

# **Commission on Homelessness for Volusia and Flagler Counties Steering Committee Meeting Minutes**

Friday, March 31, 2017

1:00 – 3:00 PM

United Way, 3747 W. International Speedway Blvd., Daytona Beach; Boardroom

*Attendees: Sam Willett, Jeff White, Candice Wilkie, Mark Geallis, Ray Salazar; Absent: Carl Falconer, Susan Clark, Anthony Woods, Edward Davis Jr., Dr. Maria Barbosa, Dave Beck, James Rose; Staff in attendance: Victoria Brown-Searle, Lyn Hawkins; Others in attendance: Sgt. S. Schlieper*

## **I. Call to Order – Sam Willett, Chair**

The meeting was called to order at 1:03 p.m.

## **II. Prior Minutes – Sam Willett, Chair**

Sam Willett presented the minutes of January 27, 2017 for review and approval. A motion was made to accept the minutes by Mark Geallis and seconded by Ray Salazar. Motion carried.

## **III. Review and Approval of**

### **a. HMIS Security Plan– Jeff White, Collaborative Applicant**

Jeff White presented the plan for review and approval to present to the Board. A motion was made to recommend the HMIS Security Plan to the Board for approval by ray Salazar and seconded by Candice Wilkie. Motion carried.

### **b. Strategic Plan- Sam Willett, Chair**

The Committee reviewed the strategic plan draft for additional changes. After some discussion, the Committee agreed to send the updated draft to the Board for review and approval.

## **IV. Collaborative Applicant Evaluation**

Jeff White presented the Collaborative Applicant evaluation template for the committee to review. Mr. White stated the evaluation is for the CoH Board to evaluate the lead agency on their duties. The Committee revised the template. A subcommittee will consist of the executive officers plus one Board member to conduct the evaluation and the committee will present their findings to the board. A motion was made to approve the evaluation and present the evaluation results to the Board by Mark Geallis and seconded by Ray Salazar. Motion carried.

## **V. Grant Matrices for Coordinated Entry – Ray Salazar, Coordinated Entry Committee Chair**

Ray Salazar discussed the issues with the grant matrices with the Committee. It was stated that it is important for the agencies to provide the grant matrices for the Coordinated Entry referrals and for their HMIS End Users to have when they're entering data into the system. The Coordinated Entry Committee will monitor this issue.

Lyn Hawkins presented the Coordinated Entry report. To date:

- 179 clients were referred through Coordinated Entry.
- 58 clients were housed outside of Coordinated Entry.
- 234 clients are on the by name list.
- 72 clients were Rapidly Rehoused.
- 31 clients were placed in Permanent Supportive Housing.
- The average number of days from referral to housing is 40.7.
- The range number of days from referral to housing is 0-167 days.
- The median # of days from referral to housing is 38 days.

**VI. United Way Presentation- Shelia Jackson, Program Coordinator**

Shelia Jackson, United Way Program Coordinator, informed the attendees about VITAs Tax Program and the Online Banking Program.

**VII. Old Business**

None.

**VIII. New Business**

None.

**IX. Member & Public Comments**

None.

**X. Adjourn**

The meeting was adjourned at 2:13 p.m.

*Minutes prepared by: Victoria brown-Searle, Staff*

*Chair: \_\_\_\_\_*

*Next Meeting: May 26, 2017*