

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

Meeting Minutes: October 7, 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 approximately 10:00 a.m. All parties introduced themselves, including those on GoToMeeting.	
II. Minutes	<p>Motion: A motion was made to approve the September 9, 2019 minutes as presented.</p> <p>Motion by: Barbara Venditto Seconded by: Beverly Isabelle</p> <p>Discussion Called. No Discussion</p> <p>Approved: Unanimously</p>	
III. Review of Old Business	<ul style="list-style-type: none"> • Kristy Lindke reviewed the changes to the VISPDAT & SPDAT process regarding no longer needing to send referrals for those participants who receive a score for Rapid Rehousing. Paula Holtsclaw stated that there were changes in HUD standards that would require a change to the enrollment process. • Paula H. went over the past month's referrals and the reasons for denials and enrollments. Barbara Wheeler discussed the reason for delay in St. Vincent DePaul Care's request for referrals. Greg Williams stated their new Case Manager will start with the agency on October 15, 2019. Barbara W. also mentioned that LifeStream received an extension on their grant for Permanent Supportive Housing. There is an increase of Prevention Assessments the past few months due to an increase in referrals from outside agencies. Melissa Simmes asked for an updated version of the referrals to include any trends in the Prevention Assessments the past few months. Paula went over the results of current numbers of households on the By-Name-List, notably an increase in the numbers in Hernando County. She shared that a majority of those numbers seem to reflect from an increased number going to Jericho Road Ministries. Kristy L. mentioned that it could be from the changes in Jericho's policies regarding no longer limiting the amount of nights someone can stay in the transient shelter, as well as no longer charging for their stay. • Tomi Steinruck presented the excel spreadsheet regarding the results of the Survey Monkey from the COC. Barbara W. reiterated that we will be following the HUD standards/priorities first, that the results of this were to help discern those who score the same as another potential referral. Barbara Venditto brought up the possible need to have one vote per agency versus each employee, as the results could be skewed depending on how many employees may be voting from each agency. Barbara W. posed to the group that we may need to tweak the survey and redo it. She asked for input by the group. Consensus appeared to be that they agreed that only one vote per agency. Veda Ramirez questioned as to whether it could be per department head. Barbara W. discussed the need to keep it to one vote per agency. Jessica Miller asked if it was possible to have a meeting to complete the votes instead of doing a Survey Monkey. Barbara V. felt the anonymity of doing Survey Monkey was important. Paula H. stated that there are apps that could be used during the meeting to allow a vote to be cast anonymously. Kristy L. stated the best time to do this would be at a Stakeholder's Meeting, as opposed to holding a separate meeting. Motion was made to redo the survey with only one vote per agency and reformatting the questions before it is presented at the next Stakeholder's meeting on October 25, 2019 by: Melissa Simmes Seconded by: Barbara Venditto 	<p><i>Paula & Kristy to work out the new process for VISPDAT program enrollment and hold a Go to Meeting Training</i></p> <p><i>Kristy to discuss with local agencies at Provider Meetings the need for Diversion processes to begin at their agency level.</i></p> <p><i>Paula to include trend on Prevention referrals in the scorecards</i></p>

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		<ul style="list-style-type: none"> • Tomi S. spoke about how the participant survey is completed and ready to be provided to the participants. A decision just needs to be made as to how to provide the assessment to the participants including lock boxes, online (Survey Monkey), sealed envelopes collected at that time, link added to all participant documentation, texts sent to the participant cell phones, etc.. The ideal process would be to have them fill out a survey after each point of contact with the Coordinated Access Process. 	
IV.	Other Business	<ul style="list-style-type: none"> • Barbara V. discussed about the referral conference call that occurred last Friday. She thanked everyone for actively participating, as the need is great. It was addressed that the current policy of one vote per agency that is utilized across the board for all other aspects of the CoC, that it needs to be maintained for this process as well. A discussion followed and there was a consensus that this should be the process that is followed. Kristy L. apologized that it wasn't taken into consideration, and that it will be in the future. Tomi S. stated that her and Trea Pullings will be sending out a "Doodle Poll" to see what date and time of the week would work best for the agencies to attend a weekly conference call to discuss potential referrals, difficult cases, etc... Melissa S. asked where the information for the meeting would be placed, Barbara W. asked where they would like it to be. Consensus was to send it out via email. Veda R. asked if some additional items could be added to the spreadsheet regarding information on each participant. • It was discussed regarding the increased numbers at Jericho Ministries, with limited information, is go days enough to leave the participant on the BNL? There will be more discussion to follow, a decision was not made at this time. • Amber Tucker brought up that she and Stacy Leach had had previous discussions about potentially adding a "cooling off period" to the CAS Manual. Tomi S. and Amber wanted to discuss the possibility of creating a list of landlords that do not comply with correcting failed inspections. Paula H. asked if there was already anything in the current CAS Manual regarding the number of times a property fails inspections, how many times do we work with them before we move on. It is not a current policy in the CAS manual. Much discussion followed. In regards to the "Cooling Off Period" ideas were discussed regarding the length of time between referral that are being "referred again". Consensus was that a year was too long a period. Tomi gave a case reference in which she had a conversation that took place. Discussion followed. No decision was made at this time in regards to a "length of time" period, however consensus was agreed upon that the Supervisor would go and "reassess" a participant before they could be referred again. A motion was not made. This will need to be tabled for the next meeting. 	<p>Kristy to add this to the CAS manual</p> <p>Tomi & Trea to send out Doodle Poll</p> <p>Kristy to reiterate at all CoC monthly meetings the need to attend and participate in meetings</p> <p>Kristy to add additional items to spreadsheet for conference call:</p> <p>Kristy to change CAS process that we cannot consider a Veteran an actual Veteran without a DD214 per Barbara W.</p> <p>Kristy to update manual to reflect that those participants who are referred for housing placement and they are not successfully housed</p>

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		would need to be interviewed by a Supervisor before they can be re-referred.
V.	Announcements <ul style="list-style-type: none"> • None were made at this time. 	
VI.	Next Meeting The next meeting will be Monday, November 04, 2019, 10:00 a.m. – 12:00 p.m., at Mid Florida Homeless Coalition, 104 E Dampier St., Inverness, FL 34450 (Original date of is a holiday and there may be lower attendance.)	
VII.	Adjournment Motion: A motion was made to adjourn the meeting at approximately 11:33 a.m. Motion by: Barbara Venditto Seconded by: Joyce White Approved: Unanimously	

Respectfully submitted by: Kristy Lindke

Melissa Simmes, Chair


