



Semiannual Full Membership and Board Meeting

October 14th, 2021 – 11:00am-12:30pm

Zoom Meeting: <https://us02web.zoom.us/j/89345112489?pwd=VDA0VElUd01od0FmeFV1aG41NUFvQT09>

Call in Info: +1 646 558 8656 Meeting ID: 893 4511 2489 Passcode: 056055

AGENDA

Membership Meeting

1. **Call to Order** – Jeanne’ Freeman, Board Chair
2. **Nominations and Election of Board Members** –Jeanne’ Freeman, Nominating Committee Chair
3. **Slate of Officers**
4. **Adjournment of Membership Meeting**

Board Meeting

1. **Call to Order** – Jeanne’ Freeman, Board Chair
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
3. **Discussion Items**
 - a. 2021 HUD CoC NOFO Update and Approval of revised P&Ps and Scoring Tools
 - b. City of Tallahassee/Leon County/BBCoC ARPA Tri-Party Agreement Update
 - c. Point In Time Count 2022 Timeline and Methodology for Approval
 - d. Emergency Shelter for Cold Nights Update
 - e. Homeless Service Provision through COVID-19
 - f. Appointment of Committee Chairs for 2021/22
 - g. Committee Reports
 - i. Coordinated Entry Committee
 - a) Appointment of Coordinated Entry Chair
 - ii. HMIS Committee
 - a) Appointment of HMIS Committee Chair
 - iii. Needs Assessment and Planning Committee
 - a) Appointment of HMIS Committee Chair
 - iv. Project Review and Performance Committee
 - a) Appointment of Project Review Committee Chair
 - v. Executive Committee
 - vi. Ad-hoc Racial Equity Work Group
5. **Rural County Updates**

a. Gadsden	d. Liberty	g. Taylor
b. Wakulla	e. Jefferson	
c. Franklin	f. Madison	
6. **Public Comment/Announcements**
7. **Adjournment of Meeting**

**2021-2022
Big Bend CoC Board Roster- Draft**

Officer/ Committee Chair	First Name	Last Name	Appointed/ Elected	Date Elected/ Appointed	Term Ends	Representative Type	Employment	Email
	Dianne	Williams-Cox	Appointed	4/25/2019	2021	Tallahassee City Commissioner	City of Tallahassee Commission	dianne.williams.cox@talgov.com
	Rick	Minor	Appointed	10/29/2020	2022	Leon County Commissioner	Leon County Commission	
<i>Alternate</i>	<i>Shington</i>	<i>Lamy</i>				<i>Leon County Commission-Alternate</i>	<i>Leon County</i>	LamyS@leoncountyfl.gov
	Noah	Lockley	Appointed	4/25/2019	2021	Franklin County Commissioner	Franklin County Commission	noah@franklincountyflorida.com
	Eric	Hinson	Appointed	4/25/2019	2021	Gadsden County Commissioner	Gadsden County Commission	ehinson@gadsdencountyfl.gov
<i>Alternate</i>	<i>Michael</i>	<i>Jackson</i>						
	Stephen	Walker	Appointed	4/25/2019	2021	Jefferson County Commissioner	Jefferson County Commission	swalker@jeffersoncountyfl.gov
	Doyle	Brown	Appointed	4/25/2019	2021	Liberty County Commissioner	Liberty County Commission	dbrown@libertybocc.com
	Donnie	Waldrep	Appointed	6/27/2019	2021	Madison County Commissioner	Madison County Commission	District2@madisoncountyfl.com
<i>Alternate</i>	<i>Ronnie</i>	<i>Moore</i>				<i>Madison County Commission-Alternate</i>	<i>Madison County Commission</i>	District3@madisoncountyfl.com
	Mike	Deming	Appointed	6/27/2019	2021	Taylor County Councilman (City of Perry)	City of Perry Council	mdeming@cityofperry.net
	Chuck	Hess	Appointed	4/25/2019	2021	Wakulla County Commissioner	Wakulla County Commission	chess@mywakulla.com
<i>Alternate</i>	<i>Quincee</i>	<i>Messersmith</i>				<i>Wakulla County Commissioner-Alternate</i>	<i>Wakulla County Commission</i>	gmessersmith@mywakulla.com
BBCoC Interim Executive Director	Johnna	Coleman	Appointed	9/21/2021		CoC Lead Agency (non-voting member)	Interim Executive Director	jcoleman@bigbendcoc.org
	Taylor	Biro	Elected	10/29/2020	2021	Victim Services Expert	Florida Council Against Sexual Violence	tbiro@fcasv.org
	Brenda	Williams	Elected	4/25/2018	2022	Public Housing Authority	Tallahassee Housing Authority	brenda@tallha.org
	Liz	Murphy	Elected	10/29/2020	2022	Early Learning Coalition	Early Childhood Development	lmurphy@elcbigbend.org
	Mandy	Bianchi	Elected	10/29/2020	2022	Center for Independent Living	Ability 1st	mandybianchi@ability1st.info
Executive Committee	Emily	Mitchem	Elected	10/29/2020	2022	Domestic Violence Service Provider	Refuge House	emitchem@refugehouse.com
Secretary	Liz	Rivero	Elected	4/25/2018	2022	Veteran's Administration	VA Mental Health Clinic	elizabeth.rivero1@va.gov
	Greg	Downing	Elected	10/29/2020	2022	Gadsden County Schools	Families in Transition Program	dynacom@embarqmail.com
	Renee	Miller	Elected	10/29/2020	2022	Faith Based Service Provider	City Walk Urban Mission	renee@citywalkmission.com
	Jay	Reeve	Elected	4/25/2018	2022	Mental Health Services	Apalachee Mental Healthcare Center	jayr@apalacheecenter.org

2021-2022
Big Bend CoC Board Roster- Draft

Officer/ Committee Chair	First Name	Last Name	Appointed/ Elected	Date Elected/ Appointed	Term Ends	Representative Type	Employment	Email
	Melissa	Radey	Elected	7/25/2018	2022	Higher Education	Florida State University School of Social Work	mradey@fslu.edu
	Horace	Thompson	Elected	10/17/2019	2021	Formerly Homeless Veteran	Veteran Community Member	horace51@yahoo.com
Treasurer/ HMIS Committee Chair	Jim	McShane	Elected	4/25/2018	2022	Employment Services	CareerSource Capital Region	jim.mcshane@careersourcecapitalregion.com
	Kristin	Reshard	Elected	12/19/2018	2022	Early Childhood Education	Capital Area Community Action Agency	kristin.reshard@cacaainc.org
	Chuck	White	Elected	4/25/2018	2022	Employment Services	H3LPs Florida	cwhitedlvp@aol.com
						Homeless/ Formerly Homeless Youth Youth	BBCoC Youth Action Board	
	Gina	Dozier	Elected	12/12/2019	2021	Homeless Youth Service Provider	COO, Capital City Youth Services	gina@ccys.org
Past Chair/Project Review and	Tom	Pierce	Elected	4/25/2018	2022	Policy or Planning Specialist	Volunteer Consultant in CoC & Homelessness Policy	tomshirleyjean@comcast.net
Coordinated Entry Committee Chair	Sylvia	Smith	Elected	4/25/2018	2022	Homelessness Prevention Provider	Big Bend Homeless Coalition	ssmith@bigbendhc.org
Board Chair	Jeanne	Freeman	Elected	6/27/2019	2021	Healthcare Provider	Neighborhood Medical Center, Inc.	jfreeman@neighborhoodmedicalcenter.org
Needs Assessment and Vice	Barbara	Wills	Elected	6/27/2019	2021	Higher Education	Tallahassee Community College	willsba@tcc.fl.edu



Board of Directors Application and Nomination Form

Thank you for your interest in serving on the Board of Directors for the Big Bend Continuum of Care.

The CoC Board shall be broadly based, with representation from all sectors of the community, including but not limited to, individuals experiencing homelessness, homeless service providers, business community, funders, healthcare providers, law enforcement, education system and representatives of government. The CoC Board must be representative of the relevant organizations and projects serving homeless subpopulations and must be representative of the geographic area served by the CoC including Leon, Gadsden, Wakulla, Liberty, Franklin, Jefferson, Madison and Taylor Counties. The CoC Board is a thirty-one (31) member body providing oversight to the homelessness and housing system of care for this 8-county coverage area.

