



Board Meeting

Thursday, July 8th, 2021 – 11:00am-12:30pm

MINUTES

Board Members Present: Board Chair Jeanné Freeman, Amanda Wander, Tom Pierce, Jim McShane, Sylvia Smith, Chuck White, Gina Dozier, Liz Rivero, Horace Thompson, Mandy Bianchi, Taylor Biro, Kristen Reshard, Dianne Williams-Cox, Emily Mitchem, Kim Ladner, Liz Murphy

Meeting Attendees Present: Johnna Coleman, Sarah Grindle-Rollins, Eric Layton, Broderick Seabrooks, Brittny Williams, Justin Barfield, Matthew Knee, Shington Lamy, Alicia Gibson, Danni Hickey, Jennie Brock, Sean Nyberg, Lauren Billmeier, Pat Smith, Tim Center, Rob Renzi, Anthony Sampson, Tracie Simmons, Janis Edwards, Freddy Branham, Sophia Grandison, Tom Bentley, Gwynn Virostek, Kristellys Estanga, Abena Ojetayo, Jessica Falkner, Donna Gyuricsko, Delmas Barber, Alexa Denagall, Courtney Atkins, Jennifer Kopacz, Vicki Butler, Karen Miller, Shirly Hampton, Alma Venisee, Jodi Wilkof

1. Call to Order – Jeanne Freeman, Board Chair

Tom Pierce, Project Review and Performance Committee Chair, called the Board Meeting to order at 11:06am by welcoming everyone and asked for any additions or adjustments to the Agenda.

Amanda Wander

- ❖ City/County July 13th Joint Workshop on Homelessness to be added into Section 3 – Discussion Items

2. Consent Agenda

- a. April 2021 Board and Membership Meeting Minutes
- b. Committee Meeting Minutes since April 2021
- c. April-May 2021 Financials
- d. April-May 2021 DCF Spending Update
- e. DCF ESG-CV Funding Allocations – Amanda Wander
 - We have two new providers – ECHO will be joining as a prevention provider under COVID funds with the ESG Leon Grant beginning July 1st serving Leon, Gadsden, and Wakulla counties. Investing in Our Youth will offer rapid rehousing assistance only within Gadsden County, and will be able to offer assistance for one household per month for the next 12 months.
 - Ability 1st will offer Outreach and Rapid Rehousing assistance for Leon and Gadsden Counties. CESC, BBHC, CCYS and Catholic Charities will be receiving allocations for ESG-CV also.
 - There will be a mandatory provider training for new and existing agencies tomorrow from 11am-12:30pm for Finance Directors, Direct Service Staff, Program Managers and Executive Directors.
 - We need Department of Juvenile Justice, Child Welfare, and the School System to join with us.
- f. CoC Staff Report – Amanda Wander
 - HMIS Merger
 - The PromiSE System merger was successful, with the exception of a few problems, which are being worked on and completed soon due to the transfer of data into the new system.
 - Success Story – Johnna Coleman
 - Delmas Barber, City of Tallahassee (CoT), called regarding a gentleman living on the streets with traumatic brain injury. This individual was assisted with help

from the Outreach team of Ability 1st and CoT., afterwards, was placed into the Kearney Center non congregate hotel. The gentleman had been on the streets for approximately 15-16 years and suffered from seizures and traumatic brain injury. With his unwillingness to enter Kearney Center congregate shelter, he went back on the streets for approximately three days. With help from BBHC Rapid Rehousing and Emergency Shelter Vouchers, the gentleman was placed at BBHC's Balkin PSH program within three weeks and doing very well. Many thanks for collaboration with the CoT, BBHC, Ability 1st, BBCoC, Kearney Center Shelter and other partners on getting the gentleman housed!

- Eric Layton and Broderick Seabrooks, HMIS Team-CoC, successfully launched the Learning Management System and several agencies utilized the system, and one user from CCYS received a gift card as the winner chosen for using the system and entering for the drawing. Congratulations!
- Permanent Housing through Coordinated Entry (CE) – Amanda
 - During the month of April, there was increase of housing approximately 50 clients per month, with an increase to over 100 through efforts from Direct Service staff.

Motion to approve and accept Consent Agenda made by Jim McShane and seconded by Jeanné Freeman. None opposed. All members were in favor and motion passed unanimously.

