



Semiannual Full Membership and Board Meeting

October 14th, 2021 – 11:00am-12:30pm

AGENDA MINUTES

Board Members Present: Chair-Jeanné Freeman, Amanda Wander, Johnna Coleman, Sylvia Smith, Commissioner Chuck Hess, Mandy Bianchi, Commissioner Dianne Williams-Cox, Greg Downing, Horace Thompson, Commissioner Rick Minor, Barbara Wills, Shington Lamy, Chuck White, Gina Dozier, Liz Rivero, Melissa Radey

Meeting Attendees: Anita Morrell, Robyn Wainner, Frank Norris, Sarah Grindle-Rollins, Brittney Williams, Broderick Seybrooks, Eric Layton, Haley Kenny, Ed Gines, Carol Weber, Stacey Hannigon, Jennie Brock, Abena Ojetayo, Abby Sanders, Anthony Washington, Malinda Harris, Melissa Radey, Ivory Miller, Samantha, Matthew Knee, Sophia Grandison, Shirlie Hampton, Jackie Fortmann, Delmas Barber, Liza McFadden, Jacara Wright, Alissea Merritt, Linda Smith, Rob Renzi, Anthony Sampson, Ken Lam, Alicia Gibson, Gwen Warren, Gwen Virostek, Kristellys Estanga, Nancy Foley, Ashlee Barbel, Velma Stevens, Jennifer Harris, Nicholas Bush, Jaclyn Hampson

Membership Meeting

- 1. Call to Order** – Jeanne' Freeman, Board Chair
Jeanné Freeman, Chair, called the Membership Meeting to order at 11:06am by welcoming everyone to the meeting.
- 2. Nominations and Election of Board Members** –Jeanne' Freeman, Nominating Committee Chair
Jeanné stated that additional time is needed for Nominations and Election of Board Members to complete this process and the Board was asked to keep everything in place until the January meeting, and she would contact members whose term is up for vacancy, also, contact those that could be nominated to the Board due to not having any nominations at this time.
- 3. Slate of Officers**
Jeanné asked for this item to be tabled also until January's meeting.
- 4. Adjournment of Membership Meeting**
Membership meeting was adjourned at 11:07am.

Board Meeting

- 1. Call to Order** – Jeanne' Freeman, Board Chair
Jeanné Freeman, Chair, called the Board Meeting to order at 11:08am.
- 2. Consent Agenda**
 - a. July 8th Board Meeting Minutes
 - b. Committee Meeting Minutes since July 2021
 - c. 2021/22 Proposed Budget for Approval
 - d. July, August, September 2021 Financial Reports
 - e. 2021/2022 Schedule of Meetings and Case Staffing Meetings
 - f. CoC Staff Report

Motion to approve the Consent Agenda was made by Liz Rivero and seconded by Commissioner Dianne Williams-Cox. None opposed. All members were in favor of the motion and motion carried and passed unanimously.

3. Discussion Items

a. 2021 HUD CoC NOFO Update and Approval of revised P&Ps and Scoring Tools

Amanda Wander Reported:

- Applicants were asked to submit their applications by midnight this Sunday.
- There were four agencies to submit Letters of Intent:
 - Ability 1st – A Place Called Home for Families (permanent supportive housing)
 - BBHC – A place Called Home for Individuals (inadvertently omitted from list)
BBHC – Home Plate permanent supportive housing
BBHC – Youth Rapid Rehousing Program (this will have a new project application that will expand the program).
 - Big Bend CoC HMIS Funding
 - Refuge House Rapid Rehousing for Domestic Violence Survivors
- Due to COVID-19, HUD conducted automatic renewals last year, and they have moved back to competition this year.
- There is a total of \$1.7 million which funds permanent supportive housing and rapid rehousing projects, and all projects are applying for renewals this year.
- There is an opportunity as a CoC to apply for \$24,000 in new funding and there was a recommendation that BBHC apply to expand their Youth Rapid Rehousing Project. The CoC will be able to apply for additional funding next year for Youth Homelessness, ages 18-24.
- The CoC has money that will be left on the table this year. Amanda explained that we have the opportunity to apply for \$371,000 in domestic violence bonus funds and Refuge House is our only provider that meets the requirements for these funds, although, Amanda explained that Refuge House has a current contract with HUD that has not been completed and will not be able to apply until they have completed the current contract. Amanda asked if anyone knew of other organizations that might be interested in becoming a domestic violence entity because they would be able to apply for this funding in the future.
- There is an increase in the CoC planning allotment and ARPC and BBCoC staff will apply for the Continuum of Care funding in the amount of \$74,000, which comes from HUD for organizing and planning.
- Amanda thanked all Board Members who offered their assistance to the Review Committee.
- There has been a tremendous amount of technical assistance to our project applicants in completing the application process and how to navigate HUD's eSNAP system.
- We will be conducting reviews and presentations of projects next week to the Review Committee and the following Monday the scoring for Ranking and Tiering will be completed. Afterwards, Board Members will receive an email with the recommended scoring for Ranking and Tiering in which the Executive Committee has recommended to approve and will need your vote to adopt. Amanda explained that this will be submitted on November 12th, although, the deadline is the 16th. Amanda informed everyone that November 12th will be her last day with the CoC and she will make sure this is submitted prior to her departure.
- This year there were three major areas of focus for HUD:
 - Collaboration with healthcare providers
 - CoC as part of their evaluation process and are looking at cost effectiveness of programs
 - CoC's are addressing race equity and looking at data for programs and participants in the CoC and staff.

