

Volusia-Flagler CoC Minutes of the Steering Committee

Date: March 27, 2015 1:05 – 2:45 PM

Location: Volusia County Public Health, Daytona Beach

Members in Attendance: Anthony Woods, Bill Turner, Candice Wilkie, Joni Casillas, Melissa Extrom , Shannon McLeish

Members Absence: Ray Salazar, Susan Clark

Staff in Attendance: Jeff White, Executive Director Pam Andrews Victoria Brown-Searle

Public in Attendance: Lyle Adam, Brad Carter, Donna Dooly, Nancy Epps, Tanna Gartside, Mari Leise, Doyle Lewis, Michael Lutz, Angela Miles, Amanda Nixon, Pastor Mike Pastore, Thomas Redman, Anna Paulis, Sgt. Schlieper, Carlal Trast

Presiding: Melissa Extrom, Vice Chairman (Susan Clark had a family emergency)

| Agenda Item | Discussion | Action Needed | Follow-up (by whom & when) |
|---|--|---|--|
| 1.Call to Order | <ul style="list-style-type: none">• Vice Chairman Melissa Extrom called to order at 1:05 pm | <ul style="list-style-type: none">• None | <ul style="list-style-type: none">• None |
| 2. Approve January 30, 2015 Meeting Minutes | <ul style="list-style-type: none">• Shannon McLeish moved and Bill Turner seconded that the approval of the minutes be tabled. | <ul style="list-style-type: none">• None | <ul style="list-style-type: none">• None |
| 3. Vacant Officer and Board of Directors Seats | <ul style="list-style-type: none">• There was discussion about having a group meet in April to recruit individuals to submit their nomination for the Board. The recruiting must be a public process with policies and procedures set and known to those who apply and they must adhere to those policies and procedures.• The Board will appoint Shelly Campbell as secretary and a legal representative must be appointed to the Board. | <ul style="list-style-type: none">• Fill these vacancies | <ul style="list-style-type: none">• Board Chairman will submit names. |

| Agenda Item | Discussion | Action Needed | Follow-up (by whom & when) |
|--|--|---|---|
| 4. Call for Nominations | <ul style="list-style-type: none"> • The nomination form will be posted on line by Jeff White • Sgt Schlieper moved and Joni Casillas seconded that applicants for Board of Director position will be accepted by email, fax, U.S. Postal Service or hand delivered by May 15, 2015. The Board will review the applicants at the May 29, 2015, meeting to determine who is qualified to be on the ballot. Voting will be done electronically between June 1-15, 2015. Member agencies will be encouraged to have members use agency computers to vote. The public library will be another source for voting. • The results of the voting will be posted on the website. • There was a lengthy discussion about whether a nominating committee was necessary. It may have been resolved that it is not necessary because nomination forms can be secured on line and the Board approves or rejects those nomination forms at a Board Meeting. | <ul style="list-style-type: none"> • Post nomination form • Review of nominations • Notification to eligible voters • Posting of the ballot by June 1, 2015 • Ask Daytona Beach Chamber to count the votes | <p>Jeff White will post nomination form on website.</p> <p>The Board at the May 29, 2015 meeting VFCH office will produce ballot and ask Chamber to do the count; if they refuse, then ask Flagler Chamber.</p> |
| 5. Annual Board of Directors and general membership meeting | <ul style="list-style-type: none"> • The installation of Board of Directors will be at the August 28, 2015, Annual Board Meeting. | <ul style="list-style-type: none"> • Installation of Board of Directors | <ul style="list-style-type: none"> • 08/28/15 |

| Agenda Item | Discussion | Action Needed | Follow-up (by whom & when) |
|--|---|--|---|
| 6. Collaborative Applicant Update | <ul style="list-style-type: none"> • Jeff White explained the Collaborative Application and had hard copies available of the Emergency Solution Grant for those requesting. The grant will provide rent, mortgage, deposits, utilities. Contact Mike Cornell, 386-236-2020 or Lisa Cansell (same number ask for Flagler contact). The grants are a direct submission to the state and are competitive in Tallahassee. • There was a discussion about the Collaborative Grants. Those that received the grant funding must bill and spend. There must be documentation supplied for funding. There is a possibility of weekly billing. The documentation for the grant submission process is transparent. The grant application must be in by April 24, 2015. There was discussion about the short turnaround time for the grant. • Bill Turner asked “Are we going to step up and be the voice for the homeless in Volusia and Flagler?” Jeff White responded by saying that we are to work with HUD. That agency wants us to do more about housing. The function of the CoC is to focus on housing. | <ul style="list-style-type: none"> • Agencies complete applications | <p>Each agency will submit by the required date.</p> |
| 7. CoC Timeline for 2015 | <ul style="list-style-type: none"> • Jeff White is completing this information and will have it to HUD by April 30th and to the State by May 15th. | <ul style="list-style-type: none"> • Point in Time Count to be completed | <ul style="list-style-type: none"> • Jeff will complete and submit by the required dates. |
| 8. Visitor Presentation | <ul style="list-style-type: none"> • Thomas Redman (Homeless and Hungry nonprofit) requested that the CoC advocate for the homeless assistance program and not a jail diversion program. | <ul style="list-style-type: none"> • Request made to the CoC to act | <ul style="list-style-type: none"> • CoC Board |

| Agenda Item | Discussion | Action Needed | Follow-up (by whom & when) |
|----------------------------|--|--|---|
| | In addition there should be a plan for the chronically homeless that will not fit into any program. He said 8 out of every 14 who are homeless just need housing assistance; 4/14 need repaid housing; 2/14 are chronically homeless. | | <ul style="list-style-type: none"> • Susan Clark at the Council on April 2nd • (possibility) |
| 9. Old Business | <ul style="list-style-type: none"> • Shannon McLeish requested that centralized intake process be on the CoC agenda for April 24th | <ul style="list-style-type: none"> • Put on agenda | <ul style="list-style-type: none"> • April 24th CoC agenda by chairman |
| 10. New Business | <ul style="list-style-type: none"> • Carla Trast requested action on her CoC grant funding. She is asking for the appeal process to be followed. The Flagler County Family Assistance Program was told they had \$62,000 and then they were told they didn't. • Jeff White informed the meeting attendees that the Volusia/Flagler Coalition for the Homeless is seeking a part time, salaried bookkeeper. | <ul style="list-style-type: none"> • Grant appeal process to be followed | <ul style="list-style-type: none"> • Jeff White and the FCFAP Board |
| 11. Public Comments | <ul style="list-style-type: none"> • Pastor Mike Pastore is asking for help to find a place on Thursday and Saturday where people may be given a meal with bathrooms and security available. He said North Street is the only place they can serve food and those services are not available there. | <ul style="list-style-type: none"> • Address the issue on a future agenda | <ul style="list-style-type: none"> • None |
| 12. Adjourn | <ul style="list-style-type: none"> • Bill Turner moved for adjournment and Joni Casillas seconded at 2:45 pm. | <ul style="list-style-type: none"> • None | <ul style="list-style-type: none"> • None |

Respectfully Submitted by: **Tanna Gartside**

Approved by vote of the VFCoC meeting on _____

Susan Clark, Chair _____