

# Mid Florida Homeless Coalition, Inc. – Coordinated Access & MFIN Advisory Meeting

Meeting Minutes: September 9, 2019

Location: Mid Florida Homeless Coalition, 104 E Dampier St., Inverness, FL 34450

Presiding: Melissa Simmes

Agenda Item	Discussion & Actions Taken	Follow-up Action
I. Welcome and Introductions	Meeting was called to order at 10:00 a.m. All parties introduced themselves, including those on GoToMeeting.	
II. Minutes	<p><b>Motion:</b> A motion was made to approve the August 12, 2019 minutes.  <b>Motion by:</b> Amber Tucker <b>Seconded by:</b> Melissa Simmes  <b>Discussion Called.</b> No Discussion  <b>Approved:</b> Unanimously</p>	
III. Review of Old Minutes	<ul style="list-style-type: none"> <li>● Review of VISPDAT/SPDAT New Process- Kristy Lindke did a review of the voting that occurred at the last Stakeholders meeting regarding the change from a SPDAT being conducted after each VISDAT to only being completed when a participant scores for PSH or that there could potentially be a "Conflict of Interest". Paula Holtsclaw additionally clarified the need for those conducting the VISPDAT to complete an Intake form with each VISPDAT they are completing.</li> <li>● Referral Cards- Paula H. discussed the few referrals that were sent out per agency request. She shared that the Hope House HUD grant has ended, and they are not sure what the status is of that going forward. She shared the new referral card measure of what is active on the By-Name-List.</li> <li>● Prioritization/Survey results- Barbara Wheeler spoke about the need for clarification in the subpopulations and the need for more input before a decision could be made. Melissa S. suggested having the survey continue to be on the website as well as adding additional information to the intake packet to capture any information that HUD needed that was not captured by the VISPDAT. Paula H. agreed. Stacy Leach asked some questions about HUD's current priorities, much discussion followed.</li> <li>● CAS Evaluation Update- Barbara W. talked about how the newest draft of the tool was sent out. Melissa S. asked if we had found an organization to do the evaluation. Barbara W. stated there was not, at this time. Much discussion followed. Tomi Steinruck stated that some of the data that is unable to be collected out of HMIS, that it should be obtainable through the agency itself.             <ul style="list-style-type: none"> <li>○ #4- No way to pull this data from Clarity, may need to get data from agency</li> <li>○ Add question to Prevention/Diversion section "Number of community organizations utilized"</li> <li>○ Additional Question to Rapid Rehousing Section: #4 \$10,000+, also correct #6/7 to "what percentage"</li> <li>○ Paula H. to make sure service options are available for future reports to be pulled.</li> <li>○ "Outreach" change #5 to VISPDAT. #4</li> <li>○ Breakdown different services.</li> <li>○ "Housing Navigator" Clarify question # 2 as to what type of referral</li> <li>○ Barbara W. to find out what the *** means on Question #1</li> <li>○ Clarify Question #4 as to all available denial reasons</li> <li>○ Consistency in using the term "households" vs. "participants"</li> <li>○ PSH- #2 to add "PH with subsidy"</li> <li>○ Overview Questions: Clarification on #6, what type of trainings?</li> </ul> </li> </ul>	<p><i>Kristy Lindke to retrain those completing the VISPDATs to also complete an intake form.</i></p> <p><i>MFHC to have staff meeting to discuss potential CAS manual changes</i></p> <p><i>Participant Survey: How to make it available to each participant at each phase of their process and clarify the questions, especially question #6</i></p>

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IV.	Other Business	<ul style="list-style-type: none"><li>Melissa S. asked if there were any other items for discussion. Barbara W. stated that Kristy L. was having an issue with Word in regards to updating the CAS Manual. Barbara W. also stated about updating the website to include information regarding the calendar for meetings.</li></ul>	Kristy to continue to update the CAS Manual
V.	Announcements	<ul style="list-style-type: none"><li>Melissa S. asked if there were any Agency Announcements, there were none stated.</li></ul>	
VI.	Next Meeting	The next meeting will be Monday, October 7, 2019, 10:00 a.m. – 12:00 p.m., at Mid Florida Homeless Coalition, 104 E Dampier St., Inverness, FL 34450 (Original date of 10/14/19 is a holiday and there may be lower attendance.)	Kristy to send out email to notify the CAS committee.
VII.	Adjournment	<b>Motion:</b> A motion was made to adjourn the meeting at approximately 11:13 a.m. <b>Motion by:</b> Brian Conard <b>Seconded by:</b> Amber Tucker <b>Approved:</b> Unanimously	

Respectfully submitted by: Kristy Lindke

Melissa Simmes, Chair \_\_\_\_\_