

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

Meeting Minutes: August 8, 2022 Location: 44 Tackle, 1522 US 41 North, Inverness, FL 34450 and <https://attendee.gotowebinar.com/rt/3525062187373306125>

Presiding: Barbara Venditto

Agenda Item		Discussion & Actions Taken	Follow-up Action
I.	Welcome and Introductions	Meeting was called to order at approximately 10:01 a.m. All parties either introduced themselves, or were introduced, including those on GoToMeeting.	
II.	Minutes	<p>Motion: A motion was made to accept the July 2022 minutes.</p> <p>Motion by: Alexandria Close Seconded by: Nishika Stafford</p> <p>Approved: Unanimously</p>	
III.	Review of Old Business	<ul style="list-style-type: none"> CAS Call Weekly Meeting- Tomi Steinruck reported on the lack of requests for referrals recently due to grants having recently ended and the new grant cycle is just beginning, agencies taking over current cases, etc. She also reported that agencies are still attending the calls and staffing cases. The calls are held weekly on Tuesdays at four o'clock p.m. Housing Case Conference Standing Call Update- Amber Tucker reported about how the meetings are helping to facilitate better relationships between the agencies and the Continuum of Care, as well as expedite services and facilitate concerns. She reports that they are keeping up to date with landlord information by having the weekly calls. The weekly calls are held on Wednesdays from one o'clock until four o'clock p.m. 	
IV.	New Business	<ul style="list-style-type: none"> CAS Manual Review- <ul style="list-style-type: none"> Motion: A motion was made to make the following changes listed in quotations: Rapid Re-housing participants are prioritized by their VI-SPDAT score, Veteran status, Chronic Homelessness, and then Family Status (minor children in the household) "per HUD standards". Changing "Staffing Roles and Expectations" to "Staffing Roles" Designing and delivering "all required training" to all key stakeholder organizations, including but not limited to Coordinated Access Staff; Managing "CAS" Manual processes as necessary to enable participation in the Coordinated Access System by providers not participating in HMIS; Liaison with HMIS Administrator for database administration, "training" and report generating; Changing "Housing Assessors- See 2.1 of the Housing Assessment Process" to include the written information in 2.1, "Housing Assessors are staff from designated community agencies. Housing Assessors may "office" (work out of another organization's office) out of Assessment Hubs, be designated as the Assessor for his/her agency, or may be part of a community outreach 	

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		<p>team. All Housing Assessors are required to complete a HMIS intake and VI-SPDAT with individuals in need of housing. The Housing Assessor will then submit a referral to Mid Florida Homeless Coalition for a SPDAT unless the Housing Assessor is trained and authorized to complete the SPDAT, if the VI-SPDAT score reflects that they may be eligible for further assessments. The Housing Assessor’s responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Operating as the initial contact for the Coordinated Access System; • Conducting the VI-SPDAT and intake packets; • Participant notification of Eligibility, Rights and Responsibilities, and next steps; • Submission of referrals to Mid Florida Homeless Coalition; • Collecting and uploading all documents available at assessment; • Participation in case conferences; • Responding to requests by the Coordinating Entity. <p>• Target Population: The Coordinated Access System is open to all participants who meet the HUD definition of homeless, as outlined in the new HEARTH Act regulations, “or” have income that is at or below “qualifying” Area Median Income for those imminently at-risk of homelessness.</p> <p>Motion by: Nishika Stafford Seconded by: Alexandria Close Approved: Unanimously</p>	<p><i>Paula to pull data from HMIS to provide to the CoC Meeting.</i></p>
V.	Other Business & Announcements	<ul style="list-style-type: none"> • Tomi Steinruck spoke about how the HUD CoC Notice of Funding Opportunity meeting would be this upcoming Friday, August 12th. • Paula Holtsclaw spoke about the need to create a policy for MFIN users who may need retraining or are making significant data entry errors in Clarity to potentially suspend their abilities to enter either into Clarity or aspects of it. Much discussion followed. 	<p><i>Tomi, Kristy, and Paula to work on a Policy for MFIN/CAS, bring back to the next meeting.</i></p>
VI.	Next Meeting	<p>The next meeting will be Monday, September 12th, 2022, 10:00 a.m. in person until further notice.</p>	
VII.	Adjournment	<p>Motion: A motion was made to adjourn the meeting at approximately 10:57 a.m. Motion by: Nishika Stafford Seconded by: Alexandria Close Approved: Unanimously</p>	

Respectfully submitted by:

Barbara Venditto, Chair _____

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Attend	Members - Organization, Name	Guests
	Adventist Health System	
	LifeStream Behavioral Health Center	
X	Citrus Abuse Shelter Assoc. (CASA), Alexandria Close	
X	Hernando County Health & Human Services, Veda Ramirez	
X	Dawn Center, Barbara Venditto	
X	Department of Children & Family Services, Britt Swain	
X	Hope with a Purpose	
X	Lake County Housing, Maria Granado	
	Catholic Charities DOSP	
X	United Way of Lake & Sumter Counties, Nishika Stafford	
	Veteran Affairs, Gainesville	
X	Saint Vincent de Paul CARES, Lorenzo Lockett & Diana Gibbs	
	Lutheran Services Foundation, Paul Tarnowski	
	United Way of Citrus County, Jess Ebert	Kristy Jocelyn
	Veteran Affairs (Orlando), Judith Rivera	Paula Holtsclaw
	The Salvation Army Lake & Sumter, Alicia Harrison	Tomi Steinruck
	Daystar Life Center of Citrus County, Stephen Scarallo	
	Citrus County Housing	
	Veteran Affairs, Tampa	
	Come As You Are Ministries	
	The Hope Center	

MFHC Staff