

Board of Directors Meeting
Volusia Flagler Counties Homeless Continuum of Care

Date: July 25, 2014

Time: 1:00

Location: Salvation Army, LPGA Blvd, Daytona Beach

Present: Susan Clark (President) – 2
Milissa Extrom (Vice President) – 2
Shelly Campbell (Secretary) – 2
Jim Cameron - 2
Joni Casillas - 3
Barry Davis – 3
Donna DeMarsh - 2
Cheryl Fuller - 2
Robin King (represented by Christine Sikora) - 2
Shannon McLeish - 3
Bonnie Metz - 2
Ray Salazar - 3
Pastor Charles Silano - 2
Carla Traister - 2
William (Bill) D. Turner - 1
Jeffery White - 1
Anthony Woods - 3
Kris Zolondek - 2

Absent: Michael Barr - 2
Michael C. Boyd - 3
Chris Bowley – 3
Dru Driscoll - 3
Robert A. Gary - 2
Pastor Douglas Hautz - 1
Sgt. Michael Lutz - 1
Gary Meredith - 1
Saralee Morrissey - 3
Janet Nickels - 1
Beverly Robinson - 1
Candace Wilkie - 3

I **Call to order:** at 1:08 PM by presiding officer Susan Clark.

II **Quorum:** no voting policy established at present

III **Reading and Approval of Minutes:**

- A. Shannon McLeish asked that general discussion items be listed in the minutes moving forward.
- B. Joni Casillas asked to amend the July 11, 2014 minutes by inserting the following changes to Section 11: Approval of Governance Charter and Subsequent Amendments, as discussed. The Sections shall read:
 - i) “This Governance Charter and every subsequent amendment to it must be approved by a majority of VFCoC members. The VFCoC Board will invite interested CoC members to participate in a review and discussion of the Governance Charter every year to improve the functioning of the VFCoC and maintain compliance with federal and state regulations. Based on a consensus achieved through discussion, the Board will ask VFCoC Members to ratify

the existing Governance Charter or approve proposed changes to the Governance Charter at the Annual Meeting.”

- ii) Milissa Extrom motioned to accept July 11, 2014 minutes as amended and Ray Salazar provided second. President Clark called a vote and the motion carried unanimously.

IV Recognition and other news: No recognition or other news

V New Business:

A. Discussion of Governance Charter Amendments

- i) It was suggested to add the following language to Section 8: Committees and Working Groups:
 - (1) All CoC Members should be encouraged to join committees, except for the Steering Committee.
 - (a) The Steering Committee, as all others, shall be open to the public and notice of such meetings will be published to the CoC Members 5 days prior to the meeting

B. Vote to adopt Governance Charter

- i) Secretary Campbell motioned to adopt the Governance Charter, with discussed amendments, and Ray Salazar provided second. President Clark called a vote and the motion carried unanimously.

C. Discussion of HMIS Governance Charter

- i) Lisa Hamilton explained the CoC is responsible for maintaining and operating the HMIS database system, in accordance with all federal regulations.
 - (1) Section 3.2 HMIS Lead:
 - (a) This section only specifies that VFCoC will designate any agency to serve as HMIS Lead each year. A Memorandum of Understanding will be created with the agency designated by the CoC as the HMIS Lead.
 - (2) Section 5.4: Privacy:
 - (a) Board members discussed at length that privacy policies need to be set forth and listed on VFCoC website after adoption. More in depth policies will be created by the HMIS Committee
 - (3) Section 5.6: Participation Fees:
 - (a) Bill Turner discussed the recent loss of nearly \$55,000 in HMIS, due to HUD re-prioritizing funding, and the need for new funds to maintain the system. He asked what part of our cost should be passed on to providers using HMIS and which providers that would be.
 - (i) Lisa Hamilton stated the CoC Board Members and HMIS Committee would need to determine what portion of HMIS cost would be passed on to providers using HMIS.
 - (ii) President Clark stressed HUD had planned to reduce HMIS funds for several years and we were now seeing it happen. It would be appropriate for participating agencies to pay a reasonable fee to use services as the HMIS gathered is what qualifies them to receive HUD funding.
 - (iii) Bill Turner asked whether specifics about cost should be outlined in the HMIS Charter and stressed the changing data output requirements from HUD.
 - (iv) Lisa Hamilton suggested the HMIS Committee begin work on those specifics very soon.

