

**Volusia-Flagler Continuum of Care
Application Committee Meeting Minutes**

Tuesday, September 29 2015

2:00 PM – 4:00 PM

The Salvation Army, 1555 LPGA Blvd., Daytona Beach

Attendees: Jeff White, Pam Woods, Robin King, Susan Clark, Diana Phillips, Carl Falconer, Jay Bond, Angelia Briggs, Dr. Maria Barbosa, Ray Salazar, Donna Dooley, Victoria Brown-Searle

Absent: Jim Cameron

I. Welcome and Introductions – Pam Woods, Chair

Pam Woods called meeting to order at 2:06pm. Introductions were made.

II. Committee Membership

Jeff White introduced Carl Falconer as a new CoC Board member. Mr. Falconer is replacing Kristellys Zolondek on both the Board and Application Committee.

III. Conflict of Interest

Mr. Falconer needs to complete and sign the conflict of interest form. All other committee members have completed and signed this form.

IV. CoC Grant Application

Mr. White made changes to the local application grant and asked the Committee for suggestions. After much discussion, new changes were made to the application. Mr. White will make these changes to the application and send the updated version to the Application Committee as soon as possible. New agencies will not be excluded from the application. Ms. Woods drafted a letter to be sent from the Application Committee; she read it to the Committee. The Committee decided to request a letter of intent from the applicants. Mr. White and Ms. Woods will draft letter request tomorrow. Applicants must submit their letter of intent to Ms. Woods by October 7, 2015. Applicants will submit their applications electronically.

Action Items: Mr. White will make suggested changes to the application and send it to the Application Committee for review.

Mr. White and Ms. Woods will draft the letter request.

Ms. King will send a summary sheet template to Mr. White.

V. Scoring Criteria

Mr. White presented a scoring sheet for the Committee to review. The Committee discussed and made suggestions to the scoring sheet to ensure the scoring is fair for the applicants. Mr. White will make these changes to the scoring sheet.

Action Items: Mr. White will make changes to the scoring sheet.

VI. Appeal Process/ Policy

Due to time restrictions, this item was not discussed.

VII. Schedule Next Meeting

The Application Committee will be meeting tomorrow at 9:30 AM to continue this meeting.

VIII. Action Items:

1. Mr. White will make suggested changes to the application and send it to the Application Committee for review.
2. Mr. White and Ms. Woods will draft the letter request.
3. Ms. King will send a summary sheet template to Mr. White.
4. Mr. White will make changes to the scoring sheet.

IX. Adjourn: 3:50pm

Minutes prepared by: Victoria Brown-Searle

Application Chair: _____

Next meeting September 30, 2015, Salvation Army-LPGA