the numbers after all data is entered into the system.

Amanda Reported:

- There were several changes this year with deadlines from HUD, which included the PIT count.
- HUD offered allowances on how PIT should be conducted this year, and most CoC's chose not to conduct the unsheltered count, although, we felt the importance and conducted it to provide numbers on sheltered, as well as unsheltered this year.
- The system in which data is entered into opened yesterday and would like to make sure data is correct prior to releasing numbers. Amanda explained that the only means of checking accuracy of numbers is to enter data into the HUD HDX System.
- The Board will have to vote on the PIT and HIC data through electronic email vote due to not being able to submit a draft without errors.
- Draft Reports will also be shared with agencies who are providing data to the reports for confirmation that all data is correct approximately within a week.

b. Emergency Rental Assistance-Amanda Wander and County Representatives

Shington Lamy Reported:

- Asking everyone to apply for the program who needs assistance within Leon County and unincorporated Tallahassee. Shington explained that there have been over 4,000 applications submitted to-date.
- The program covers 12 months of past due rent, up to 12 months of past due utilities, up to 3 months of future rent, up to 3 months of future utilities, and impacted by COVID-19 (www.leoncountycare.com)
- By Federal Guidelines, this program is ONLY for renters and not for homeowners.
- This program only pays landlords and utility companies, and tenants will not be eligible to receive direct payments. Shington explained that a Ledger and W9 form have to be completed to receive payments.
- Any questions, email Shington at lamys@leoncountyfl.gov, call him directly (850-606-1915), or call toll free 855-216-9470 (Call Center).
- Assistance centers are located at the Amtrak Center Building (918 Railroad Avenue) for completing the online application Monday-Friday, 8am-5pm, main library on Park Avenue from 10am-7pm, Monday-Thursday, 10am-5pm Friday and Saturday, and Sunday from 1pm-6pm.
- B.L. Perry Library is also an assistance site for applicants to complete applications ONLY. Shington explained that there is no one-on-one assistance at this location.

c. HUD Youth Demonstration Grant – Taylor Biro, CoC Board Member

Taylor Biro Reported:

- The Youth Demonstration Program is provided through HUD and is expected to reopen late spring or early summer, as in previous years.
- The program serves youth in all eight counties of the big bend and is intended to drastically reduce the number of youth experiencing homelessness.
- There is a lot of innovation that is being asked of this program and it gives opportunity to structure it as deemed necessary (new ways of making permanent supportive housing, transitional housing for young adults, additional drop-in centers).
- Need to develop a team to meet and strategically plan what would like to be seen in this area and what agencies would like to contribute.
- Individuals needed at this table would be a Youth Action Board (youth experiencing or has experienced homelessness), Public Child Welfare Agency CoC and ESG Programs recipients, Local and State Governments, Runaway Homeless Youth Programs, Mental Health and Substance Abuse Juvenile and Adult Corrections, Public Housing Authorities Affordable Housing, Early Childhood Development, and Landlords.

- The funding received can be a minimum of \$1 Million per year for two years, and maximum of \$15 Million.
- The next steps will be to get everyone to the table and work through the CoC and make decisions on how to get this started.

Amanda stated that an Invite will be sent out with a doodle poll for availability and will include Board Members and share with other agencies and individuals that will be able to assist.

Anyone interested can contact Amanda or Taylor for more information.

Brenda Williams, Tallahassee Housing Authority, stated she is interested in applying for the funding.

d. Committee Reports

i. Coordinated Entry Committee – Sylvia Smith, Committee Chair

Sylvia Reported:

- The Committee met March 10th and there were multiple staff representing from CCYS, CESC, Catholic Charities, BBHC, Ability 1st, City of Tallahassee, Apalachee Center, and several additional agencies.
- There were updates received on data presented by Johnna and reviewed by members, workflow was presented and discussed new workflow implementation.
- The next meeting will be held in May, and at that time we will receive another comprehensive update on data.

