

**Commission on Homelessness for Volusia and Flagler Counties**  
**Annual Board of Directors & Membership Meeting Agenda**

Friday, August 26, 2016

Public Health Department, 1845 Holsonback Dr., Daytona Beach, Room: 516A

**Attendees:** Sam Willett, Jeff White, Victoria Brown-Searle, Bob Williams, Carmen Hall, Carl Falconer, Fire Chief Dru Driscoll, Rhonda Harvey, Nancy Epps, Carrie Barid, Edward Davis, Jr., Sgt. Michael Lutz, James Rose, Janet Hamer, Jim Cameron, Mark Geallis, Ray Salazar, Candice Wilkie, Robin King, Shannon McLeish, Sgt. S. Schlieper, Susan Clark, Pastor Douglas Hautz, Tony Deobil; **Absent:** Dr. Maria Barbosa, Amanda Nixon, Dave Beck, Michael C. Boyd, Joan Campanaro, Kelly White, Anthony Woods; **Public in attendance:** Carol Coffie, Claris Mac'Kie, Judi Komezus, Carol Podschelne, J. Cutter, JoAnn Schafer, Remie Beavlieu, Jay Bond, Chet Bell, Loretta Wilary, Ron Smith, Anna Paulis, Michelle Wilson, Lyn Hawkins, Dennis Burns, Dave Young, Big John, Pat Walsh

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

The meeting was called to order at 1:05 p.m.

**II. Prior Minutes**

Sam Willett presented the minutes of June 24, 2016 to the Board for review and approval. A discussion on the membership fees took place. It was stated that all members present will have a vote on this matter during the Governance Charter revisions. A motion was made to accept the minutes as presented by Susan Clark and seconded by Robin King. Motion carried with 22 yays and 1 nay.

A discussion took place with regards to Victoria Brown-Searle's status as a Board member. A motion was made to recognize Victoria Brown-Searle as a Board Director by Ray Salazar and seconded by Robin King. Motion carried with 22 yays and 1 nay.

Sam Willett presented the minutes of August 11, 2016 to the Board for review and approval. There was a challenge to the content of the minutes, and a quorum of the meeting; a discussion ensued. A motion was made to accept the minutes and content of the meeting by Bob Williams and seconded by Carrie Barid. The Motion carried with 22 yays and 1 nay.

**III. New Board Members**

Sam Willett welcomed the new Board members. The new directors are: Carrie Barid, Kelly White, Joan Campanaro, Rhonda Harvey and Nancy Epps. Mr. Willett stated the CoH would work on building communications with Flagler County.

**IV. Annual Conflict of Interest Statement**

The Board was instructed to read, complete and return their conflict of interest statements to Victoria Brown-Searle.

**V. Membership Fees Reminder**

A discussion will take place during the Governance Charter changes. The Board will select a direction to deal with hardship cases. Robin King has volunteered to be in charge of the hardship cases. Victoria Brown-Searle will add Ms. Kings contact information to the CoH website. Only Ms. King and Ms. Searle will be involved with the hardship cases.

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

See Charter for Revisions.

**VII. Adopt Updated CPD Notice 16**

Jeff White informed the Board of the updated Notice CPD 16-11 and the importance of the CoH adopting it. A motion was made to adopt Notice CPD 16-11 which has superseded Notice CPD 14-012 by Carl Falconer and seconded by Ray Salazar. Motion carried.

**VIII. Homeless Bill of Rights**

Sam Willett presented the Homeless Bill of Rights to the Board for review and approval of support. A motion made to support the Homeless Bill of Rights as an agreement in principle by Carl Falconer and seconded by Robin King. Motion carried with 21 yays and 1 nay.

**IX. Collaborative Applicant Report- Jeff White, Executive Director**

**a. Coordinated Entry Navigator**

Jeff White introduced the new Coordinated Entry Navigator, Lyn Hawkins. He provided a brief description of her job duties.

**b. ESG Scores**

The CoH was fully funded at a reduced amount; DCF dropped the total amount. Mr. White anticipates the grant to start in October.

**c. TANF Grant**

DCF has not released the intent to award.

**d. Challenge Grant**

Jeff White gave an overview of the scoring for the Challenge Grant. See score sheet. A motion was made to approve the Challenge Grant scores as presented by Carl Falconer and seconded by Nancy Epps. Motion carried.

**e. NOFA Update**

Jeff White gave an overview of the scoring for the CoC Competition. See score sheet. A motion was made to accept the 2016 CoC Competition ranking and scoring as recorded by the Application Committee and seconded by Carl Falconer. Motion carried.

**X. Standing Committee Reports**

**a. Steering Committee**

No report at this time.

**b. HMIS Committee**

Robin King reported on the Committees progress. The Committee is currently working on revisions to the Coordinated Entry Policies and Procedures and the HMIS Data Quality Plan. Carrie Barid expressed interest in participating on this Committee.

**c. Strategic Planning Subcommittee**

Sam Willett reported on the Committees progress. Sharon Warriner and Jeff White are working on a draft of the Strategic Plan to present to the Committee.

**d. Application Subcommittee**

Nothing additional to report.

**e. SSVF Partnership**

No report at this time.

**XI. Old Business**

None at this time.

**XII. New Business**

Ray Salazar reports to the Board about the new shelter proposal from Synergy for single males and females. Mr. Salazar and Mr. Willett will be meeting with Jason Meyer of Synergy to review the shelter proposal outline. Jim Cameron stated he would like to participate in this meeting.

**XIII. Member & Public Comments**

None at this time.

**XIV. Adjourn**

There being no further business, the meeting was adjourned at 3:45 p.m.

*Minutes prepared by: Victoria Brown-Searle, Administrative Assistant*

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

*Next Meeting: October 28, 2016*