

Mid Florida Homeless Coalition, Inc.
Performance Committee
Meeting Minutes: January 27, 2022

Location: Virtual Meeting with a call-in option

	<p>Challenge MFHC – Diversion has a balance of \$1369; there will be no problem spending this by end of year. CAS has \$3,800 remaining, which is \$635 per month. No issues on spending these funds. The Housing Locator/Case Manager project has approximately \$36,800 remaining, which is \$6133 per month. Barbara reported she is frustrated they have been able to hire anyone for the case manager position. MFHC is currently using some of the funds to purchase household items for those housed in Lake & Sumter County by Salvation Army or Lake County Housing, as they do not have any Challenge funding. Barbara reported they were looking to reallocate approximately \$3000. Dawn Center – Balance is \$3143, and the agency reported no problems spending the funds down. UWCC – Balance of \$4793.55 – Jessica reported they were concerned they would run out before June, and would be interested in additional funding. Some households they’d expected to be more self-sufficient now but will need additional assistance. SVDP CARES - \$25,807 balance which is \$4,300 per month. Lorenzo asked about November & December; he said spending has already increased in January, and didn’t expect to have any trouble spending all the funds.</p> <p>ESG-CV – Barbara asked that everyone be brutally honest with their comments. MFHC – Outreach balance is \$136,476.96. Barbara expects to spend \$38,000, and would look to reallocate \$50,000. She’d hoped to have a team of three, but only have one person. MFHC – Shelter - \$63,650 – MFHC will be looking to reallocate approximately \$20,000; our challenge is the case management time working with sheltered participants. MFHC – HP – we hadn’t asked for HP at the beginning, but will need to move some of funds to HP to accommodate some of Housing Locator time being given toward homeless prevention participants. MFHC – RRH – We need to bill about \$11,632 monthly; we have a new staff member starting next week to assist in locating housing. MFHC – HMIS – we do have an additional staff member billing to HMIS, and spending will increase as ESG HMIS has been fully spent. Dawn Center – ES - Balance is \$62,727 – Since the three quotes have been received for those new items, DCF said go ahead and fill out the paperwork before starting work. Spending would be ok by end of year. Lake County Housing – Shelter – Balance is \$39,665; they expect to be able to spend those dollars based on the number they have in and expect to serve. Lake County Housing – RRH – Balance is \$98,869.40 which is approximately \$15,644 per month. Based on those in housing and expected expenses, they will likely not be able to spend approximately \$24,000. Salvation Army – Shelter – Balance is approximately \$253,172, which is \$42,195 per month; \$32,000 was spent in January for the month. Salvation Army – HP – Balance is \$50,113, which is \$8,352 per month, and they are spending more than \$8,300 monthly; Alicia hasn’t been getting a lot of referrals for homeless prevention. Tomi indicated that UWLS got the bulk</p>	
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	<p>of the referrals to get their program started. She said she would make sure they continue to get referrals for HP. Alicia made it clear that she needed to be sure they would get additional clients before accepting any more funding for HP.</p> <p>Salvation Army – RRH - Balance is \$316,554, which is \$52,759 per month. Alicia indicated they would not be able to spend more than \$15-\$20,000 per month. Barbara will work on some calculations before going to the Governing Board.</p> <p>UWLS – Shelter – Balance is \$21,600 and \$3,602 per month is needed to be spent. Nishika indicated 6 of the 9 households are now in shelter, and she is confident they will be able to spend the dollars.</p> <p>UWLS – HP – Balance is \$452,271, or \$75,378 per month; Nishika reported that it would be reasonable to expect \$40,000 per month. Only 3 households are currently in housing, but 6 are hopeful. They'd like to consider reallocating \$212,000 of the HP funds. They could use additional shelter funds - \$50,000 would be \$6-700 per week.</p> <p>SVDP CARES – Shelter - \$164,625 is the balance, or \$47,660 per month; Lorenzo reported he didn't see a problem spending \$20,000 per month as HP households are needing shelter more frequently than not.</p> <p>SVDP CARES – HP – Balance is \$127,792, which is \$21,298 per month; Lorenzo indicated they would likely spend close to \$100,000 but anything over that would probably need to be reallocated.</p> <p>SVDP CARES – RRH – Balance is \$482,200 or \$80,366 per month. Lorenzo estimated monthly spending is around \$15-18,000. There is no way they can spend all these funds.</p> <p>Barbara reported that CASA may be able to use renovation funding rather than sending it back to DCF. Tomi indicated that spending CV has been a bit more difficult in Lake County with the EHV program as CV funds cannot be used because it would be counted as income.</p>	
<p>IV. Monitoring & Training Updates</p>	<p>Tomi reported that DCF monitoring was conducted in December. Subgrantees need to be aware that e-verify must be completed on every hired person within a certain period of time. This will be added to future On Boarding. Tomi will be providing all the details at the upcoming subgrantee monitoring.</p> <p>Tomi & Barbara will likely be coming out together to do the monitoring. Both program and HR would need to be monitored, and in the event HR documents are not kept on location, there will likely be a second day to travel to those documents. Monitoring plan will be coming out the second week in February, dates will be set, no changes can be made.</p> <p>A Housing Case Management training was conducted recently. It was held at Salvation Army (thanks for hosting!), and virtually. It was well attended both in person and virtually. If any agency would like an individualized review, Tomi is happy to provide that, make any needed suggestions and corrections.</p> <p>Referral Compliance – there is a process for referrals, and lately there has been lax attention to the referral process.</p>	

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	Documentation during the referral process is not being completed accurately – “if it is not documented, it didn’t happen.”	
V. ESG-CV & HUD NOFO	Barbara reported that there is a cost when deadlines for reports are not met. There is no guarantee that the State will allow us to submit late items. There is additional cost to staff, to the agency. All of these grants end on June 30, and everything is due by July 15 – if there’s anything late, we won’t have time to process it and there won’t be any reimbursement. There has been no news on the HUD NOFO, and HUD has already begun talking about the 2022 application process.	
VI. Next Meeting	The next meeting will be February 24, 2022.	
VII. Adjourn	Barbara Wheeler adjourned the meeting at approximately 10:51 a.m.	

Prepared by: Paula Holtsclaw

Barbara Wheeler: _____

Attendance	Members - Organization, Name	Attendance	Members - Organization, Name
	Chair, vacant		Citrus County Housing
X	Cara Meeks, WellCare	X	Dawn Center, Jennifer Gray
	Veda Ramirez, Hernando County BOCC		Lake County Housing
	Judith Rivera, Orlando VAMC -	X	The Salvation Army of Lake & Sumter Counties
	Becky Burton, People Helping People	X	St. Vincent de Paul CARES
X	Paul Tarnowski, LSF	X	United Way of Citrus County
		X	United Way of Lake & Sumter County
X	Mid Florida Homeless Coalition, Inc. – Paula Holtsclaw, Barbara Wheeler, Lena Harley and Tomi Steinruck		