3. Discussion Items

- a. HUD CoC Notice of Funding Opportunity – Amanda
 - Expecting HUD to make an announcement for the Funding Opportunity approximately August 1st. The CoC has completed all requirements for the funding with eligibility to apply.
 - The group that completes the application will convene as soon as funding starts to flow through, and the Review Committee will convene also to begin looking at project proposals.
 - This year we are hoping for HUD to open for the community to apply for Outreach and Coordinated Entry funding.
- b. HUD Youth Demonstration Grant – Amanda
 - This grant consists of cross system collaboration to be able to apply, therefore, Amanda explained that a community workgroup was assembled a couple months ago to begin thinking about a process on how to apply for the grant, although, we were not able to gather enough partners nor enough data to apply, and we needed more cross-system collaboration also. Amanda also explained that some of the details were worked into the Homelessness Assistance Plan and Strategic Plan, and it is up for review and will be able to apply for a later funding opportunity.
 - Career Source, CCYS, Capital Tea, Safe Families of Florida, as well as newer agencies all worked together for this grant, along with a newer agency (We're all we Need), and it is a possibility for these providers to be funded through this opportunity to conduct direct services. Amanda explained that larger cross system partners are needed (Dept. of Juvenile Justice, Child Welfare Partners and School Systems) because all will have to sign off upon submission of the grant.
 - The Committee reinstated the Youth Action Board, which was previously operated under CCYS, now has been moved to the CoC and will continue operation under our agency.
 - Anyone that would like to be a part of the workgroup, please advise Amanda.
- c. Tallahassee Housing Authority/BBCoC MoU for EHV Program
 - THA was awarded 66 emergency housing vouchers that will have to be administered in conjunction with collaboration to the CoC and be utilized with coordinated entry.
 - The CoC has already begun making referrals through the CE process to THA to fill vacancy spots.
 - If we are unable to utilize the 66 vouchers to get clients out of homelessness that have been in our system for an extended amount of time and we did not have space to move them into, we

will move towards clients at extreme risk of homelessness and use the homeless prevention method for the vouchers.

- The vouchers are not permanent, and only for 18 months. Amanda explained that clients may be able to be transferred to a permanent voucher after utilizing the 18-month voucher for that time-period.
 - The majority clients that will utilize these vouchers have income and should be self-sufficient. The vouchers will not be used to support permanent supportive housing clients.
- d. Florida Coalition To End Homelessness Legislative Priorities – Amanda
- The committee met and conducted their membership meeting, which is held annually to vote on priorities that will be focused on for the next Legislative Session:
 - ❖ Increase the DCF Staffing Grant to 10%.
 - ❖ Retain Challenge Grant funding, which is determined every year.
 - Amanda explained that she would forward the remaining priorities when she receives the summary from DCF.
 - Will be asking different partners as time nears for Legislative Session to meet with various Representatives to help represent the CoC's with the priorities that we share. Additional information will be forthcoming.
- e. City/County Joint Homelessness Workshop – July 13, 2021

Amanda Reported:

- A link was sent out by UPHS yesterday with information regarding this workshop and all providers and others that share in ending homelessness and issues with housing in Leon County and the City of Tallahassee are asked to attend the workshop from 9am-12pm at City Hall.
- There will be three components to the workshop and the main subject will be on Homelessness and the various interventions supported through the homelessness system of care.
- Recommendations that will be discussed:
 - ❖ Immediately contract with the CoC to get \$1.4 million to conduct Outreach, Permanent Supportive Housing, and support of capacity building with small non-profits and Faith-Based partners in neighborhoods.
 - ❖ The City/County Budget Workshop agreed to dedicate \$6.4 million to homeless services through American Rescue Act monies and the recommendation is to dedicate \$3.4 million to go through the local CHSP process and the CoC would have a part in the review process. A specific role would be dedicated to providers that conduct homeless services, which is not in place at the present time.
 - ❖ This workshop will align City/County funding with metrics that are already measured through HUD.
 - ❖ If this is a long-term shift, the CoC would be able to take some of the designated funding through HUD and DCF and designate a portion to serve Leon/Tallahassee and run through the CHSP process.

Abena Ojetayo Reported:

- The components of the Workshop will be:
 - ❖ Major discussion on the Comprehensive Report on Homelessness
 - ❖ Tallahassee Housing Authority's Redevelopment Project and its relation to homelessness
 - ❖ Report on the residential market (sales and new construction)
- Citizens from the community will be able to participate in person or virtually to the workshop and sign up to speak on items for discussion. Three minutes per speaker will be allowed and material can also be mailed in for public comments.

Question/Answer Period

- Gwen Virostek, CCYS, asked regarding the process for additional ARP funds documenting agency need and services provided.
 - ❖ Amanda reported the CoC has offered the Strategic Plan and the Homelessness Assistance Plan (HAP) and if there is anything that is not identified within the HAP that is a need, the HMIS System Data should be relied upon and documented as a need. Amanda explained that the Needs Assessment Committee will review and take in consideration the request from the agency. There is not a guarantee that all requests will be accepted by the committee. Amanda also explained that requests should be submitted by Monday for consideration by the committee.
 - ❖ Amanda reported that this is the first year the CoC has had a Strategic Plan and look forward to having annual action plans, which will include ending veteran, chronic, unsheltered youth, and family homelessness, and increasing the housing plan for individuals that have zero to extremely low incomes.