Amanda stated that once Committee decides upon data points to be shared consistently and agree upon format to be shared, information from the quarter should be included in each Board Packet prior to Board meetings.

ii. HMIS Committee – Jim McShane, Committee Chair

Eric Layton Reported:

a) Merger Update (**Presentation was given explaining PromisSE System**)

- HMIS Committee met yesterday with representation from all agencies.
- Provider ID's, Client ID's and Release of Information (ROI) Duration will be changing with this merger to a five-year period.
- Current software and workflows with each individual agency will remain the same and will not change.
- The PromisSE System will be shared between twelve CoC's and will be taking all precautions to guarantee data security and client data privacy with each agency.
- The merger date is set for May 21st at 5pm. Downtime will be approximately four hours.
- Questions regarding the merger should be directed to Eric Layton and Broderick Seabrooks by submitting a helpdesk ticket through the BBCoC website: <https://www.bigendcoc.org/hmis/submit>

Insurance Coverage on Software

Amanda Reported:

- Each agency should have their separate insurance coverage on their software.
- Hardware or breach of data due to agency's negligence, Insurance coverage would be handled by the direct agency.
- Wellsky has Insurance to cover a data breach or hack in system on their behalf.
- The CoC is looking into options regarding Comprehensive Insurance coverage and if it is possible to cover each agency on the plan.

b) Training Update

- All user trainings are being revamped to be in accordance with the PromisSE Policies and Procedures.
- Trainings will be mainly focused on client privacy and confidentiality.
- Moving forward, trainings will be pre-recorded, self-paced video trainings, and should be released within the next month(s).

iii. Needs Assessment and Planning Committee – Barbara Wills, Committee Chair

a) Needs Assessment Progress Update

b) Strategic Plan Update

Amanda Reported:

- Committee met in January and reviewed data on previous System Performance, Coordinated Entry data, and Point in Time data.
- In preparation to send out requests to the Needs Assessment and Planning Committee to review surveys that we would like to distribute to the community. These surveys would be directed towards:
 - People who are consumers of services.
 - Other community stakeholders who are currently partnered with us or not partnered with us and we would like to have their feedback on how we can become more integrated.
- Committee will meet again in May and look at current data and recommendations that have been received. Committee will also discuss the Homeless Assistance Plan and Strategic Plan and make determinations for each.
- The next step with the Needs Assessment Process will be to visit each county and give an education opportunity.
- There is an agreement to conduct a City/County Workshop this summer on homelessness and the CoC will provide data from the Needs Assessment Process and Strategic Plan.

Discrepancy with Number of Individuals Entering the System from Outside of County – Commissioner Rick Minor

Amanda stated that we are looking closely at updated data with indications where individuals are coming from, and the Kearney Center has provided data from their Diversion Program showing the number of individuals that would have entered our system if they had not gone through the Diversion Program to help them remain in their own counties.

iv. Project Review and Performance Committee – Tom Pierce, Committee Chair

Amanda Reported:

- We will be convening the Project Review and Performance Committee soon and we have completed the orientation.
- There are several funding proposals that are due in the spring and fall and looking at a system that would consolidate the funding opportunities to be looked at all together by the Review Committee, although, this plan might not be implemented this year.
- The Committee will begin meeting soon on the DCF ESG CV2 funding and the Youth Demonstration Grant, afterwards, HUD NOFA. Amanda explained in the fall we might have a DCF 3-year Challenge ESG and TANF Proposals.
- Meg Baldwin, Retiree from Refuge House, was nominated to ask if she would come back to be a part of Review Committee by Sylvia.

v. Executive Committee-Jeanne' Freeman, Board Chair

Jeanné Reported:

- The Committee's last meeting was March 30th and there are no new updates.

Amanda Reported:

- The CoC has hired a new Landlord Liaison employee last week, Brittny Williams, and she will follow-up with landlords regarding vacancies for our population.
- In October, new Board Members are elected, and there are several members who are set to end their terms this year with the Board. Amanda explained that we have had one Board resignation, Reneé Miller, and there is a vacant seat, and from a discussion within the Executive Committee Meeting, this position has been decided upon to leave open and elect a new person to fill the seat in October.
- Amanda urged everyone to start talking to others regarding joining the Board, and in getting individuals who are in a different arena than in previous years (Business and Landlord community, Faith Partners, and those within the School System).

vi. Racial Equity Work Group – Chair needed

Amanda Reported:

- We have data as to how our system has served individuals based upon race and would like for this committee to look at the data and help identify data that needs to be looked at to make sure we are serving equitably.
- This committee would also be responsible for looking over Policies and Procedures for the CoC and make sure racism is not being perpetuated in any way.
- Taylor Biro has reached out and volunteered to chair this committee if no one else would like to volunteer.

