

Volusia-Flagler CoC Minutes of the Application Committee

Date: April 30, 2015 1:00 – 3:00 PM

Location: Salvation Army, 1555 LPGA Blvd, Daytona Beach

Members in Attendance: Diana Philips Kristellys Zolondek Jay Bond Nancy Epps Dr. Pamela Jackson-Smith Pam Woods Ray Salazar Shannon McLeish (By phone)

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

Public in Attendance: Ron Smith Susan Clark Flora Davis

Presiding: Pam Woods, Chair

Agenda Item	Discussion	Action Needed	Follow-up (by whom & when)
1. Welcome and Introductions	<ul style="list-style-type: none">• Meeting called to order at approximately 1:08 PM.	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• None
2. Function	<ul style="list-style-type: none">• Jeff White reviewed the functions of the Application Committee: 1. The Committee will work with the Collaborative Applicant to design and implement a collaborative process for developing a consolidated application for Flagler and Volusia Counties programs and projects seeking CoC funding. 2. The Committee will review findings of the Planning and Performance Committee, the program priorities established by the Board, and the applications for new programs or projects, and make recommendations to the Board about which programs/projects to include in the annual CoC application, and rank projects for the application. 3. The Committee will develop and oversee operation of a grievance process for agencies whose applications for funding have not been	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• None

Agenda Item	Discussion	Action Needed	Follow-up (by whom & when)
	selected by the CoC.		
3. Committee Membership	<ul style="list-style-type: none"> The Committee agreed that all members serving on the Application Committee need to provide full disclosure of all Board involvement both past and present. The current Committee members are: Diana Phillips, Kristellys Zolondex, Jay Bond, Milissa Extrom, Dr. Pamela Jackson-Smith, Pam Woods, Ray Salazar, and Shannon McLeish. Jeff White will revise the disclosure statement and present it to the VFCoC for approval. 	<ul style="list-style-type: none"> Revision of the current disclosure statement 	<ul style="list-style-type: none"> Jeff White; next Board and Membership meeting.
4. Conflict of Interest	<ul style="list-style-type: none"> Pam Woods reminded the Committee that members who serve on a Board who is applying for CoC funding are ineligible to serve on the Application Committee. 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
5. CoC Application Competition Procedures	<ul style="list-style-type: none"> Jeff White is working on HUD and will hold a training. Pam Woods suggested that the Application Committee should have a training and afterwards the group should get together and go through the applications. Jay Bond felt the scoring range should change. The group discussed extending the scoring range from 1-3 to 0-5. Jeff expressed the importance of the applicants taking their and put effort into the application as well as highlighting what their agency did well. Applicants should have a clear understanding of what they are applying for. A discussion of application deficiencies took place. Applications that are incomplete are considered deficiencies. Jeff will get clarity about deficiencies from 2014 at the next meeting on 5/29/15. When the application deadline hits, if an application has numerous deficiencies the Committee cannot accept it. Jeff will stress that due diligence is 	<ul style="list-style-type: none"> Clarity about deficiencies from 2014 	<ul style="list-style-type: none"> Jeff White; 5/29/15 Board Meeting.

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	important during the application process at the first training.		
6. Windward/ Possible Diversion of Grants/ Challenge Dollars	<ul style="list-style-type: none"> • Windward cannot spend Challenge dollars they have to give the money back to HUD. The funds need to be spent by June 31, 2015. The goal is to redistribute the funds- if possible. 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
7. Adjourn	<ul style="list-style-type: none"> • There being no further business, the meeting was adjourned at 2: 30 PM. 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Respectfully Submitted by: Victoia Brown-Searle, AmeriCorps VISTA

Approved by vote of the VFCoC meeting on _____

Susan Clark, Chair _____