Please return your completed application/nomination form and resume to:
Johnna Coleman, Big Bend Continuum of Care, Interim Executive Director
 jcoleman@bigbendcoc.org 850-739-5162

Name:	Date of Application:		
Phone Number:	Email:		
Address:			
List your current Employers and Titles (Include contract and consultant work):			
<u>Company/Organization</u>	<u>Title</u>		
1.			
2.			
3.			
How did you hear about BBCoC?			
Do you have experience with homelessness?			
a. Have you experience homelessness yourself?			
b. Has a close friend or family member experienced homelessness?			
c. Have you volunteered or worked to serve those experiencing homelessness?			
List your current and past board service in other organizations:			
<u>Organization</u>	<u>City/State</u>	<u>Dates of Service</u>	<u>Officer Positions Held, if any</u>
1.			
2.			
3.			
4.			
5.			

Please tell us why you want to become a member of the BBCoC Board?

Why do you believe you would be an effective member of the Board of Directors?

What skills, expertise and connections can you offer as a BBCoC Board Member?

Participant Commitment:

I understand the requirements outlined in the Big Bend Continuum of Care Governance Charter and agree to abide by them. If I am selected, I will devote the time and resources necessary to complete orientation and become an active member of the Board of Directors. I understand the above commitments and agree to be bound by them in signing this application.

Applicant Signature

Date



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:

- 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.

Executive Committee Meeting

Zoom Meeting

<https://us02web.zoom.us/j/82227937495?pwd=anFCbWk3cnJpdTlNMWk1HelfWbmtaQT09>

Call in number: 1-646-558-8656 Meeting ID: 822 2793 7495 password: 400861

August 17th, 2021 3:00-4:30pm

Meeting called to order by Jeanne Freeman at 3:10pm

Members present: Tom Pierce, Jim McShane, Amanda Wander, Jeanne Freeman, Sylvia Smith, Frank Norris, and Liz Rivero

Quorum reached

Reviewed the Board Packet materials below

1. June and July Financial Reports (Pages 1-6)
2. DCF Unified Contract Spending Update (Pages 7-10)
 - a. Advance Funds
3. Draft 21/22 Budget Review (Page 11)
 - a. Discussed the need for Finance Director assistance and options
 - b. Discussed funding for staffing and space needs
4. ARPC MoU and increased financial needs (Pages 12-13)
5. Update on City/County Homelessness Workshop in July
6. HUD Spending (Page 14)
7. Florida Housing Coalition Proposal for Training and TA (Pages 15-18)

Motion to enter into contract for technical assistance. Jim McShane moved to approve and Tom Shirley second.
8. Florida Coalition to End Homelessness 21/22 Legislative Priorities (Page 19)
9. Committee Updates
 - a. Coordinated Entry
 - b. HMIS – HMIS Data Sharing and Data Quality Policy Update – Vote to adopt needed (Pg 20) Jim McShane discussed the proposal for the global data visibility model and a new and streamlined data quality plan (page 20). Sylvia moved to approve and Jeanne Freeman second
 - c. Needs Assessment and Planning - Race Equity Workgroup
 - d. Project Review
10. Other Comments/Announcements

Adjourned Meeting 4:35pm

Executive Committee Meeting

Zoom Meeting

<https://us02web.zoom.us/j/88621143623?pwd=aVBBTzk1Z0hjNTlOcUliUTc0RFZsdz09>

Meeting ID: 886 2114 3623

Passcode: 989368

One tap mobile

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+16465588656,,88621143623#,,,,*989368# US (New York)

September 9, 2021 4-5pm

Meeting called to order by Amanda Wander at 4:02pm

Members present: Tom Pierce, Jim McShane, Amanda Wander, Jeanne Freeman, Emily Mitchem, and Liz Rivero

Quorum reached

1. Discussed process for review and approval the HUD CoC NOFO Local Competition RFA documents
2. Discussed changes in NOFO requirements
 - a. CoC is searching for formalized appeals process in old documents before creating a new one
 - b. Documentation of collaboration and formalized policies concerning specific service provider types
 - c. Additional policies and procedures and some edits of existing ones are being added to meet the NOFO standards
3. Discuss a Leadership Transition Plan for the CoC
 - a. Necessary overlap of one month before Amanda transitions out and the new ED transitions in
 - b. Discussed the transition from the perspective of the City and County as well as other stakeholders
 - c. Need written processes for reference
 - d. Need an interim Executive Director
 - e. Discussed the complexity of some of the DCF invoicing (30-40 hours a month). This can be mitigated by the additional position or even an interim contract manager to help
 - f. Discussed advertising the position
 - g. Staff members already have knowledge of different aspects of invoicing and contracting
 - h. All appraisals and evaluations are up to date and raises have already been budgeted
 - i. Finance is already handled by ARPC
 - j. Discussing plans with ARPC

Adjourned Meeting

BBCOC EXECUTIVE COMMITTEE MEETING

September 21st, 2021 – 3:00-4:30pm

Zoom Meeting Link:

<https://us02web.zoom.us/j/82227937495?pwd=anFCbWk3cnJpdTlNMWk1HelFwbmtaQT09>

Call in number: 1-646-558-8656 Meeting ID: 822 2793 7495 password: 400861

Meeting called to order by Tom Pierce.

Members present: Tom Pierce, Barbara Wills, Emily Mitchem, Amanda Wander, Jeanne Freeman, Jim McShane, Liz Rivero

Quorum reached.

1. DCF Unified Contract Spending Update (Page 1): Reviewed progress
 - a. Tracking of Advance Funds Recoupment (pg 2)
2. 2021 HUD CoC NOFO Letters of Intent to Apply (Pages 3-6)

Vote to accept the 4 LOIs submitted for the HUD funding, from Ability 1st, BBHC, Refuge House and BBCoC/ARPC. Jim McShane moved, Jeanne Freeman second, all approved. Motion passed

3. Executive Director Transition Planning: continued discussions and planning regarding interim and compensation. Also discussed contracting for additional assistance. All decisions will have final approval from the Board once details and costs are calculated.
4. Member and Board Meeting Agenda and Board Nominations – October 14th
5. Committee Updates reviewed and approved
 - a. Coordinated Entry
 - b. HMIS
 - c. Needs Assessment and Planning - Race Equity Work-group
 - d. Project Review
 - e. Nominating Committee
6. Other Comments/Announcements

Adjourned Meeting at 4:40pm



Coordinated Entry Committee Meeting

**2507 Callaway Rd.
Tallahassee, FL 32303**

June 10, 2021

10:00 am

Attendees: Emily Mitchem, Johnna Coleman, Justin Barfield, Delmas Barber, Vicki Butler, Jo Gewanter, Chloe Bare, Taylor Mackin, Kim Ladner, Haley Kenny, Eric Layton, Mandi Bianchi, Alissea Merritt, Amanda Wander, Megan Duncan, Amy Ingraham, Julie Evans, Erica Dixon, Tranesia Walker, Tracy Simmons, Sophia Grandison, Micha Allen, Carol Weber, Broderick Seabrooks, Alicia Gibson, and Melissa Bourcier

Meeting Agenda:

1. Introductions

Emily Mitchem called the meeting to order at 10:08 am. Emily was asked to sit in as the Chair by current Chair Sylvia Smith in her absence. The meeting started with brief introductions.

2. Approval of 3/10/2021 Meeting Minutes

Motion to approve 3/10/2021 meeting minutes made by Kim Ladner and seconded by Delmas Barber.

3. Coordinated Entry Data Overview

Johnna Coleman presented CE Access Point Data for 1/1/2021 to 5/31/2021. See attached agenda packet. Johnna explained that the data being presented was different for this meeting as it covered a longer range as well as highlighted new demographic components including age, race, ethnicity as well as health and income. These new components will assist in demonstrating a clearer picture of those who are served through the CE process and help to identify gaps in services. Kim Ladner stated that there are a significant number of people who are elderly or too intensive for emergency shelter. Overall CE data quality was excellent, and Johnna commended the agencies for doing a great job. Johnna spent some time speaking about the importance of data quality specifically when exiting clients. Agencies should pay close attention to the options provided in the HMIS exit fields and chose the most appropriate destination. This will also affect the system performance measure data. Several committee members were curious about where people seeking homeless services are coming from. It was stated by several agencies that there has been an increase in the number of people seeking services who are from counties outside of the CoC catchment area and other states.

- 4. Agency Announcements
No agency announcements.

Meeting adjourned at 10:46 am.

Next meeting is scheduled for July 14, 2021 at 10:00 am

Notes:

HMIS Committee Meeting

August 11th, 2021 – 11:00am – 12:00pm Eastern Time

Attendees: Eric Layton (BBCoC), Jim McShane (CareerSource), Broderick Seabrooks (BBCoC), Amanda Wander (BBCoC), Sylvia Smith (BBHC), Gina Dozier (CCYS), Kim Ladner (CESC), Sophia Grandison (Catholic Charities), Tracie Simmons (Catholic Charities), Jackie Fortmann (Ability 1st), Vicki Butler (CESC), Justin Barfield (CCYS), Julie Evans (City of Tallahassee), Melissa Bourcier (BBHC), Ashlee Barbel (Apalachee Center)

1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:02am.