Amanda nominated Taylor Biro as Chair for the Racial Equity Work Group Committee and Sophia Grandison volunteered to work on the Committee.

Motion to approve Taylor Biro as the Chair for the Racial Equity Work Group Committee was made by Sylvia Smith and seconded by Bret Oglesby. None opposed. All members were in favor of the motion and motion carried.

4. County Updates

- a. Franklin – **No Updates**
- b. Gadsden

Greg Downing Reported:

- We are trying to develop a plan for the rural county (awareness, coordination, funding, and immediate need) and need assistance in getting a Strategic Plan in-place.
- Faith-Based groups have been identified, as well as community partners to help look at what homelessness looks like in Gadsden County because it is more doubled-up than on the streets.
- Need to see what homeless numbers are in camps there to determine a necessary and safe approach towards assisting individuals.
- We have been able to get all the Mayors together and conduct bi-weekly meetings in understanding the homelessness issues within the County.
- We have invited Abena Ojetayo from the City of Tallahassee, Amanda Wander, Florida Housing Corporation, Housing Coalition, Gadsden SHIP to come and speak with the group and explain the operations of their programs.
- We would like to have Commissioners Rick Minor and Dianne Williams-Cox to talk with the group about how Leon/Tallahassee assist with these efforts from a governmental point of view.
- Rural counties do not have the same resources as Leon/Tallahassee to assist with the issues they are facing. Need to see how to obtain monies for the rural counties.
- Housing is a major problem in Gadsden County and individuals needing assistance have to be referred to Leon County instead of assisting them in their county.
- Would like to establish a partnership to work together in addressing the homelessness issues in Gadsden County.
- Excited about where they are now with issues, although, Greg explained that they are still in need of further guidance.

- Talking to Mayors about obtaining funding for permanent housing and identifying private landowners within the county through Faith Based Organizations and obtaining landlords for vacant housing within the County to retain residents and get them assistance within their own county.

c. Jefferson – **No Updates**

d. Leon –

Abena Ojetayo (City of Tallahassee) Reported:

- City Commissioner's agreed to conduct a joint workshop in July and will work along with the County for a date and time.
- The Landlord Risk Mitigation Fund has been established and need all partners assistance in making it a success. Applicants have begun coming in and there are approximately 45 applications in que, and 16 have been approved.
- There are approximately 39 units among landlords, with some vacancies and others occupied.
- There are three incentives available to landlords once they join the fund:
 - \$500 leasing bonus if they agree to a tenant exiting homelessness or any other vulnerable individual needing housing.
 - \$1,000 additional damage assistance
 - \$2,000 loss rental assistance in the event tenant faces financial crisis during the lease.
- The Annual Action Plan for the City that is submitted to HUD each year is approaching and the Consolidated Plan was adopted in December.
- There will be a virtual room available to read and review all documents at talgov.com/housing.
- The Commission will review the final Action Plan in July for their budgeting process.
- The City is focused on creating more affordable housing in the community and is working with private developers in creating incentives to get more affordable units available.
- The City Commission approved an Ordinance to encourage the reuse of hotels and converse them into studio apartments, also, looking into commercial properties for housing.

Commissioner Rick Minor (Leon County) Reported:

- The Emergency Rental Assistance Program has been very successful in reaching out to the landlords first to provide payments.
- There has been a lot of involvement from the public regarding the homelessness issues that we are facing and very optimistic with solutions to solving the problems.

e. Liberty – **No Updates**

f. Madison – **No Updates**

g. Taylor – **No Updates**

h. Wakulla – **No Updates**

5. Public Comment/Announcements

Liza McFadden (CESC) Reported:

- Will be closing the second hotel located on North Monroe April 30th and all clients have been notified.
- Will be highlighting health services next week. EMS calls decreased from 100 to 40, proving a cost savings by administering health services at the Center.

6. Adjournment of Meeting

Gina Dozier made a motion for adjournment of meeting, and Sylvia Smith seconded. Board Meeting was adjourned at 12:50pm.