

Continuum of Care  
Board Meeting  
Friday, October 28, 2016  
United Way, 3747 W International Speedway Blvd, Daytona Beach, Board Room

**Attendees:** Sam Willett, Jeff White, Carrie Baird, Edward Davis, Candice Wilkie, Michael Cornell, Janet Hamer, Joan Campanaro, Rhonda Harvey, Robin King, Bob Williams, Nancy Epps, Jim Cameron, Mark Geallis, Doug Hautz, Carl Falconer, Ray Salazar; **Public in Attendance:** Michelle Wilson, Lyn Hawkins, Jerry Cutter, Chet Bell, Dennis Burns.

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

The meeting was called to order at 1:15 pm

**II. Prior Minutes**

Sam Willett presented the minutes of August 26, 2016 to the Board for review and approval. Carrie Baird pointed out that her last name was spelled incorrectly in the minutes. A motion was made to accept the minutes, with the Baird corrections, by Ray Salazar and seconded by Michael Cornell. Motion carried with 17 yays.

**III. Annual Conflict of Interest Statement**

It was mentioned that this was done in the last meeting, Jeff White explained that the forms were for those that were not in attendance at the last Board meeting. Joan Campanaro signed the document. Sam Willett explained that the purpose of the Annual Conflict of Interest Statement was for situations like when someone thought Victoria Brown-Searle should not be a board member due to a conflict of interest. Attorney Debbie Halisky researched this and said that it would only be a conflict of interest for Victoria, or any board member, if they voted affirmatively for something that benefited their organization.

**IV. Governance Charter Revisions and Membership Approval**

Sam Willett stated, if you recall at our annual meeting in August, we went through the document for revisions. Victoria and Jay Bond worked diligently to make sure the wording was correct and in good form; and he wanted to thank them both.

Sam Willett stated that in September the complete document was mailed out for a vote through October 13, 2016. The vote count was part of the paperwork. 71.70% voted yay and 28.30% voted nay.

**V. Peer Monitoring Policy and Procedures Review and Approval**

Sam Willett turned this portion over to Jeff White. Jeff White stated that the HMIS committee updated procedures and policies during peer monitoring for HMIS and all monitoring for Grant compliance. This is an all-inclusive policy to cover CFAB grant, TANF, EGS, Challenge (all DCF grants) and HUD grants. This will ensure complying with their grants. It was sent out to the board members.

Michelle Wilson explained that it makes sure that all the housing, transitional, permanent supportive, are compliant with all of HUD's data elements regardless of the funding source. These reports are pulled bi-weekly. Agencies have the capabilities to pull the reports as well.

Robin King stated that there is nothing new except for the peer monitoring policies and procedures. A motion was made to accept the Peer Monitoring Policy and Procedures by Carrie Baird and seconded by Ray Salazar. Motion carried with 17 yays.

**VI. Collaborative Applicant MOU Review and Approval**

Jeff White stated that this too was sent out to the Board members for review. Everyone has a copy and the changes that were made are highlighted in yellow. This was brought to the steering committee as well. The changes were made to reflect a more accurate view of the roles and responsibilities of the collaborative applicant and the CoH. The first thing you see is that we will be in accordance with the CoH. The corrections were viewed.

A motion was made to accept the Collaborative Applicant MOU by Edward Davis Jr. and seconded by Carrie Baird. Motion carried with 17 yays.

**VII. Collaborative Applicant Report – Jeff White, Executive Director**

a. DCF Grants – Jeff White

Discussed the grants that are projected to start and when. ESG projected to start November 1, 2016. Waiting on HUD to release the money to DCF. TANF all documentation has been sent to DCF and forwarded to the Department of Financial Services, they're reviewing it and anticipate it to start within the first week of November as well. With the Challenge Grant, we processed the revisions and sent them up through our contract managers. The template has been approved so they will be sending it up through the Department of Financial Services within the first couple weeks of November and anticipate the start date to be December 1, 2016.

b. Annual Homeless Assessment Report (AHAR)

Jeff White stated that the AHAR draft has been completed and submitted earlier this week, even though the deadline was Monday, October 31, 2016. They will review then and kick it back requesting whatever revisions are requested and the final draft is due November 30, 2016.

