



Full Board Meeting

July 14th, 2022 – 11:00am-12:30pm

MINUTES

Board Members Present: Chair Jeanné Freeman, Johnna Coleman, Jim McShane, Dr. Kimble Thomas, Holly Bernardo, Mandy Bianchi, Horace Thompson, Commissioner Rick Minor, Chuck White, Frank Norris, Gwen Virostek, Taylor Biro, Samantha Vance, Emily Mitchem, Mandy Bianchi, Commissioner Dianne Williams-Cox (via phone)

Meeting Attendees: Sarah Grindle-Rollins, Lona Ford, Eric Layton, Broderick Seabrooks, Jeff Kane, Tranesia Walker, Sara Ramkissoon, Brad Clayton, Kim Ladner, Alma Venisee, Marie Vandenberg, Paula Carroll-Jefferson, LaShawn Gordon, Barry Walker

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

Vice-Chair Jim McShane, Career Source, called the meeting to order at 11:00am during Jeanne's temporary absence.

2. Consent Agenda

- a. April 14, 2022, Membership and Board Meeting Minutes
- b. Finance Report
- c. BBCoC Staff Report
- d. Designation of Big Bend CoC as HUD Collaborative Applicant and HMIS Lead

Johnna reported that ARPC is HUD's present collaborative applicant. Johnna explained that the CoC has separated financials from ARPC, therefore, ARPC will now be our payroll entity only due to hiring Lona Ford as the Contract and Finance Director for the CoC. The CoC is asking to be placed as the collaborative applicant and be able to apply without ARPC, also remain HMIS Lead.

Jim commented that the CoC has been working towards becoming HUD Collaborative Applicant for five-six years and it is very good that the time has come for this reality to take place.

There were no questions or concerns from the Board.

Dr. Kimble Thomas reported that Abena Ojetayo should be listed as a board member on April 14th meeting minutes due to her alternating for Commissioner Dianne Williams-Cox. Changes were accepted.

Motion to approve Consent Agenda, with amendment from Dr. Thomas, was made by Gwynn Virostek and seconded by Emily Mitchem. None opposed. All members were in favor of the motion and motion carried and passed unanimously.

3. Discussion Items

- a. DCF Funding
 - i. BBCoC DCF Contract 2022-2025
 - ii. Awards for 2022-2023
 - iii. 2022-2023 Balance Report

Johnna Coleman Reported:

- This year DCF has reported that there will not be a CoC Competition and funding would be rolled into the new year. The Contract (included in packet) was signed in April, as well as agency competition awards.
- The CoC did not get funded at the level expected and look forward to the future if DCF will again allow CoC competition.
- We are working from a three-year old application in which the CoC received funding and we have hopes in the future that we will be able to apply for funding at a higher level.
- As of June, DCF ESG, Challenge and TANF funding has ended for 2022 and the new contract will begin July 1, 2022 – June 30, 2023.

b. HUD NOFA 2021 Application Debriefing

Johnna Reported:

- Agencies were thanked for their applications and many thanks to Amanda Wander, previous Executive Director of the CoC for a job well done completing the Application for NOFO and the CoC scored very well (the Debriefing is attached in the board packet).

c. HUD Supplemental NOFO

- i. RFP Link: <https://www.hudexchange.info/news/coc-program-supplemental-nofo-address-unsheltered-and-rural-homelessness/>

Johnna Reported:

- HUD has released a Supplemental NOFO. Johnna explained that the regular NOFO has not been released, although, expectations for the release should be any day now.
- A discussion was held on our partner call in detail regarding the Supplemental NOFO. Johnna explained that she is not sure how competitive our CoC will be in the Street Outreach portion because HUD has targeted communities with larger rates of unsheltered homelessness issuing bonus points for having 1,000-10,000 individuals experiencing unsheltered homelessness.
- We will apply for this funding, although, it includes a community plan. Johnna explained that she has worked with the Florida Housing Coalition to develop action plans which will be brought to the Executive Committee and staff before going out to the community for public comment prior to the development of action plans.
- There has been a decrease in funding within agencies as the COVID funding comes to an end. Johnna explained that agencies will have to strategize the use of current funding that's already in place.
- The CoC staff is working on a calendar and Johnna will meet with the current HUD funded programs next week and emails will be sent regarding agency renewals because the Grant Inventory Worksheet is due on July 19th.

Jim McShane asked how much in dollars can be requested.

Johnna explained in Unsheltered Homelessness the CoC was given \$2.1 million, and the rural community was given \$613,000, which covers Taylor, Jefferson, Franklin, and Liberty Counties. Johnna also explained that Wakulla and Gadsden were not included as rural counties.

Johnna reported that the regular HUD NOFO should drop anytime soon, and it will be due prior to the Supplemental NOFO (due October 20th), therefore, both competitions will run together.

Holly Bernardo asked would it be possible to work on the Supplemental NOFO as a community considering the small amount of funding offered and Johnna explained that there would be conversation with those who are currently funded through HUD. Johnna also explained that the NOFO for unsheltered homelessness requires the CoC to have a community plan, which will include the Action Plan that she has been developing to be used as a platform to develop NOFO priorities.

