

# Commission on Homelessness for Volusia & Flagler Counties

## Applications Committee Meeting

February 4, 2019, 2:00-3:00 p.m., Early Learning Coalition

### Meeting Minutes

**Attendees:** Carrie Baird, DJ Lebo, Diana Phillips

**VFCCH Staff:** Jeff White, Victoria Brown-Searle, Laurie Clark

**Public Attendees:** Waylan Niece

Agenda Items	Discussion	Decisions
Discussion	<ol style="list-style-type: none"> <li>1. <b>Letter of Intent</b> <ul style="list-style-type: none"> <li>• Overview of submissions, VFCCH will confirm final submissions today. Committee discussed approving the deadline extension to allow Family Life Center (FLC) to apply. A formal letter will need to be sent to FLC Executive Director and Board Chair.</li> </ul> </li> <li>2. <b>DCF Local Application</b> <ul style="list-style-type: none"> <li>• The Committee review the local application. No action required. VFCCH is working with United Way to get the local application posted.</li> </ul> </li> <li>3. <b>Timeline</b> <ul style="list-style-type: none"> <li>• The Committee reviewed the timeline. No action required.</li> </ul> </li> <li>4. <b>Review Process</b> <ul style="list-style-type: none"> <li>• The Committee discussed the review process. No action required.</li> </ul> </li> <li>5. <b>Action Plan</b> <ul style="list-style-type: none"> <li>• The Action Plan is a working progress. The development of threshold criteria was completed.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• All FLC the opportunity to submit a letter of intent with limited time to submit and for a formal letter to be sent to the Executive Director and Board Chair with specific language included was approved (DJ Lebo motion/Diana Philips seconded motion carried)</li> </ul>
<b>Other Items Not on the Agenda</b>	The Committee discussed recruiting new members to serve on the Committee.	<ul style="list-style-type: none"> <li>• Committee members and VFCCH will follow-up with potential new recruits.</li> </ul>
<b>Public Comments</b>	There were no public comments.	N/A
<b>Proposed Next Meeting: TBD</b>	The Committee's next meeting is March 8, 2019.	March 8, 2019, 2:00 p.m. Location: Early Learning Coalition



Carrie Baird, CoH Applications Committee Chair