1. Michelle Wilson, through the Coalition, has worked on HMIS for past two years cleaning up old data and improving the data quality for our CoC. Our data quality is better than it has been in years, due to such efforts. In addition, she sends data error reports to agencies so they are able to clean up errors and have higher data quality.
 2. The HEART Act requires a centralized or coordinated assessment and referral system through HMIS. This requires agencies collect same data from clients at assessment and implement a referral system.
 - a. Bill Turner asked whether the requirement was for centralized or coordinated system; or centralized and coordinated system.
 - b. Lisa Hamilton stated it is for either and CoC around the state are implementing their systems differently. We are going to have resources for the State Homeless Coalition resources and success stories to work off of.
 3. There was length Board Member discuss on what VFCoC agencies should pay fees to use the HMIS database, and which should not. Currently, if an agency is receiving state or federal funding for a housing program they are required to input data into HMIS. Therefore, they are charged a fee for using the database.
 - a. Ray Salazar asked whether there were consequences if agencies receiving funds did not enter data into HMIS.
 - b. Cheryl Fuller stated if agencies were not entering data into HMIS, HUD would reduce the funding based on the agency's Annual Progress Report.
- (v) It was suggested and agreed that Section 7: Responsibilities of the CHO, would include the following language:
1. All agencies receiving local, state, or federal funds for housing programs, must agree to input data into the HMIS database and participate in funding the operations of the HMIS database system.

(4) Section 3.2: HMIS Lead:

- (a) The section will read, "The VFCoC will designate a service point software as the official HMIS for the VFCoC's geographic area."

(5) Section 5.3: Reporting:

- (a) The section will be amended to state, "The HMIS Lead shall submit reports to HUD and VFCoC as required."
 - (i) Shannon McLeish added this will add transparency and disclosure to add VFCoC, as well as HUD.
 - (ii) Any other needed policies regarding transparency or reporting can be established by the HMIS Committee or through the MOU with HMIS Lead.

D. Votes on HMIS Governance Charter

- i) Ray Salazar motioned to accept the HMIS with above amendments and Milissa Extrim provided second. President Clark called for vote which passed unanimously.

E. Steering Committee Development

- i) The Steering Committee will consists of the following members: Board Chair, Vice Chair, Secretary and up to 6 other interested members. Each member must be a VFCoC Board Member

- (1) The following members indicated their interest in filling the additional slots:
 - (a) Ray Salazar
 - (b) Shannon McLeish
 - (c) Jeff White
 - (d) Anthony Woods
 - (e) Bill Turner
- (2) Big John asked whether Steering Committee meetings would be open to the public and noticed. All Steering Committee meetings will be noticed five days prior to meeting and open to the public

F. Discussion of Application Committee

- i) In the past, the Coalition's Ranking and Review Committee reviewed program applications for federal and state funding. No member of that committee received such funding. A new application needs to be created very soon because the Challenge grant has been issued.
 - (1) Challenge grant is issued by State of Florida and awarded to CoCs across the country. The State allocated to be split amongst the 28 CoCs. A Leady Agency can submit to fund any homeless housing service or action plan set out in ten year plan.
 - (2) This will require a competition from local agencies. It was suggested, in the interim and until a formal Application Committee is formed, VFCoC use the 6 members of the current VFCoC who were previously on the Coalition's Ranking and Review Committee. This would be for Challenge Grant only.
 - (a) Those members are: Janet Nickels, Ray Salazar, Shelly Campbell, Milissa Extrom, Shannon McLeash, and Barry Davis
 - (3) In addition the following current VFCoC are interested in serving on that committee as well:
 - (a) Kris Zolondek
 - (b) Jay Bond
 - (c) Nancy Epps
 - (d) Diana Phillips
 - (4) The following members were not present but will be on the committee if they agree:
 - (a) Pamela Woods
 - (b) Dr. Pamela
- ii) The VFCoC Board asks any agencies applying for Challenge Grant funds to submit 12 copies of their applications for the Application Committee Members.
- iii) The VFCoC Board also gave blessing to Application Committee to make a decision on funding allocation as a Committee without bringing to entire board for approval.

G. Vote to establish Interim Application Committee for Challenge Grant

- i) Secretary Campbell motioned to have the 6 VFCoC members who were previously members of the Coalition's Ranking and Review Committee, as well as the other members listed above serve as interim Application Committee for Challenge Grant. Barry Davis provided second. President Clark called for a voted and passed unanimously.

VI General Discussion:

- A. Shannon suggested we add a reminder to meeting notices of our attendance policy for members.

- B. President Clark stated emails would be sent out regarding Committees and schedules. In addition, a workshop will be scheduled on how to apply for Challenge Grant funds.
- C. Bill Turner discussed the changes HUD is making toward permanent housing and voiced concerns as to whether we are ready for such change. It was noted that HUD wants most housing programs moving toward housing first models and will be expecting more transitions in the future. We will be receiving more workshops and resources to determine how best to implement with the existing programs in our communities.
- D. Shannon and Nancy Epps discussed the report by Marburt – Lisa help me here were they asking whether he could come attend meeting

VII Board Staggered Terms

- A. It was agreed the VFCoC Board Members would have staggered terms of 1, 2, or 3 years. All member drew their term or Ray Salazar drew for those absent.
 - i) Rather than re-listing all names, I am providing the term drawn by each member in the attendance section.
 - ii) Officers automatically serve two year terms.

VIII Adjournment:

- A. There being no further business, President Clark declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 2:57.

Respectfully submitted by,

Shelly M. Campbell
Secretary

Adopted by the Board in the meeting
of _____,
(Date of Meeting)

(Signature of Presiding Officer)