2. Proposal: Open Data Visibility Model

- **Eric Layton** explained the definition of data visibility (what client info, entries, services entered by one agency can be viewed by other agencies). Currently some agencies have client info limited to their own agency, while other agencies share their client info systemwide within our CoC. Having client data shared systemwide can help prevent duplicate entries and services, and limited visibility to case notes when not using EDA (Enter Data As) function in HMIS.
- **Eric** explained that opening data visibility systemwide within our CoC will allow all agencies to see when a client has received services, or is currently receiving services, from another agency, thereby avoiding duplication of entries and services, and eliminating the need to contact other agencies/providers to verify client interactions. This, in turn, will expedite client services and housing.
- **The exceptions** to this new visibility model will be projects exclusively serving minors (CCYS), mental health providers (Apalachee Center), and Domestic

Violence projects (Refuge House). These agencies client data will remain locked down to agency-only view.

- **Gina Dozier** asked to clarify that CCYS programs that serve adults will still have global visibility. This is correct. Only programs with protected clients (i.e. minors, clients with mental health conditions, DV clients) will remain agency only.
- **Ashlee Barbel** asked if a list can be made available to detail which projects will be agency-only vs global visibility. Eric will send this out after the meeting.
- **Jim McShane** asked for a motion to accept this proposal. **Sylvia Smith** made the motion. **Justin Barfield** seconded the motion. Motion passed with zero objections.

3. New Data Quality Plan

- **Eric** explained how Data Quality is essential for monthly and annual reporting to HUD and other funders, as well as for the efficiency of client services and housing. Without a documented and streamlined data quality plan, reports may be late and/or inaccurate, and client services may be delayed or not provided at all.
- **Eric** proposed a documented, streamlined and enforceable Data Quality plan which ensures that our community produces quality data and serves our clients with the utmost efficiency by providing highly accurate reports.
- The new plan entails BBCoC HMIS staff monitoring data on a monthly basis, and sending out reports to agency leadership (and/or their designated agency admin) on the 10th of every month, starting September 10th. Agencies will have two weeks to make necessary corrections or work with CoC HMIS staff for additional assistance. These reports also include the HMIS users entering this data, so users frequently creating erroneous data may be identified to agency leadership for refresher training.
- Key data quality items for reporting include: Client location; Income; Disabilities; Name & SS#; Project length of stay; and Head of Household data.

- **Jim McShane** moved for a vote on the proposal. The vote passed with zero objections.

4. Community Partner HMIS Concerns and Comments

- **Eric** opened the floor for all questions or comments.
- **Melissa Bourcier** asked for clarification on how the data quality reports will be delivered to agencies. Eric confirmed that these reports will be sent to agency leadership on the 10th of every month.
- **Sylvia Smith** asked if there have been any reports since the HMIS merger in June of client data loss. She was informed by one of her users of a client who's case notes were missing after the merger. Eric informed that we have not seen any true data loss, and most cases where notes were not visible were due to the user not using the correct EDA in HMIS. The CoC HMIS team will keep an eye out for this and report on our next committee meeting if any data loss is identified.

5. Adjourn

- **Jim McShane** adjourned the meeting at 11:32am Eastern time.

*Next HMIS Committee meeting is scheduled for **Wednesday, October 6th – 10-11am***

BIG BEND CONTINUUM OF CARE FY 21/22 PROPOSED BUDGET			
REVENUES:		21/22 Budget	EXPLANATION:
US HUD			
	HUD HMIS (Oct 21-April 22)	\$76,003.66	
	HUD HMIS (May 22-September 22)	\$54,288.33	HUD HMIS Grant 5/1/21-4/30/22
	HUD Planning (Oct 21-Dec 21)	\$17,522.75	
	HUD Planning (Jan 22-Sep 22)	\$56,000.00	HUD Planning Grant 1/1/21 - 12/31/21
FL DCF			
	DCF Staffing Grant	\$80,354.00	DCF Staffing Grant 10/1/21-6/30/22
	DCF Challenge Grant Admin	\$5,159.00	DCF Challenge Grant Admin 10/1/21-6/30/22
	DCF ESG Grant Admin	\$3,375.00	DCF ESG Grant Admin 10/1/21-6/30/22
	DCF TANF Grant Admin	\$712.00	DCF TANF Grant Admin 10/1/21-6/30/22
	DCF Challenge, ESG, TANF Subs	\$191,927.00	DCF Challenge, ESG, TANF Subs 10/1/21-6/30/22
	DCF ESG-CV2 Admin	\$47,016.74	DCF ESG-CV2 Admin 10/1/21-6/30/22
	DCF ESG-CV2 Outreach Coord	\$15,000.00	DCF ESG-CV2 Outreach Coordination 10/1/21-6/30/22
	DCF ESG-CV2 HMIS Admin	\$64,082.00	DCF ESG-CV2 HMIS Admin 10/1/21-6/30/22
	DCF ESG-CV Subs	\$1,177,907.00	DCF ESG-CV2 Sub Payments 10/1/21 - 6/30/22
City of Tallahassee			
	CoT ESG HMIS Admin	\$79,077.00	
	CoT ESG RRH Landlord Liaison	\$79,076.00	
Leon County/City of Tallahassee ARPA Funds			
	Leon ARPA Outreach Admin	\$40,000.00	
	Leon ARPA Outreach Subs	\$150,000.00	
	Leon ARPA Capacity Building	\$180,000.00	
	Leon ARPA PSH Admin/Training	\$80,000.00	
	Leon ARPA PSH Subs	\$555,000.00	
OTHER			
	CoC Membership Dues	\$10,000.00	Membership Dues 10/1/21 - 9/30/22
	CoC Donations / PIT	\$5,000.00	PIT Donations 10/1/21 - 9/30/22
	CoC HMIS Partner Fees	\$12,000.00	HMIS Partner License Fees 10/1/20 - 9/30/22
TOTAL REVENUES		\$2,979,500.48	
OPERATING EXPENSES:			
	Salaries	\$559,520.00	Gross Salaries for current 7 employees + 2 new positions
	Fringe Benefits	\$160,343.00	Total Fringe Benefits: health, dental/life, FRS, & FICA Match
	Staff Merit Bonus Pool	\$10,000.00	Merit bonus pool for high scoring evaluations
	ARPC Admin Costs	\$30,000.00	
	Audit	\$10,000.00	Annual Audit Fees (more volume audit costs higher)
	CoC Board Expenses	\$1,000.00	Discretionary Expenditures of CoC Membership Dues
	Consultants	\$10,000.00	
	Dues	\$3,500.00	FCEH \$2,500, UPHS, INIE, etc.
	Equipment / Software	\$15,000.00	Additional Software and Equip. (purchase server)
	Insurance	\$8,000.00	Board E&O Policy \$1,600 and Wk Comp/GL Ins. \$6,400
	Office Supplies	\$3,000.00	Misc. Office Supplies & Paper
	Rent	\$42,000.00	Office Rent for new space
	Telephone & Internet	\$7,000.00	Staff Cell phones / Off-site Internet Access
	Travel	\$12,000.00	Travel costs for staff conferences and training
	PIT Expenses	\$1,000.00	PIT Expenses
	DCF Subs: Challenger, ESG, TANF	\$191,927.00	DCF Sub Payments - Pass Thru
	DCF Subs: ESG-CV2	\$1,177,907.00	
	Leon County/CoT Subs: ARPA	\$705,000.00	
	HMIS License Renewal	\$18,000.00	HMIS License Fees
	Legal Support	\$6,000.00	
	Project Match	\$8,303.48	Balance of Revenues over Expenses
TOTAL EXPENSES:		\$2,979,500.48	