Johnna reported that two new staff members have joined the CoC and welcomed them to their first Board Meeting:

Tranesia Walker – CoC Coordinated Entry Director
Sara Ramkissoon – Street Outreach Coordinator

- d. Factsheet Link: <https://endhomelessness.org/resource/2022-unsheltered-and-rural-homelessness-supplemental-nofo-resource-series/>
- e. Committee Reports- Committee Chair or CoC Staff Lead
 - i. Coordinated Entry Committee- Next Meeting on July 20, 2022, at 10 am
Tranesia Reported:
 - The Committee has a vacancy for Chairperson, which will be discussed at the next meeting.
 - ii. HMIS Committee- Next Meeting August 10, 2022, at 10 am
Eric Layton Reported:
 - The previous meeting was cancelled due to occurring scheduled system updates.
 - Working with other CoC's on HMIS implementation to discard the old Release of Information (ROI) form. Eric explained that information he received at a previous conference was very informative regarding HMIS Data and Privacy Policy being posted within each agency and made available for client's access, that would eliminate providing a written form, although, we are investigating initiating only verbal permission from the client and completely discarding the written form.
 - Working on Data Quality items in preparation for the upcoming reporting season, which begins in October.
 - iii. Needs Assessment and Planning Committee- Next Meeting August 17, 2022
Johnna Reported:
 - Committee met last month for the first in-person meeting post-COVID. Johnna thanked those who were in attendance in-person as well as virtual.
 - We began taking steps on gaps analysis by allowing agencies to share their experienced gaps along with solutions.
 - Agencies have not returned their feedback forms to the CoC. Johnna asked those who received the form to send it in and she would send out again to those who did not have it available, and that would allow her to incorporate the feedback into the Action Plan.
 - The next meeting is scheduled for August 17th.
 - iv. Racial Equity Committee
Taylor Biro Reported:
 - Committee met and an assessment was developed that will be sent out to partner agencies showing where everyone is at this point with DEI work. Taylor explained that this would be a baseline of individual's needs and what the areas of weaknesses are. Afterwards, the information will be brought to the committee for discussion.
 - The survey was reviewed by the committee, and additional edits are required. The committee will review once more, afterwards, we will send it out to agencies for completion.
 - A doodle calendar will be sent out to determine a convenient date and time that everyone will be able to meet prior to scheduling the next committee meeting.

4. Partner Updates

a. City of Tallahassee

Dr. Kimble Thomas Reported:

- Dr. Thomas introduced himself to everyone and reported that Abena Ojetayo has now moved to Assistant City Manager with the City of Tallahassee, and he is now the Director of Housing and Community Resilience. As of today, he is also the alternate for Commissioner Dianne Williams-Cox.
- Since the passing of Delmas Barber, the City of Tallahassee is looking at how to build their aspect of Outreach and being in support of what the agencies are doing.
- The City of Tallahassee has hired two new employee trainees, Arterios Floyd and Willie Blake. Both will be working under Temple McPherson, who is the contact person for Big Bend CoC. They will be offering support to the Outreach team, as well as coordinating with the host deputies from Leon County Sheriff's Department.
- Ron Burnett will continue to be the contact for homelessness issues in City Parks and Recreation areas.

b. Leon County

Commissioner Rick Minor:

- No immediate updates at this time.

c. Gadsden County

Alma Venisee Reported:

- The County continues to experience issues with decent affordable housing.

d. Wakulla County

Johnna reported Commissioner Chuck Hess is out of the country and there are no updates to report.

e. Franklin County – No representative for updates

f. Madison County – No representative for updates

g. Taylor County – No representative for updates

h. Jefferson County

Paula Carroll-Jefferson Reported:

- The county has partnered with the Shepherd's Hands, which is a mobile medical unit that comes once monthly. The mobile unit has administered medical assistance to five community members.
- The County is now working on Jefferson County Big Bend Disaster Task Force.

i. Liberty County – No representative for updates

Jeanné asked Johnna to send a list of the counties without participation at the Board Meetings, along with their contact numbers. She would contact someone in each county and try to get participation during this time as hurricane season approaches the area.

5. Public Comment/Announcements

Jim McShane-Career Source:

- Having difficulty finding employees to hire. An article has been posted in the Tallahassee Democrat, although, we remain short staffed but continue to work with agencies and provide services as needed during this time.

Samantha Vance-CESC/Kearney Center:

- CESC has increased housing capacity for individuals experiencing homelessness from 256 to 325.

- Intake hours has been extended from four hours per day, three days per week to Monday through Sunday from 9am-8pm, and those that need to come in after hours can be transported from Tallahassee Memorial Hospital (TMH) by Law Enforcement and special beds have been designated specifically for them.
- Assisting individuals who are hungry with meals and water.
- There will be an announcement forthcoming today regarding retaining staff that are currently employed, with pay increases from their present salary of \$12 per hour.

Mandy Bianchi-Ability 1st

- Jackie Fortmann will be out of the office approximately six weeks on medical leave. Mandy can be reached directly with requests during that time.

Gwynn Virostek-CCYS

- Thank everyone for reviewing the Youth Development Grant and many thanks to Taylor Biro for contributing a huge amount of her time and hard work into the grant in the short period of time prior to submission.
- Looking forward to seeing the results and receiving feedback from the submission.

6. Adjournment of Meeting

Jim McShane made a motion to adjourn the meeting and Samantha Vance seconded.

Jeanné thanked the CoC staff, Board members and partner agencies for efforts in helping to end homelessness in the community and explained to everyone that their work is making a difference and it's very much appreciated.

Jeanné reported that Neighborhood Medical and Bond Community have masks and at home test kits. If anyone needs those items, please let her know and she or Dr. Robinson will make provisions for pick-up.

Board Meeting was adjourned at 11:35am.