Questions/Concerns

- **Abena Ojetayo** asked the anticipated relationship to the policies and the CHSP process in the fall and how the City would be able to make some of the decisions for the process.
Amanda stated that it should have as much similarities as possible but would not recommend everything in the HUD process to be carried over due to being HUD specific and could be a deterrent for local organizations. Amanda explained that some of the Review Committee members that served during this process would be interested in participating as Review Committee members on the CHSP process also.

- **Delmas Barber asked for clarification regarding Race Equity and the CoC**
Amanda explained that HUD is looking to make sure the CoC is making sure that our system for providing homeless services is racially equitable and determine that we are studying data regarding that. Amanda also explained that Taylor Biro is holding Race Equity meetings and looking at more specific data on who is entering and exiting our programs into permanent housing and the ethnicity breakdown.

Motion to approve the Updated HUD NOFO Policies, Procedures Applications and Scoring Sheets for 2020-2021 Competition was made by Commissioner Chuck Hess and seconded by Liz Rivero. None opposed. All members were in favor of the motion and motion carried and passed unanimously.

Transition with the CoC

Amanda reported that the CoC is transitioning with her departure and Johnna Coleman, who has been with the CoC since 2016, is moving into the Interim Executive Director's position and they have worked for the past month to make it a smooth transition for the CoC. Amanda explained that she will continue working on HUD NOFO and any questions regarding that should be directed to her, also, she will continue working with agencies on their DCF Contracts each month and will be training someone new in the area of contracts.

Jeanné thanked Tom Pierce (in his absence), a founding member of the CoC, past Board Chair, past Project Review and Performance Committee Chair for his work and dedication to the CoC as he is resigning from the Board. Jeanné stated that Tom will receive a token of appreciation from the Board.

- b. City of Tallahassee/Leon County/BBCoC ARPA Tri-Party Agreement Update

Johnna Coleman Reported:

- She has signed a Contract with the City of Tallahassee/Leon County for ARPA funding and a RFP will be going out for Permanent Supportive Housing (PSH) and Outreach. Johnna asked agencies that are interested in PSH to look for notices that will be sent out regarding the RFP because she will be working to get the funding circulated and running as quickly as possible.

- c. Point In Time Count 2022 Timeline and Methodology for Approval

Johnna Coleman Reported:

- Have not received full guidance from HUD on their recommendations on conducting Point in Time 2022 next year.
- For the 2022 PIT we will be utilizing the original methodology of conducting a full count of sheltered and unsheltered homelessness individuals using vaccinated volunteers, unless otherwise instructed by HUD on new guidance from the CDC.
- Last year's count was guided by HUD due to COVID-19 and the CoC followed CDC's Guidelines for the prevention of spreading the virus and did not utilize a full span of volunteers as usual.
- The proposed PIT date for Leon County will be Monday, January 22nd with surveys conducted on Tuesday and Wednesday, and for all other participating counties PIT will be conducted January 26th with surveys on Thursday and Friday. Johnna explained that these dates are based on HUD's Guidelines from last year and revisions will be made if we receive revised guidance from HUD.

Motion to accept and approve the Point in Time Count 2022 Timeline and Methodology was made by Mandy Bianchi and seconded by Liz Rivero. None opposed. All members were in favor of the motion and motion carried and passed unanimously.

- d. Emergency Shelter for Cold Nights Update

Johnna Coleman Reported:

- Jacob Chapel and First Baptist Church were contacted, and we have received confirmation for a partnership with First Baptist but have not gotten a response from Jacob Chapel to-date. Johnna explained that she would reach out again in hopes of participation from their church.