Big Bend Continuum of Care Budget Report as of 8/31/21		Bal. 7/31/21 (14,946.61)	Bal. 9/30/20 17,247.62		Budget Balance Received/ Used
LINE-ITEM	FY 20/21 Budget	August 2021	FY-To-Date as of 8/31/21	Budget Balance	
General Revenue					
US HUD					
HUD HMIS 20/21	71,926	-	71,926.26	(0)	100%
HUD HMIS 21/22	58,366	2,500.00	11,977.60	46,388	21%
HUD Planning 20/21	64,300	-	64,299.00	1	100%
FL DCF					
DCF Staffing Admin	107,140	8,928.57	98,214.26	8,926	92%
DCF Challenge Admin	6,880	458.33	5,791.54	1,088	84%
DCF ESG Grant Admin	4,500	260.57	4,111.63	388	91%
DCF TANF Grant Admin	966	126.36	874.88	91	91%
DCF Subs / CH, ESG, TANF	255,970	20,837.81	232,718.27	23,252	91%
DCF ESG-CV 1 Admin	10,454	-	7,783.38	2,671	74%
DCF ESG-CV 1 HMIS	29,821	-	32,253.45	(2,432)	108%
DCF ESG-CV 1 Subs	365,725	-	365,724.13	1	100%
DCF ESG-CV 2 Admin	10,454	21,000.00	21,000.00	(10,546)	201%
DCF ESG -CV 2 HMIS	-	24,000.00	24,000.00	(24,000)	
DCF ESG-CV 2 Subs	-	455,000.00	455,000.00	(455,000)	
City of Tallahassee					
CoT ESG Lead HMIS Support	75,000	13,302.90	53,563.38	21,437	71%
CoT ESG HMIS/RRH	87,749	9,514.96	45,083.69	42,665	51%
CoT EST-CV Outreach Coordination	17,351	-	17,391.46	(40)	100%
CoT ESG-CV Outreach Subs	142,278	11,205.01	112,505.65	29,772	79%
Leon County					
Leon CARES Training	-	-	12,500.00	(12,500)	0%
CoC General					
CoC Member Dues 10/20 -9/21	8,000	-	9,559.59	(1,560)	119%
CoC Donations / PIT	5,000	-	1,975.00	3,025	40%
CoC Partner Fees	12,000	39.90	12,510.93	(511)	104%
CoC CDBG 19/20 Receivable	-	-	7,178.64	(7,179)	
TOTAL REVENUE	1,333,880	567,174.41	1,667,942.74	(334,063)	125%
General Expenses					
Salaries	331,760	25,440.00	288,596.40	43,164	87%
Fringe Benefits	87,056	7,309.49	82,451.13	4,605	95%
Staff Merit Bonus Pool	16,588	-	16,517.60	70	100%
ARPC Admin Costs	30,000	2,500.00	27,500.00	2,500	92%
Audit	5,000	-	200.00	4,800	4%
CoC Board Expenses	1,000	-	113.90	886	11%
Consultants	10,000	-	9,030.00	970	90%
Dues	3,500	-	61.25	3,439	2%
Equipment / Supplies / Software	6,000	1,355.26	8,781.02	(2,781)	146%
Insurance	6,000	-	7,990.00	(1,990)	133%
Office Supplies / Furniture	600	699.07	3,973.85	(3,374)	662%
Rent	22,200	1,891.00	20,615.00	1,585	93%
Telephone / Internet	5,400	563.47	5,936.47	(536)	110%
Travel	6,000	23.90	2,907.84	3,092	48%
PIT Expenses	1,000	-	1,224.92	(225)	122%
DCF Subs: Challenge, ESG, TANF	255,970	20,837.81	232,718.27	23,252	91%
DCF ESG-CV 1 Subs	365,725	-	365,724.13	1	100%
DCF ESG-CV 2 Subs	-	455,000.00	455,000.00	(455,000)	0%
CoT ESG-CV Subs	-	11,205.01	112,505.65	(112,506)	0%
HMIS Licenses	16,000	59.85	17,999.99	(2,000)	112%
Project Match	6,349	-	-	6,349	0%
Legal Support	5,000	-	-	5,000	0%
TOTAL EXPENSES	1,181,148	526,884.86	1,659,847.42	(478,699)	141%
TOTAL CoC Funds as of 8/31/21		25,342.94	25,342.94		

\$ 25,342.94

Big Bend Continuum of Care						
August 2021 Regions Bank #0860						
Date	Item #	Payee or Vendor	Memo	Deposits	Checks	Balance
			<i>Balance as of 7/31/21</i>			(14,946.61)
						(14,946.61)
8/13/21	Direct Dep.	PR 7/29/21-8/11/21	CoC Salaries - Net		10,144.32	(25,090.93)
"	online	US Treasury	CoC PR Taxes 8/13 PR		2,992.16	(28,083.09)
8/13/21	online	Regions Bank Card	IT/Off Supplies		818.87	(28,901.96)
"	online	Regions Bank Card	IT / HMIS Licenses		263.31	(29,165.27)
"	online	CenturyLink	Office Telephone		263.47	(29,428.74)
8/17/21	Deposit	US HUD	Aug 21a	2,500.00		(26,928.74)
"	Deposit	CoT	ESG HMIS Jun 21	13,302.90		(13,625.84)
			ESG RRH Jun 21	9,514.96		(4,110.88)
"	online	Guardian	EE Dental/Life Ins.		345.99	(4,456.87)
"	1564	Capital Health Plan	EE Health Insurance		2,614.73	(7,071.60)
"	1565	Absolute	Software - Annual Fee		1,032.00	(8,103.60)
8/20/21	Deposit	HMIS Partners	HMIS Partner Fees	39.90		(8,063.70)
8/20/21	Deposit	DCF	ESG CV-2 Advance	500,000.00		491,936.30
8/24/21	1566	Ability 1st	ESG CV-2 Advance		12,000.00	479,936.30
"	1567	BBHC	ESG CV-2 Advance		86,000.00	393,936.30
"	1568	Catholic Charities	ESG CV-2 Advance		79,000.00	314,936.30
"	1569	CCYS	ESG CV-2 Advance		2,000.00	312,936.30
"	1570	CESC	ESG CV-2 Advance		253,000.00	59,936.30
"	1571	ECHO	ESG CV-2 Advance		12,000.00	47,936.30
"	1572	Investing In Our Youth	ESG CV-2 Advance		11,000.00	36,936.30
"	Direct Dep.	PR 8/12/21-8/25/21	CoC Salaries - Net		10,144.32	26,791.98
"	online	US Treasury	CoC PR Taxes 8/27 PR		2,992.16	23,799.82
8/31/21	Deposit	City of Tallahassee	ESG-CV Outreach July 21	11,205.01		35,004.83
"	1573	Ability 1st	ESG-CV Outreach July 21		11,205.01	23,799.82
"	Deposit	FL DCF	Staffing - July 21	8,928.57		32,728.39
"	Deposit	FL DCF	Challenge - July 21	6,622.69		39,351.08
"	Deposit	FL DCF	ESG - July 21	10,721.98		50,073.06
"	Deposit	FL DCF	TANF - July 21	4,338.40		54,411.46
"	1574	BBHC	Chall/ESG July 21		6,927.20	47,484.26
"	1575	Catholic Charities	Chall/ESG/TANF July 21		5,269.75	42,214.51
"	1576	CCYS	Chall/ESG July 21		5,398.99	36,815.52
"	1577	CESC	Chall/ESG July 21		3,241.87	33,573.65
"	1578	ARPC	Admin Aug 21		2,500.00	31,073.65
"	1579	Conservation Group	Office Rent		1,791.00	29,282.65
"	1580	Treneicia Coleman	Office Cleaning		100.00	29,182.65
"	~	CoC Staff	Travel/Expenses Reimb.		323.90	28,858.75
"	online	FL Div. of Retirement	FRS August 21		3,515.81	25,342.94
"						
				567,174.41	526,884.86	

