

**Volusia-Flagler Continuum of Care
Application Committee Meeting Minutes**

Wednesday, September 30, 2015

9:30 AM – 11:30 AM

The Salvation Army, 1555 LPGA Blvd., Daytona Beach

Attendees: Jeff White, Pam Woods, Diana Phillips, Carl Falconer, Jay Bond, Dr. Maria Barbosa, Ray Salazar, Donna Dooley, Victoria Brown-Searle

Absent: Jim Cameron, Robin King, Susan Clark, Angelia Briggs

I. Welcome and Introductions – Pam Woods, Chair

Pam Woods called meeting to order at 9:42 a.m. Introductions were made.

II. CoC Grant Application

Mr. White made the changes to the local application as discussed at yesterday's meeting. The Committee reviewed these changes. There are minor changes that need to be made. The Committee reviewed the proposal cover sheet and agreed to use it. The Committee reviewed the letter of intent template and all agreed that part A should be used to keep the letter simple.

Action Items: Mr. White will make suggested changes to the application and send it to the Application Committee for review.

III. Scoring Criteria

Mr. White presented the updated scoring sheet for the Committee to review. Carl Falconer suggested the threshold criteria should be stated in the local application. The Committee discussed how to grade CoC meeting participation. The Committee agreed applicants should be specific in answering the meeting participation. Mr. White will make the final revisions to the scoring sheet and send it to the Application Committee. Victoria Brown-Searle will be the contact for the new agencies to ask questions. Ms. Brown-Searle will send all questions to the Committee; She will send responses to all applicants.

Action Items: Mr. White will make final changes to the scoring sheet and send it to the Application Committee.

IV. Appeal Process/ Policy

. The Committee reviewed the Appeal Policy and Process Sheet. Minor changes were made to the sheet. Mr. White will make these changes and send the updated sheet to the Committee.

V. Ranking and Review

A discussion took place about the Ranking and Review of applications. Mr. Falconer suggested 100% of funds should be awards to all agencies who are in tier 1 until all funds are exhausted. The Committee is in agreement with this suggestion. If a tie breaker is needed, the decision will be based on the lowest cost per unit/household. A separate score sheet will be used in this case. Applicants will know upfront that 100% funding is based on scores.

VI. Schedule Next Meeting

The Application Committee will meet Tuesday, October 20, 2015 at 1:00 PM for local application distribution and Tuesday October 27, 2015 at 2:00 PM for Ranking and Review.

VII. Action Items:

1. Mr. White will make suggested changes to the application and send it to the Application Committee for review.
2. Mr. White will make final changes to the scoring sheet.

VIII. Adjourn: 11:05 a.m.

Minutes prepared by: Victoria Brown-Searle, AmeriCorps VISTA

Application Chair: _____

Next meeting October 20, 2015, Salvation Army-LPGA