

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

Thursday, January 21, 2015

12:00 PM – 1:00 PM

The Salvation Army, 1555 LPGA Blvd., Daytona Beach

Attendees: Amanda Nixon, Carl Epley, Cheryl Fuller, Jeff White, Loretta Willary, Michelle Wilson, Pat James, Victoria Brown-Searle

I. Welcome and Introductions – Cheryl Fuller, Co-Chair

Cheryl Fuller called the meeting to order at 12:04 p.m. Introductions were made. Ms. Fuller announced to the attendees that she would chair this meeting in Robin King's absence.

II. Review Prior Minutes – Cheryl Fuller, Co-Chair

Ms. Fuller called a review of the previous meeting minutes. Motion was passed to accept minutes as presented.

III. Sponsorships

Victoria Brown-Searle and Loretta Willary presented the sponsorship levels to the Committee. Ms. Brown-Searle submitted a funding request in the amount of \$500.00 from the Women's Initiative of Volusia and it was approved. The Committee discussed what the funds from the sponsorships would be used for. The Committee agreed the funds would be for agencies who need help supporting HMIS. Agencies requesting sponsorship will fill out a simple application and provide a sustainability plan and submit it to the HMIS Committee. Once an agency receives the sponsorship, they will have to sign a user agreement; if the agency does not comply with the agreement, they will be locked out of the system. The sponsorships will be open to everyone.

The Committee made the following changes to the sponsorship levels:

- Change Agent: add logo to website
- Add other donations. List what funds will pay for: trainings, licenses, etc.

The Committee discussed the layout for the sponsorship request. The Committee agreed the request should contain the following:

- statement of need
- underfunded
- request help with sponsorship

Action Item: Ms. Brown-Searle will make revision to the sponsorship list.

NEXT MEETING: February 18, 2016

Mission statement: The V/F CoC plans, develops, and implements comprehensive and coordinated strategies to address homelessness in Volusia/Flagler County.

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a. Potential Prospects

The Committee reviewed the prospect list and will send additional prospect information to Ms. Brown-Searle.

IV. Monitoring Update

Jeff White and Ms. Fuller gave a monitoring report to the Committee. They monitored Halifax Urban Ministries yesterday for CoC funding. The monitoring went well, there will be some changes made to consolidate the process. Items needing additional attention were cited with rules on the report. This was a great guide for policy and procedures. Mr. White and Ms. Fuller will send monitoring notice to the agency 30 days prior to monitoring date. Mr. White will schedule The Salvation Army to be monitored in March.

V. Action Items:

1. Ms. Brown-Searle will make revision to the sponsorship list.
2. Mr. White will schedule monitoring date for Salvation Army.

VI. Old Business

The Membership fees have been table until the CoC Board meeting on February 26th.

VII. New Business

None at this time.

VIII. Adjourn

There being no further business, the meeting was adjourned at 1:00 p.m.

Minutes prepared by: Victoria Brown-Searle, CoC Secretary

HMIS Chair: _____

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