

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

Meeting Minutes: July 13, 2020

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 10:03 a.m. All parties either introduced themselves, or were introduced, including those on GoToMeeting.	
II. Minutes	<p>Motion: A motion was made to approve the May 11, 2020 minutes as presented. Motion by: Sheri Goodwin Seconded by: Heather Roberson Discussion Called. No Discussion Approved: Unanimously</p>	
III. Review of Old Business	<ul style="list-style-type: none"> • Referral Cards – Paula Holtsclaw reviewed the information from May and June 2020, as well as the entire grant cycle of July 2019-June 2020. Melissa Simmes asked how regularly the By-Name-List was being updated. Kristy Jocelyn reported that the lists were updated fully at the end of March/beginning of April. Paula H. also reported that BreiAnon Foster has been making regular calls to assist with maintaining the By-Name-List, but that Mid Florida Homeless Coalition is looking to ask for volunteers to assist again. Melissa S. asked what the statewide numbers were in comparison to our Continuum of Care. Paula H. stated she would research that and report back for the next meeting. • Upcoming Review of MFIN Policies- Paula H. spoke about the annual review of policies and the expected timeline to reach those goals. • CAS Evaluation Update: CAS Survey Lock Boxes- Paula H. reported that the boxes and Participant Assessments are ready to go to the agencies. Terry Gainous reported that the placement of the box at their agency would need to go through their CEO. Melissa S. suggested that Tomi Steinruck or Kristy J. make the phone calls to the agencies to see how they prefer delivery and asked if Mid Florida Homeless could deliver the boxes. Surveys- Paula H. spoke about the need to have surveys delivered to all those participants who have been assisted in the past by the Continuum as well as providing the surveys to those who are currently being assisted. Barbara Venditto and Melissa S. felt that going back and attempting to survey those who have been assisted in the past could be difficult to obtain and that the participant may not have the same “feelings” that they had at the time of the survey. Kristy J. felt that the surveys completed by the participants who have had the full course of services would be imperative, and those who did not wish to participate would not. Much discussion followed. Paula H. suggested that a Survey Monkey link be placed on our website and that it be available to be sent via text to participants who requested it. 	<p><i>Paula to reach out to volunteer to help maintain BNL.</i></p> <p><i>Paula to look for statewide numbers to compare our numbers with.</i></p> <p><i>Tomi & Kristy to email all required agencies to coordinate the delivery or pick up of the boxes.</i></p> <p><i>Kristy and Tomi to send out calendar invites to agencies for CAS Calls, particularly Melissa S. Paula to add blurb to newsletter requesting participants.</i></p>

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		<p>The following was decided: The surveys will be available at the following points: New assessments, referral point, hand off/enrollment intake, placement, discharge, and monthly case management, as well as having the link available on the website and to be sent to the participant upon request. The surveys will also be available at all “box” locations to be filled out at any point. Mid Florida Homeless Coalition will pick up the surveys on a monthly basis from all agencies that have boxes.</p> <ul style="list-style-type: none"> • CAS Call Weekly Meeting- Discussion/Update on Progress- Kristy J. discussed that the CAS calls are continuing on a weekly basis via GoToMeeting, and that participation has been dwindling. She also reported that requests for referrals has dropped in recent times, probably due to the grant funding coming to a close. She reported that the trend is that requests will pick up for requests beginning in August, but that the needs for agency participant is always needed, as the scheduled calls are also used as a time to case conference and ask for agency input and services. Melissa S. asked to have the invitation to attend resent to her, as she had previously denied it due to scheduling conflicts, but would now be available. It was suggested to send out another email inviting other agencies to participate in the weekly calls as well. Paula H. spoke about the newsletter that was now being put out, and offered to add a advertisement to ask for agency participation. 	
IV.	New Business	<ul style="list-style-type: none"> • CAS Training- Kristy J. spoke about the annual retraining for the VISPDATS and with the new emergency procedures set forth by COVID 19, that instead of holding in person trainings for agencies to participate on a basis of location, that the introduction of online training had resulted in interest from newer agencies who had not been previously trained. With the increased numbers of agencies wanting to participate, it was thought that any new agencies would benefit from being trained on what the Coordinated Access System does and ow it operates would be beneficial. One online training and several small group in person trainings had occurred so far, and that two more trainings had been scheduled for July 16th and July 21st to make them available to any agency interested in becoming a part of that process. • VISPDAT Version 3- Kristy J. spoke about the release of Version 3 by OrgCode on their website for the Single Adult and Family Assessments. She covered some of the most significant changes to the Assessment and spoke about how it could potentially streamline the CAS process and potentially eliminate the need to complete a SPDAT with the exception of using it as a Case Management Assessment tool. It could still be used in accordance to an Unaccompanied Youth until the next version was made available for that 	

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		<p>subpopulation. A motion to bring to the Governing Board to vote adopting the Version 3 VISPDAT was made.</p> <p>Motion: Barbara Venditto Second: Melissa Simmes</p> <p>Discussion Called. No Discussion Approved: Unanimously</p> <p>A recommendation to take to the Governing Board that upon the adoption of the VISPDAT Version 3 being adopted, that the VISPDATs could be conducted over the phone on a continual basis even after the emergency basis was decided to no longer be applicable, was made.</p> <p>Motion: Barbara Venditto Second: Melissa Simmes</p> <p>Discussion Called. No Discussion Approved: Unanimously</p> <ul style="list-style-type: none"> ● COVID 19 Vulnerable Persons List- CARES Funding Priorities Paula H. stated that we are waiting on information on what is going to be awarded. We requested approximately \$1.2 million dollars. 	
V.	Other Business & Announcements	<ul style="list-style-type: none"> ● None 	
VI.	Next Meeting	The next meeting will be Monday, August 10, 2020, 10:00 a.m. – 12:00 p.m., at Mid Florida Homeless Coalition, 104 E Dampier St., Inverness, FL 34450	
VII.	Adjournment	<p>Motion: A motion was made to adjourn the meeting at approximately 11:49 a.m.</p> <p>Motion by: Terry Gainous Seconded by: Sheri Goodwin</p> <p>Approved: Unanimously</p>	

Respectfully submitted by: Kristy Jocelyn

Melissa Simmes, Chair _____