Big Bend Continuum of Care
Revenue & Expenses 20/21 17,247.62

	Total	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21
General Revenue													
HUD HMIS 20/21	71,926.26	13,522.98	12,840.41	19,500.91	2,698.65	1,274.97	7,274.73	14,813.61	-	-	-	-	-
HUD HMIS 21/22	11,977.60	-	-	-	-	-	-	-	-	-	9,477.60	2,500.00	-
HUD Planning	64,299.00	2,742.00	4,201.81	6,500.66	2,496.48	3,584.65	1,580.51	1,125.00	-	42,067.89	-	-	-
DCF Staffing	98,214.26	8,928.58	8,928.58	14,357.56	8,928.57	8,928.57	8,928.57	3,499.58	8,928.57	8,928.57	8,928.54	8,928.57	-
DCF Challenge Grant Admin	5,791.54	462.88	330.91	719.60	843.71	806.14	527.07	568.17	345.92	242.82	485.99	458.33	-
DCF ESG Grant Admin	4,111.63	344.99	181.38	492.30	362.99	458.93	360.88	529.05	432.42	86.35	601.77	260.57	-
DCF TANF Grant Admin	874.88	110.94	126.30	44.42	98.62	41.96	107.79	60.42	37.02	39.31	81.74	126.36	-
DCF Subs / Challenge, ESG, TANF	232,718.27	22,023.20	17,942.90	19,889.87	25,780.17	25,434.66	21,565.08	34,013.75	20,025.31	13,593.08	11,612.44	20,837.81	-
DCF ESG-CV 1 Admin	7,783.38	-	-	89.14	387.45	766.00	1,384.10	660.37	2,034.72	1,848.66	612.94	-	-
DCF ESG-CV 1 HMIS	32,253.45	-	-	1,782.85	7,749.09	5,281.31	6,167.25	5,199.04	2,400.74	3,673.17	-	-	-
DCF ESG-CV 1 Subs	365,724.13	-	-	6,348.70	28,364.83	39,758.80	33,266.00	88,733.86	54,860.20	52,550.31	61,841.43	-	-
DCF ESG-CV 2 Admin	21,000.00	-	-	-	-	-	-	-	-	-	-	21,000.00	-
DCF ESG-CV 2 HMIS	24,000.00	-	-	-	-	-	-	-	-	-	-	24,000.00	-
DCF ESG-CV 2 Subs	455,000.00	-	-	-	-	-	-	-	-	-	-	455,000.00	-
CoT ESG Lead HMIS Support	52,538.66	-	-	-	-	7,344.83	13,218.30	-	10,169.19	8,503.44	-	13,302.90	-
CoT ESG HMIS/RRH	46,108.41	-	-	-	-	5,604.59	12,568.54	-	8,892.16	9,528.16	-	9,514.96	-
CoT ESG-CV Outreach Coordination	17,391.46	-	2,216.99	1,705.48	6,517.51	-	4,951.48	-	-	-	2,000.00	-	-
CoT ESG-CV Outreach Subs	112,505.65	-	10,173.16	5,417.05	20,711.82	-	17,883.58	-	8,652.32	17,289.91	21,172.80	11,205.01	-
Leon CARES Training	12,500.00	-	-	-	-	12,500.00	-	-	-	-	-	-	-
CoC Member Dues	9,559.59	150.00	-	-	-	4,548.54	2,939.25	643.00	1,278.80	-	-	-	-
CoC Donations / PIT	1,975.00	-	-	-	-	1,850.00	125.00	-	-	-	-	-	-
CoC Partner Fees	12,510.93	59.85	385.59	1,197.85	9,599.25	159.60	159.60	599.80	269.59	39.90	-	39.90	-
CoC CDBG 19/20 Receivable	7,178.64	7,178.64	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	1,667,942.74	55,524.06	57,328.03	78,046.39	114,539.14	118,343.55	133,007.73	150,445.65	118,326.96	158,391.57	116,815.25	567,174.41	-
General Expenses													
Salaries	288,596.40	21,120.00	21,840.00	35,825.00	25,410.00	25,540.00	22,560.00	23,789.00	25,220.00	25,410.00	36,442.40	25,440.00	-
Fringe Benefits	82,451.13	5,115.02	7,806.23	8,980.43	6,315.26	8,553.07	6,129.87	6,207.87	6,699.73	8,226.48	11,107.68	7,309.49	-
Staff Merit Bonus Pool	16,517.60	-	-	-	-	-	-	2,000.00	4,000.00	-	10,517.60	-	-
ARPC Admin Costs	27,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	-
Audit	200.00	-	-	-	-	-	-	-	-	-	200.00	-	-
CoC Board Expenses	113.90	100.00	13.90	-	-	-	-	-	-	-	-	-	-
Consultants	9,030.00	-	-	-	-	-	-	-	-	7,200.00	1,830.00	-	-
Dues	61.25	-	-	-	-	-	-	61.25	-	-	-	-	-
Equipment / Software	8,781.02	164.27	203.49	81.57	241.40	361.33	87.96	192.70	-	5,595.36	497.68	1,355.26	-
Insurance	7,990.00	1,484.37	-	-	1,484.37	-	291.50	3,245.38	-	-	1,484.38	-	-
Office Supplies / Furniture	3,973.85	-	-	96.97	-	-	133.98	12.90	282.70	1,021.46	1,726.77	699.07	-
Rent	20,615.00	1,829.00	1,829.00	1,829.00	1,891.00	1,891.00	1,891.00	1,891.00	1,891.00	1,891.00	1,891.00	1,891.00	-
Telephone / Internet	5,936.47	463.54	451.04	300.00	300.00	1,350.33	250.00	563.42	564.89	564.89	564.89	563.47	-
Travel	2,907.84	36.94	418.25	30.26	12.02	37.83	55.18	-	1,398.28	869.41	25.77	23.90	-
PIT Expenses	1,224.92	-	-	-	-	1,198.43	26.49	-	-	-	-	-	-
DCF Subs: Challenge, ESG, TANF	232,718.27	22,023.20	17,942.90	19,889.87	25,780.17	25,434.66	21,565.08	34,013.75	20,025.31	13,593.08	11,612.44	20,837.81	-
DCF Subs: ESG-CV 1	365,724.13	-	-	6,348.70	28,364.83	39,758.80	33,266.00	88,733.86	54,860.20	52,550.31	61,841.43	-	-
DCF Subs: ESG-CV 2	455,000.00	-	-	-	-	-	-	-	-	-	-	455,000.00	-
CoT ESG-CV Outreach Subs	112,505.65	-	10,173.16	5,417.05	20,711.82	-	17,883.58	-	8,652.32	17,289.91	21,172.80	11,205.01	-
HMIS Licenses	17,999.99	179.55	2,450.70	39.90	14,607.02	219.45	39.90	19.95	-	219.52	164.15	59.85	-
Project Match	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Support	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	1,659,847.42	55,015.89	65,628.67	81,338.75	127,617.89	106,844.90	106,680.54	163,231.08	126,094.43	136,931.42	163,578.99	526,884.86	-

25,342.94

Big Bend Continuum of Care Budget Report as of 7/31/21		<i>Bal. 6/30/21</i> 31,817.13	<i>Bal. 9/30/20</i> 17,247.62	Budget Balance Received/ Used	
LINE-ITEM	FY 20/21 Budget	July 2021	FY-To-Date as of 7/31/21	Budget Balance	
General Revenue					
US HUD					
HUD HMIS 20/21	71,926	-	71,926.26	(0)	100%
HUD HMIS 21/22	58,366	9,477.60	9,477.60	48,888	16%
HUD Planning 20/21	64,300	-	64,299.00	1	100%
FL DCF					
DCF Staffing Admin	107,140	8,928.54	89,285.69	17,854	83%
DCF Challenge Admin	6,880	485.99	5,333.21	1,547	78%
DCF ESG Grant Admin	4,500	601.77	3,851.06	649	86%
DCF TANF Grant Admin	966	81.74	748.52	217	77%
DCF Subs / CH, ESG, TANF	255,970	11,612.44	211,880.46	44,090	83%
DCF ESG-CV 1 Admin	10,454	612.94	7,783.38	2,671	74%
DCF ESG-CV 1 HMIS	29,821	-	32,253.45	(2,432)	108%
DCF ESG-CV 1 Subs	365,725	61,841.43	365,724.13	1	100%
DCF ESG -CV 2	-	-	-	-	
DCF ESG-CV 2 Subs	-	-	-	-	
City of Tallahassee					
CoT ESG Lead HMIS Support	75,000	-	40,260.48	34,740	54%
CoT ESG HMIS/RRH	87,749	-	35,568.73	52,180	41%
CoT EST-CV Outreach Coordination	17,351	2,000.00	17,391.46	(40)	100%
CoT ESG-CV Outreach Subs	142,278	21,172.80	101,300.64	40,977	71%
Leon County					
Leon CARES Training	-	-	12,500.00	(12,500)	0%
CoC General					
CoC Member Dues 10/20 -9/21	8,000	-	9,559.59	(1,560)	119%
CoC Donations / PIT	5,000	-	1,975.00	3,025	40%
CoC Partner Fees	12,000	-	12,471.03	(471)	104%
CoC CDBG 19/20 Receivable	-	-	7,178.64	(7,179)	
TOTAL REVENUE	1,323,426	116,815.25	1,100,768.33	222,658	83%
General Expenses					
Salaries	331,760	36,442.40	263,156.40	68,604	79%
Fringe Benefits	87,056	11,107.68	75,141.64	11,914	86%
Staff Merit Bonus Pool	16,588	10,517.60	16,517.60	70	100%
ARPC Admin Costs	30,000	2,500.00	25,000.00	5,000	83%
Audit	5,000	200.00	200.00	4,800	4%
CoC Board Expenses	1,000	-	113.90	886	11%
Consultants	10,000	1,830.00	9,030.00	970	90%
Dues	3,500	-	61.25	3,439	2%
Equipment / Supplies / Software	6,000	497.68	7,425.76	(1,426)	124%
Insurance	6,000	1,484.38	7,990.00	(1,990)	133%
Office Supplies / Furniture	600	1,726.77	3,274.78	(2,675)	546%
Rent	22,200	1,891.00	18,724.00	3,476	84%
Telephone / Internet	5,400	564.89	5,373.00	27	100%
Travel	6,000	25.77	2,883.94	3,116	48%
PIT Expenses	1,000	-	1,224.92	(225)	122%
DCF Subs: Challenge, ESG, TANF	255,970	11,612.44	211,880.46	44,090	83%
DCF ESG-CV Subs	365,725	61,841.43	365,724.13	1	100%
CoT ESG-CV Subs	142,278	21,172.80	101,300.64	40,977	0%
HMIS Licenses	16,000	164.15	17,940.14	(1,940)	112%
Project Match	6,349	-	-	6,349	0%
Legal Support	5,000	-	-	5,000	0%
TOTAL EXPENSES	1,323,426	163,578.99	1,132,962.56	190,463	86%
TOTAL CoC Funds as of 7/31/21		(14,946.61)	(14,946.61)		