- f. Committee Reports
 - i. Coordinated Entry Committee – Sylvia Smith, Committee Chair

Sylvia Reported:

 - Committee met and Emily Mitchem, Executive Director Refuge House, chaired the meeting in Sylvia’s absence with a review of metrics for System Performance.
 - Sylvia explained the purpose of the committee and asked if anyone is interested in learning how the system works, policy revisions and system-wide data, please consider joining the committee.
 - Johnna Coleman reported the next meeting will be July 14th, 10am, and the committee has plans to provide updated data at that time. Will forward Agenda information regarding the meeting by Monday.
 - ii. HMIS Committee – Jim McShane, Committee Chair

Eric Layton, Data and Training Director, BBCoC, reported:

 - The PromiSE merger has been successfully completed and we are now operating in the new system, with a few issues being worked on from a result of the merger.
 - We are now focusing on restoring ART Reports and trying to complete this as soon as possible for everyone.
 - Some accomplishments the HMIS Team have completed within the last quarter:
 - Configured four new projects in the HMIS System for new providers.
 - Successfully trained six new users to HMIS and provided twelve hours of new user training.
 - Successfully trained forty-one existing HMIS users on refresher topics through the Training Tuesday initiative, which is held the last Tuesday of each month. The next session will be held July 27th, 2pm, and the topic will be Dashboard Widgets.
 - Tuesday, August 31st, 2pm, Training Tuesday will be a very important session on HUD’s 2022 Data Elements Changes. Everyone is asked to attend this training.
 - Successfully supported eighty-seven active end HMIS users in the system, and a big commendation to Broderick Seabrooks, Data and Training Support Specialist, BBCoC, for completing ninety-two support request tickets within the Help Desk system, with a response time of eighteen minutes! Kudos goes out to Brody!
 - Successfully launched the BBCoC Learning Management System, a portal that is training and learning related (New Provider and Contract Training, and all topics related to assisting clients).
 - We will soon be able to register for in-person live trainings as well as virtual training.

Amanda reported:

- Several agencies who are contracted for services through the CoC completed the Florida Housing Coalition's series of six trainings, and there is a new component of training that will be offered the beginning of August, and Amanda asked agencies to focus on getting positions filled during the month of July for staff to be ready for the training in August.
- iii. Needs Assessment and Planning Committee – Barbara Wills, Committee Chair

Amanda reported:

- The committee have been utilizing monthly Partner Meetings over the past year. The committee usually meets quarterly, although over the last year the need to meet more often developed, therefore, the committee has used providers, members, and members of the community to assist with the draft of the Strategic Plan and Homelessness Assistance Plan and need feedback on the Plans to move forward.
 - The committee will meet again in August to review all feedback received and make final changes on both Plans and the final version of the Plans will be presented in September and set up additional times to visit each coverage area regarding resources allocated and where gaps are and a plan on how to fill the gaps.
- iv. Project Review and Performance Committee – Tom Pierce, Committee Chair

Tom reported:

- The committee have reviewed work that was completed on the second phase of COVID funding and Tom thanked the Review Team.
 - Have HUD Grant forthcoming, as well as work on local funding and anyone that is interested in assisting the committee, please inform Amanda, and it is a great opportunity for an agency that have never received funding in the past to join.
- v. Executive Committee-Jeanne' Freeman, Board Chair

Jeanné Reported:

- Committee met on June 22nd and had a discussion on Amanda's Report.
 - The committee completed Amanda's evaluation and very pleased with her progress and success with the CoC.
- vi. Racial Equity Work Group – Taylor Biro, Committee Chair

Taylor Reported:

- The committee is continuously adding members and encouraged anyone who is interested to contact Taylor.
 - The committee is looking at what is going on in other communities and will be meeting virtually this month.
- vii. Youth Action Board - Chair Needed

Amanda Reported:

- The chair for this committee would have to be a youth that is serving on the board, and there is a small group of youth (approximately three) participating at the present time and need more to join. This will make it easier in choosing a chair for the committee.
- Amanda will send out information to get support from the agencies to encourage more youth between the ages of 16-24 that would like to see change in their community.
- We are looking for youth to come up with ideas for projects that would serve youth and be taught how to have a voice and become leaders in the community. The chair that would be selected would hold a seat on the CoC Board.
- There can be as few as three members (which we have), although, Amanda explained that approximately ten would be better in selecting a chair for the committee.

2. County Updates

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

- c. Jefferson – No Updates
- d. Leon – No Additions
- e. Liberty – No Updates
- f. Madison – No Updates
- g. Taylor –

Amanda Reported:

- o Tropical Storm made landfall in Taylor County, although, have not received any special requests regarding relocating individuals from the county due to damage. Amanda asked providers to be attentive to any immediate needs and let her know if a numerous amount of calls are received regarding assistance.
- h. Wakulla – No Updates

3. Public Comment/Announcements

There were no public comments nor announcements

4. Adjournment of Meeting

Jim McShane made a motion to adjourn the meeting and Liz Rivero seconded. Board Meeting was adjourned at 12:05pm.