- Johnna will meet with Shington Lamy, Leon County, regarding notification of Emergency Management Services when plans and locations have been completed for cold night shelter.
- e. Homeless Service Provision through COVID-19
- Johnna Coleman Reported:**
- The CoC is conducting bi-weekly partner calls, although, we have not had any significant changes since last meeting to report. Johnna asked agencies that have had changes to notify the CoC with their updates, if any.
- f. Appointment of Committee Chairs for 2021/22
- Jeanné Freeman Reported:**
- Several members have been contacted to determine if they would like to continue chairing their committees.
 - There is an opening for Coordinated Entry Committee, HMIS Committee (Jim has been contacted to continue), Project Review and Performance Committee (Tom has been contacted to continue).
 - Jeanné asked if anyone would be interested in becoming a Chair or joining a committee, please reach out to herself or Johnna Coleman as soon as possible.
- g. Committee Reports
- i. Coordinated Entry Committee
- a) Appointment of Coordinated Entry Chair
- Johnna Coleman Reported:**
- The committee has now begun to put forth efforts regarding marketing strategies and accessing households through Big Bend Continuum of Care.
 - Working on development of flyers and literature for handouts during Street Outreach and will share more after the next committee meeting.
 - It has become a need at this point to prioritize beds for emergency shelter and have been looking at other communities to see how this process is being handled. Johnna explained that this would require real-time data, therefore, HMIS Component would have to be utilized for correct data on placing individuals into the beds. This process would make sure we are not doubling individuals for the same beds.
- ii. HMIS Committee
- a) Appointment of HMIS Committee Chair
- Eric Layton Reported:**
- The HMIS Team will begin our Annual Reporting Season:
 - The Longitudinal System Analysis Report
 - System Performance Measures Report
 - HIC and PIT Report for January 2022
 - Have worked with agency leadership for the past months in getting the Data Quality Program rolled out and have worked each month sending out reports to agencies informing them how their data looks and working to make any needed corrections.
 - Working to make sure data that's submitted to stakeholders, HUD, and committees is accurate as possible.
 - Would like to give shout-out to all agencies, although, one agency in particular, (BBHC/SSVF) had a perfect data entry month for September with no errors. Congratulations to Sylvia Smith, Mike Solomon and the team at BBHC!!
- iii. Needs Assessment and Planning Committee
- a) Appointment of HMIS Committee Chair
- No Report**

- iv. Project Review and Performance Committee
 - a) Appointment of Project Review Committee Chair

Amanda Wander Reported:

- The committee met in June and issued the July 1 Contracts for ESG CV funding from the State; afterwards, had training for the HUD funding process.
- The committee will be moving into the review for ARPA funding through Leon County and the City of Tallahassee.
- The committee met to review Performance of the HUD Project Renewals and the committee has concerns with the Refuge House Rapid Rehousing Project due to their funds not being spent down, nor have they met deliverables. Amanda explained that an extension has been requested from HUD until the end of year, and the extension has been granted, although, there remain concerns from the committee, and additional information has been requested from Refuge House.
- The committee needs new members to join, and Amanda encouraged anyone who might be interested in applying for homeless service funds to participate as a Review Committee member and get an understanding of how the CoC's process works and gain an understanding of how the Review Committee operates.

- v. Executive Committee

Jeanné Freeman Reported:

- The position of Executive Director for the CoC has been posted on the website and will notify the Board as updates comes in.

- vi. Ad-hoc Racial Equity Work Group

Johnna Coleman Reported:

- Attended the last Racial Equity Work Group meeting and they are working towards suggestions on how racial equity is looking in our system and finding solutions for our current issues.

Drawing for Five Gift Cards to Current Members Whose Dues Were Paid Up-to-Date – Sarah Grindle-Rollins

- Greg Downing – Gordos \$20 Gift Card
- Barbara Wills – Newk's \$20 Gift Card
- Liz Rivero – Blaze Pizza \$20 Gift Card
- Stacey Hannigon – Tijuana Flats \$20 Gift Card
- Melissa Radey – 4Rivers Smokehouse \$20 Gift Card

Congratulations to everyone and gift cards will be mailed to each winner!

5. Rural County Updates

a. Gadsden – Greg Downing

- The Rapid Rehousing Program is up and running in Gadsden County and we are very excited, although the program brought several pros and cons:

Pros:

- The program raised attention of leadership in the County as to the problems of homelessness and representatives from each city in Gadsden County, as well as representatives from the County Commission came together to discuss ways of addressing housing issues within the County.

Cons:

- Identifying housing for those that qualify for the program has caused issues, therefore, we are trying to move into homeless prevention programs at some point because it is easier to

keep clients in their current housing than locating new housing for evicted clients. Greg explained that they are looking to move forward and excited to receive funding for the County.

No other rural county updates reported

6. Public Comment/Announcements

There were no Public Comments/Announcements Reported

7. Adjournment of Meeting

Board Meeting was adjourned by Commissioner Rick Minor, and he welcomed Johnna as Interim Executive Director for the CoC and look forward to working with her.