\$ (14,946.61)

ACTIVITIES AND HIGHLIGHTS

GRANT RELATED ACTIVITIES

1. Completed monthly invoices, reports and documentation for DCF and City of Tallahassee funded programs
2. Received and distributed \$500,000.00 as DCF ESG-CV Advance Funds
3. Provided technical assistance to contracted service providers; CESC, BBHC, CCYS and Catholic Charities, Refuge House, Ability 1st, ECHO and Investing In Our Youth
4. Participated in DCF ESG-CV Office Hours Sessions weekly
5. Conducted Sub-Contracted Provider Training for DCF funded organizations on 7/9/21
6. Provided debriefing to organizations that applied for DCF ESG-CV2 funds but were not granted awards
7. Conducted DCF sub-contracted provider meeting on 8/25/21
8. Began community process for applying for 2021 HUD CoC NOFO funding and Administered HUD CoC Annual Project Reviews with Review Committee
9. Prepared for and participated in the joint City/County workshop on Homelessness to Housing on 7/13/21

COC ADMINISTRATION AND GOVERNANCE

1. Held 3 BBCoC Executive Committee Meetings; 8/17, 9/9, 9/21
2. Conducted July 8th Board Meeting
3. Conducted CoC staff meetings as staff continue to have the option of working remotely
4. Advertised and screened applicants for the Contracts and Finance Manager position.
5. Added 3 New Big Bend CoC Memberships
August- Dontay Watson (Homeless/Formerly Homeless)
September- Safe Families for Children Alliance (Non-Profit) and Nancy Foley (Concerned Citizen)
6. Housing Assistance Inquires – July to September 2021
 - Homeless Prevention Inquiries- 55
 - Rapid Re-housing Inquiries- 49
 - Emergency Shelter Inquiries
 - Kearney Center- 32
 - HOPE Community- 10

FUNDING

1. Finalized contract details with the City of Tallahassee and Leon County for the \$1.4 million going to the CoC for Outreach, Permanent Supportive Housing and Capacity Building through ARPA funding through 2023.
2. Received notice the City of Tallahassee will continue the ESG contract with the CoC for FY 22 for Rapid Rehousing and HMIS activities.
3. Received notice from the City of Tallahassee that the ESG-CV Outreach contract set to end 9/30/21 will be granted an extension through 12/31/21

POINT IN TIME COUNT AND HOUSING INVENTORY CHART

1. Point in Time Planning Committee meet on 9/28/2021 to begin planning for the 2022 PIT and HIC count.

COORDINATED ENTRY

1. Conducted CoC wide case staffings for;
 - a. Chronically homeless individuals; 1st and 3rd Thursday of every month at 9am
 - b. Chronically homeless families; 3rd Thursday of every month at 10:30am
 - c. Veterans; 2nd and 4th Tuesday of every month at 2:30pm
 - d. Youth; 3rd Wednesday of each month at 2pm

- e. Outreach Coordination for Unsheltered; every Tuesday at 2pm
2. Held Coordinated Entry Committee Meetings on 9/15/21.
3. Continuous monitoring and improvement of Coordinated Entry Data quality in HMIS
4. Submitted 9 referrals to Tallahassee Housing Authority for Emergency Housing Vouchers
5. Submitted 3 referrals to Tallahassee Housing Authority for Mainstream/PSH Move Along Vouchers
6. Facilitate bi-weekly Outreach Coordination meetings
7. Collaboration with Ability 1st Street Outreach team, BBHC and Ability 1st PSH programs, Kearney Center, and BBHC Rapid Rehousing program to house several chronically homeless individuals housed.

LANDLORD ENGAGEMENT

1. Provided updates of available affordable housing and private landlords to case managers.
2. Participated in case conferencing meetings to assist case managers with finding units for their clients.
3. Planning of Landlord Engagement Brunch in Spring 2022.
4. Ongoing efforts connect with landlords who are registered as Section 8 landlords or interested in registering their properties.
5. Actively seeking to recruit and build relationships with area landlords and property managers.
 - a. Acquired and communicated via zoom, email or office visits with 22 Property managers
 - b. Seeking to expand existing housing options and negotiation of rental terms, and adjustment of rates to meet affordable housing market for program participants.
6. Successfully placed 6 household in housing at Mission Mills in MOU units.
7. Successfully placed 1 household in Lafayette Gardens in MOU unit.

HMIS/REPORTING

1. Configured 2 new projects in HMIS for our providers
2. Trained 15 new users of the HMIS System and provided 27 hours of new user training
3. Trained 69 existing users on refresher topics
4. Supported 75 end users
5. Managed the HMIS Help Desk by responding to 109 assistance request tickets with a median resolution time of 21 minutes
6. Conducted HMIS Training Tuesday sessions to reinforce training on common errors or lesser known HMIS topics. These sessions are recorded and posted to the CoC website and YouTube channels for all users. Last two sessions conducted: "[HMIS Reports and Dashboard Widgets](#)" and "[FY2022 HUD Data Standards Updates](#)."
7. Implemented an improved and streamlined Data Quality Plan with all HMIS-participating agencies. This new data quality plan involves monthly contact and error correction with all agencies, and will vastly increase client and program data quality – CoC-wide – ahead of our annual reports.
8. Modified HMIS settings to allow open client data visibility between all HMIS-participating agencies (with the exception of youth (under 18), clients with mental health disorders, and DV clients). This will minimize, if not eliminate, duplicated client services and entries due to older visibility restrictions.
9. Programmed custom data report detailing demographics of clients entering and exiting homelessness for CoC Racial Equity workgroup.
10. Implemented new tracking mechanism for Emergency Shelters to provide client and staff-level data on Covid+ diagnoses, quarantines, and vaccination status.
11. Held HMIS Committee meetings on 8/11/21 and 10/6/21.
12. Issued HMIS and background screening invoices each month
13. Participated in monthly PromisSE implementation Training Committee Meetings for development of a PromisSE systemwide Learning Management System

RACIAL EQUITY

1. Convened racial equity work group on 8/31 AND 9/27

BUILT FOR ZERO

1. Participated in coaching call with Built For Zero Team in effort to reboot the initiative of reaching functional zero. Discussion of potential participation in a new cohort called Shift Lab.

OTHER COMMUNITY INITIATIVES

1. Participated in Florida Coalition to End Homelessness (FCEH) legislative advocacy meetings
2. Participated in FCEH biweekly CoC Coordination Calls
3. Participated in monthly HUD TA sessions with Florida Housing Coalition
4. Participated in monthly HUD facilitated Florida Rural CoC's Peer Calls
5. Attended workshop on Centering Racial Equity in the Housing Crisis Response System
6. Developed a transitional/shelter siting process with the Leon County Planning Commission
7. Met with Trinity United Methodist Church and other downtown Tallahassee businesses to discuss solutions to unsheltered homelessness
8. Participated in a Kearney Center tour and discussion with DCF Secretary on outstanding needs for the CoC
9. Worked with City and County staff on incorporating reentry clients to benefit from Landlord Risk Mitigation Fund.
10. Met with North Florida Health Network to discuss data project and care coordination for high utilizers with history of substance use and mental illness as well as the households engaged in child welfare cases with DCF.
11. Updated the FEMA Non-Congregate Shelter procedure with the City of Tallahassee and Leon County for use by emergency shelters and outreach programs.
12. Assisted Leon County in meeting with homeless service providers still having balances of CAREs funding.