**VIII. Standing Committee Reports**

a. **Steering Subcommittee**

Steering Committee met last month. Most of the things covered we have already covered today. No need to make any resolutions. Ray Salazar stated that we need to recognize the new Coordinated Entry Committee. This committee used to be Pam Woods' Committee but transformed into the Coordinated Entry Committee. Ray Salazar is stepping down from chairing the Application Subcommittee and is the Chair of the Coordinated Entry committee and moved that we add this committee to our list.

Jeff White stated that the next Coordinated Entry Committee meeting is November 11, 2016, at the United Way from 1:00pm – 2:00pm.

b. **HMIS Subcommittee**

No report at this time.

**c. Strategic Planning Subcommittee**

Sam Willett stated that Sharon Warriner is still working on strategic plan with Jeff White.

**d. Application Subcommittee**

Ray Salazar stated that we did not get as much as we wanted from EGS. Jeff White stated that we were fully funded with \$227,500.00 and ranked in the top 10. TANF Grant \$71,000.00. rated number two and split the funding between The Neighborhood Center and HUM. With the Challenge grant, only the top 5 were fully funded. We were #6 and received \$205,500.00.

**e. Homeless Solutions Task force of Flagler County**

Carrie Baird stated they are a new group. That there has been a Flagler Task force for about three years, but Flagler Cares wanted to look at housing as well, so they combined forces. On the first they have a draft set of policies that they are going to present to the larger group and get feedback about things they would like to work on.

Homeless Loan Demonstration Grant was discussed by Jeff White. They were looking for some local non-profits to step up, either in Volusia or Flagler. Basically, no one wanted to step up and fight for the grant. However, Family Matters of Flagler expressed a late interest in it and as of earlier this week they intended to apply for it. They have linked with HMIS, they have started entering data, everything that the verification required. They go to the task force meeting, their target population was going to be chronically homeless, so they met all the requirements that we need to verify. So, we signed off on them to move forward. We are not aware if they submitted it or not.

Sam Willett wanted to recognize the fact that Carrie Baird put in a lot of work this past month in reaching out and trying to find a non-profit to apply for this grant. As a community, we need to encourage our non-profits to take some risks and go for these grants.

**f. SSVF Partnership**

Mike Cornell stated that the next meeting would be November 8, 2016 at the Flagler County Emergency Building and they invite as many folks as want to come. This year we are in the final year, 3<sup>rd</sup> year, of the grant cycle. Trimming everything they possibly can to offer financial assistance; they even let three employees' go. On target, still the only SSVF to end veteran homelessness in the state of Florida. So far they also have the lowest return to homelessness in the Country. Sam Willett asked what the future funding looks like. Mike Cornell stated that they will need to focus on Homeless Prevention more. Ray Salazar stated that we still have troops deployed, so this is not a problem that has been completely rectified.

**IX. Speaker Presentation – Erik Braun, Executive Director of the State Office on Homelessness.**

Erik Braun spoke for approximately 45 minutes. His office oversees grant funding. Explained other areas of his offices functions.

We must work on Landlord Development. Shelters should only be used as a sort of triage center that leads to more stability, not a solution. Erik recommended we read the

Schimberg Study. He spoke about ending homelessness. He also stated that prior homelessness is the only indicator of future homelessness.  
By housing first model, not spending as much per person.

**X. Old Business**

No report at this time.

**XI. New Business**

Susan Clark with the Neighborhood Center of West Volusia is planning on expanding their shelter to 50 beds.

The Quarterly Governors' Meeting will be December 7, 2016.

**XII. Member and Public Comments**

**XIII. Adjourn**

There will be no further business, the meeting was adjourned at 3:15 pm.

Minutes prepared by: Lyn Hawkins, Coordinated Entry System Navigator

CoC Chair: \_\_\_\_\_

Next Meeting: December 30, 2016