2021 HUD CoC NOFO UPDATE (10/14/21)

Our community process to apply for HUD Continuum of Care funding to renew existing HUD funded projects and expand our HUD funding is underway. We started our local process shortly after HUD released the 2021 NOFO on 8/18/21.

Projects Eligible for Renewal Reviews Based on Annual Renewal Demand (ARD): \$1,737,242.00 available

- Ability 1st A Place Called Home for Families Permanent Supportive Housing Program
- Big Bend Homeless Coalition Home Plate Permanent Supportive Housing Program
- Big Bend Homeless Coalition Youth Rapid Rehousing Program
- Big Bend CoC HMIS
- Refuge House DV Rapid Rehousing

New Funding and Prioritized Project Types Under CoC Bonus: \$123,796.00 Available

- Permanent housing-permanent supportive housing (PH-PSH) projects
- Supportive services only (SSO-CE) project to develop or operate a coordinated assessment system.
- Joint TH and PH-RRH component projects

New Domestic Violence Bonus Funding: \$371,389.00

- DV Specific Rapid Rehousing
- DV Specific Transitional Housing and Rapid Rehousing
- DV Supportive Services Only – for implementation of Coordinated Entry

CoC Planning: \$74,278.00

Funding awarded to CoC's designated Collaborative Applicant identified in the CoC Applicant Profile in e- snaps which is Apache Regional Planning Council. Funding dedicated to the planning duties for our CoC service area.

All updated materials, P&Ps, scoring forms, timelines, instructional videos and guidance are available at:

<https://bigbendcoc.org/2021-project-submissions-consolidated-application/>

We ask that BBCoC Governance Board Members review this page and the contents in detail and vote to accept all amended policies, procedures and forms. The BBCoC Executive Committee has already approved these items but they need full Board approval at the 10/14/21 Board and Membership Meeting. Specifically, we need your approval on the following documents:

Scoring Tools:

<http://bigbendcoc.org/wp-content/uploads/2021/09/2021-HUD-NOFO-Renewal-Project-Application-Scoring-Tool-400A-GREEN.pdf>

<http://bigbendcoc.org/wp-content/uploads/2021/09/2021-HUD-NOFO-First-Time-Renewal-Scoring-Tool-FORM-200A-YELLOW.pdf>

<http://bigbendcoc.org/wp-content/uploads/2021/09/2021-HUD-NOFO-HMIS-Renewal-Project-Application-Scoring-Tool-300A-BLUE.pdf>

Policies and Procedures:

<http://bigbendcoc.org/wp-content/uploads/2021/09/2021-BBCOC-Funding-Cycle-Policy-and-Procedure-UPDATED-9-8-21.pdf>

<http://bigbendcoc.org/wp-content/uploads/2021/09/2021-BBCOC-Project-Review-Committee-Policy-and-Procedure.pdf>

<http://bigbendcoc.org/wp-content/uploads/2021/09/2021-BBCOC-HUD-NOFA-Renewal-and-New-Project-Review-Policy-and-Procedure-FINAL.pdf>

<http://bigbendcoc.org/wp-content/uploads/2021/09/2021-HUD-NOFO-Renewal-and-Reallocation-Policy-Procedure-FINAL.pdf>

<http://bigbendcoc.org/wp-content/uploads/2021/09/2021-HUD-NOFO-Local-Competition-TIMELINE-DETAILED.pdf>

To date CoC staff has supported the application process by providing the following :

- Distribution of HUD's NOFO on 8/19/21 to the community, CoC Board and Membership.

- Held community information session on 9/10/21 via zoom reviewing the local application and review process, timeline for submission and TA support
- Posted and distributed updated policies and procedures for this year's NOFO
- Posted and distributed updated local application and scoring forms for this year's NOFO
- **Received letters of intent to apply by 9/19 deadline from Refuge House, Big Bend Homeless Coalition, Ability 1st and BBCoC/ARPC HMIS. No new organizations submitted letters of intent to apply for new projects under the DV Bonus or CoC Bonus Funding. Ability 1st, BBHC and BBCoC/ARPC expressed interest in applying for the CoC Bonus Funding.**
- Provided Training to the Project Performance and Review committee on 9/23/21. The following Review Committee members have been trained to review the HUD project proposals:
 - Denise Barber, Community Advocate, Committee Chair for HUD Cycle
 - Justin Barfield, Network Service Provider
 - Greg Downing, BBCoC Board Member, Rural Community/Gadsden County School Liaison
 - Anita Morrel, City of Tallahassee, ESG Entitlement Jurisdiction Representative
 - Jeanne' Freeman, CoC Board Chair, Community Health Care Representative
 - Horace Thompson, CoC Board Member, Formerly Homeless Veteran

All of the above Review Committee Members have completed the Code of Conduct and Disclosure of Conflict-of-Interest Form and are free and clear of perceived or actual conflict.
- Provided eSnaps training to all organizations submitting a letter of intent to apply on 9/27/21
- Convened the Review Committee to review performance of existing HUD funding PSH, RRH and HMIS projects on 9/29/21. Submitted questions and concerns from the Review Committee to the following existing projects so they can respond in writing by 10/15/21 with more details
 - A Place Called Home For Families – Permanent Supportive Housing – Ability 1st
 - Home Plate – Permanent Supportive Housing for Individuals – Big Bend Homeless Coalition (BBHC)
 - A Place Called Home For Individuals – Permanent Supportive Housing- BBHC
 - HUD Youth RRH – BBHC
 - Refuge House Safe Landing RRH for DV Project
 - Homeless Management Information System project – BBCoC/ARPC

The Review Committee concluded that no reallocations are warranted this year, however they did have concerns with the 1st year Rapid Rehousing Project operated by Refuge House and have asked for additional information in advance of their submittal of their Renewal Project Application.
- CoC staff has provided 3 sessions of Office Hours each Thursday (9/23, 9/30, 10/7) for applicants to have their questions addressed and review scoring criteria and submittal process. The final Office Hours is today 10/14/21 before project proposals are due on 10/17/21.

Below are the upcoming deadlines related to this process that have not yet occurred and will conclude by 11/12/21 with the submission of our community proposal to HUD.

Weekly FL-506 Office Hours for Local Project Applicant Technical Assistance	Thursdays 10/14 2-3pm ET	Collaborative Applicant BBCoC/ARPC Staff
Project Applications DUE in ESNAPS and submitted as PDF to Collaborative Applicant	Sunday, October 17th, 12 midnight ET	ESNAPS submissions and PDF exports of the ESNAPS submission is to be submitted to applications@bigbendcoc.org
Conduct Threshold Eligibility Review of submitted projects	Monday, October 18 th , 2021	Collaborative Applicant BBCoC/ARPC Staff
Notify Local Project Applicants on status of Threshold Requirements and Curable Deficiencies	Tuesday, October 19 th , 2021	Collaborative Applicant BBCoC/ARPC Staff
Convene Review Committee for virtual presentations by Project Applicants	October 20th -22nd, 2021	Collaborative Applicant BBCoC/ARPC Staff Committee Chair
Review Committee to complete Scoring, Ranking and Tiering recommendations	Monday, October 25 th , 2021 2-4pm ET	Collaborative Applicant BBCoC/ARPC Staff

		Committee Chair
Executive Committee Convene to approve Ranking and Tiering	Tuesday, October 26 th , 2021 10-11:30am ET	BBCoC Executive Committee
Notify local applicants of acceptance, ranking, tiering and rejection status of applications	Wednesday, October 27th, 2021	Collaborative Applicant BBCoC/ARPC Staff
Submission of Appeals DUE to Collaborative Applicant	Friday October 29 th , 5pm ET	Project Applicants
Appeals Review with Executive Committee if needed	Monday, November 1, 2-4pm ET	BBCoC Executive Committee
Post Consolidated Collaborative Application to BBCoC webpage for community review and feedback.	Friday, November 5 th , 2021	Collaborative Applicant BBCoC/ARPC Staff
Submit HUD CoC NOFO to HUD through ESNAPS	Friday, November 12th (HUD Deadline November 16th)	Collaborative Applicant BBCoC/ARPC Staff

BBCOC TIMELINE FOR POINT IN TIME 2022 8/12/21JMC

DONE	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
SEPTEMBER TO NOVEMBER 2021				
	Establish PIT Planning Committee	CoC Staff	9/10/21	Committee to meet and continue to meet until PIT. Contact potential County Leads and Community Stakeholders for participation.
	Set PIT date	CoC Staff and PIT Planning Committee	9/31/21	Leon County: PIT Night Monday 1/24/2022 Survey days: Tues. 1/25/22 and Wed. 1/26/2022 Other Participating Counties: PIT Night Wed. 1/26/2022 Survey days: Thurs. 1/27/22 and Fri. 1/28/2022 (to be approved at October 2021 CoC Board Meeting)
	Review HUD Guidance and develop Methodology	CoC Staff and PIT Planning Committee	9/31/21	Methodology to be Approved – October 2021 CoC Board Meeting
	Develop initial draft 2022 PIT Survey Tool	CoC Staff & PIT Planning Committee	10/30/21	To be reviewed by a professional research consultant (Melissa Radey with FSU School of Social Work)
	Research digital apps for PIT	CoC HMIS Staff	10/31/21	Is it possible to create/purchase an app that volunteers can use to complete surveys
	Make decision regarding sheltered/unsheltered counts and COVID protocols	Planning Committee	11/19/21	Meet with PIT Planning Committee to decide on sheltered and unsheltered counts and COVID protocols
	Send out PDE Forms for HMIS participating agencies	CoC HMIS Staff	11/19/21	PDE Forms to be sent to HMIS participating agencies for PIT and HIC data collection set up in HMIS. Completed PDE's should be returned no later than 12/31/21.
	Recruit people to donate incentives for survey participants, snacks, hygiene kits, PPE ect. for volunteers.	CoC Staff, Planning Committee, Lead County Contacts, CoC Board	10/18/21	Solicitations have begun and will continue until PIT. - ONGOING through PIT
	Press release to request sponsors signups	CoC Staff	10/18/21	WCTV, Tallahassee Democrat, FSU News, FAMU, WTXL- ONGOING
	*Begin to recruit volunteers following COVID protocols- create online registration form	CoC Staff, PIT Planning Committee, County Leads, CoC Board	11/1/21	Began sending out mass emails weekly. Online Registration Form from BBCoC Website ONGOING until PIT

DONE	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
DECEMBER 2021				
	Final Survey Tool approval	CoC Board	12/31/21	<i>To be approved by CoC Board via email</i>
	Final tool and assessment set up in HMIS	HMIS Staff	12/31/21	Ensure that HMIS projects and providers are set up correctly to populate final HIC and PIT reports
	Identify unsheltered locations in all counties	CoC Staff, PIT Planning Committee and Outreach Teams	12/1/21-1/14/22	Outreach teams include CCYS, BBHC-SSVF, Apalachee, VA, and Ability 1 st . ONGOING through PIT
	Identify unsheltered locations, food pantries, places of service, in all counties	County Lead Contact and Outreach Teams	12/1/21-1/14/22	Outreach Teams will assist in mapping- ONGOING
	Secure Headquarters and Volunteer Training location for each county volunteer training *if needed per COVID protocols Establish virtual platforms	CoC Staff and County Leads	12/31/21	Due to COVID these may need to be large areas that allow for social distancing and/or virtual platforms
	Engage providers to update Data in HMIS or allow surveyors to visit their facility on survey days	CoC Staff and CoC HMIS Staff	1/1-1/14/22	HMIS project data cleanup begun and will continue until PIT night and Survey Day.
	Recruit diverse group of trainers for volunteer/outreach training	CoC Staff, Planning Committee	12/31/21	Inclusion of staff from SSVF, VA, CCYS, BBHC, BBCBC, Apalachee Center, & Refuge House, Capital Tea, STAC.
	Create option for virtual training	CoC Staff	12/31/21	There may need to be only a refresher option if only using volunteers with previous experience
	Engage each County's Schools Homeless Liaison	CoC Staff, Planning Committee	12/17/21	Recommendation: capture data on doubled up families and literally homeless families through school systems.
	Recruit a lead contact person for coordination of each county's PIT	Planning Committee and CoC Staff	12/17/21	Leads should be someone familiar with the county- Working to identify leads in outer counties. A minimum of 6 <i>Volunteers from each participating county are needed to conduct the PIT count in that county!</i>
	Engage EMS, government, law enforcement.	CoC Staff & Planning Committee	12/31/21	Establish a list of contacts for each county.

DONE	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
JANUARY 2022				
	Create training and forms packet for volunteers	CoC Staff	1/14/22	Must be completed prior to PIT- can be offered online
	Volunteer shift-up	CoC Staff	1/14/22	Gather volunteer availability through online form for scheduling teams for survey dates
	Set Staff Schedule for week of count	CoC Staff	1/14/22	Includes all shifts
	Set Volunteer Schedules and Team assignments	CoC Staff	1/20/22	To be completed as soon as possible and notice volunteers of their confirmed shifts
	Gather HIC Information	CoC HMIS Staff	1/31/21	Gather information for HIC from agencies on night of PIT
AFTER PIT COUNT FEBRUARY-APRIL 2022				
	DRAFT HIC and PIT Reports to CoC ED	COC Staff and HMIS Staff	3/11/22	Draft reports generated from HMIS and keyed into HDX (if available) All initial data errors resolved.
	CoC Board Review PIT & HIC Data to be submitted to HUD via HDX	CoC Board	4/15/22	<i>To be approved by CoC Board and submitted to HUD just after approval</i>
	DRAFT PIT Data reports per county due to CoC ED	CoC Staff and HMIS Staff	4/30/22	Each county participating in PIT will have a detailed report with stats, trends and recommendations to be presented at Commissions
	Generate Infographic on 2021 HIC and PIT numbers and past years' trends	CoC Staff and HMIS staff	4/30/22	Infographic should be released to the community.
	Final Report to HUD (and State)	Staff	4/30/22	Provide to community and post to CoC website and set up county specific presentations

Point in Time and Housing Inventory Count 2022
Methodology for the Big Bend Continuum of Care

Proposed PIT Date:

Leon County: PIT Night Monday 1/24/2022

Survey days: Tues. 1/25/22 and Wed. 1/26/2022

Other Participating Counties: PIT Night Wed. 1/26/2022

Survey days: Thurs. 1/27/22 and Fri. 1/28/2022

Methodology

- A. Planning, Implementation, and Collection
 - a. We will report on both the Sheltered and Unsheltered populations in the Big Bend
 - i. Our goal is to conduct PIT surveying across all 8 counties. However, focus will be placed on counties where participation is present. Plans to engage counties will begin in October 2021.
 - ii. HMIS data will be used for HMIS participating providers.
 - iii. For providers not participating in the HMIS, provider-level surveys will be distributed during PIT week to get an accurate count of clients residing in their programs on the night of PIT.
 - b. The PIT survey will collect the data elements that are required for the annual report submission to HUD. CoC staff will research alternative collection methods to include mobile apps and other web based programs.
 - c. CoC's HMIS staff member will ensure the proper set up of the PIT assessment to accurately enter survey data that can be used for the PIT HUD HDX submission as recommended by our software vendor, Mediuware.
 - d. Volunteer trainings in participating counties will be conducted one week prior to the Point in Time count. New Volunteers will be trained in person, in accordance to CDC COVID protocols. A refresher training for returning volunteers will be offered in a remote platform.
 - e. Required data for the Housing Inventory Count (HIC) will be collected and entered HMIS during to the PIT count. Provider-level surveys will be distributed and phone calls to providers in our CoC made to collect the appropriate responses that can determine their bed count capacity, population served, bed capacity on the night of PIT, and other required data elements for the HIC.
- B. Data Cleansing and Analysis
 - a. The surveys will be sorted and thoroughly reviewed for removal of any duplicates, or surveys that do not meet the HUD definition of literal homelessness.
 - b. The data will be entered and analyzed by BBCoC HMIS staff members this year to reduce the amount of human errors made during the data entry process
- C. Board Review and Final Submission
 - a. Final report on the HIC and PIT will be presented to the Board prior to final submission_

HUD HDX Methodology Questions: Sheltered Population

1. PIT Collection Approach Type for Sheltered:
 - a. 90% data produced from HMIS,
 - b. 5% client-level survey,
 - c. 5% provider-level survey
2. Complete census count (versus random or non-random sample and extrapolation)
3. De-duplication method:
 - a. Comparison of PII
 - b. Comparison of unique client identifiers (not PII)→unique client IDs in HMIS
 - c. Interview/survey question included, “have you already completed a count survey?”

HUD HDX Methodology Questions: Unsheltered Population

1. PIT Collection Approach Type of Unsheltered:
 - a. “Night of count” – complete census
 - i. No areas excluded within the CoC geography
 - ii. All people encountered are counted on the night of PIT, not just a sample
2. De-duplication method:
 - a. Comparison of PII
 - b. Comparison of unique client identifiers (not PII)→unique client IDs in HMIS
 - c. Interview/survey question included, “have you already completed a count survey?”