

**Mid Florida Homeless Coalition, Inc.**  
**Performance Committee**  
**Meeting Minutes: March 23, 2023**

**Location:** Virtual Meeting with a call-in option

**Presiding:** Jared Tanner

**Staff:** Paula Holtsclaw, Barbara Wheeler

Agenda Items	Discussions & Actions Taken	Follow Up
I. Call to Order	Jared Tanner called the meeting to order at approximately 9:30 a.m.	
II. Roll Call	Paula Holtsclaw conducted roll call.	
III. Approval of Minutes	<p><b>Motion:</b> A motion was made to approve the Performance Committee Meeting minutes of February 23, 2023, as presented.</p> <p><b>Motion by:</b> AnneMarie Briercheck      <b>Second:</b> Barbara Venditto</p> <p><b>Discussion Called:</b> None</p> <p><b>Approved by:</b> Unanimously</p>	
IV. Performance Slide Presentation	<p>Barbara Wheeler and Paula Holtsclaw reviewed the Performance slides.</p> <p>TANF – Spending was reviewed. Barbara indicated that Daystar was out of compliance with their grant for not turning in reports for January or February, and we will be looking to make some changes later in the presentation.</p> <p>ESG – SVDP Cares has fully expended their ESG funds. MFHC and Salvation Army are both slightly under the goal of 66.67%. Salvation Army was asked if they had any plans for ensuring the funds would be spent down entirely. Jeanne Johnson indicated that the case managers had not been billing for all of their time, and they have some big expenses coming up in housing a large family.</p> <p>Challenge – SVDP Cares’ RRH is well below the goal of 66.67%, and MFHC overall is doing pretty good. Samantha Cuellar from SVDP Cares was asked for their plan to get Challenge spent down by June 30. She indicated that there was a budget meeting with their CFO later that day and would be able to provide information after that.</p> <p>Performance was reviewed for ESG &amp; Challenge RRH. Exits for Salvation Army were only 44% to permanent housing. There were 9 exits to a Unknown location, and this was one family exiting who did not want to work with Salvation Army any longer.</p> <p>Case Management for RRH was reviewed, and two households for SVDP Cares did not receive case management during the month. Paula reminded the agencies that all households must receive case management each month, and even when exiting a household, there should be an exit interview, conversation, or even the very act of exiting them is case management where you can state they’ve disappeared and can no longer provide assistance.</p>	

**Mid Florida Homeless Coalition, Inc.**

**Performance Committee**

**Meeting Minutes:** March 23, 2023

**Location:** Virtual Meeting with a call-in option

	<p>CV – Spending is going pretty well. Paula reminded everyone that every penny must be spent down by June 30, 2023. Barbara added thanks to Salvation Army for being able to add some back spending in earlier months of the grant year while waiting for the contract to be signed. Performance exits for CV RRH &amp; HP are well over the target goal of 80%. Homeless prevention households are dwindling as they are reaching their year of assistance.</p> <p>HUD CoC project spending was reviewed. SVDP Cares 2020 RRH project’s APR is due at the end of March. Paula asked Samantha Cuellar that once the report is submitted, to please provide a summary of the report at the April meeting.</p> <p>The By Name List numbers were reviewed. The drop in Hernando County can be attributed to a number of enrolled persons with Jericho Road Ministries’ night-by-night shelter. Most people tend to stay only a night or two, then move on, but the enrollment stays active for 90 days following the last night. Once 90 days go by, the enrollment ends, and the person falls off the By Name List.</p>	
<p><b>V. Monitoring &amp; Training Updates</b></p>	<p>Barbara provided the report. DCF will be coming out for a one-day monitoring. We will need a few files from MFHC and one other organization. This will likely be SVDP Cares due to location. Rapid Rehousing Housing Case Management training is still something we want to provide, but will have to get with Barbara Venditto on when that might happen.</p> <p>From previous monitoring, a CAP had been sent to SVDP Cares. It was due to be returned to MFHC by 3/15. The items have been resolved, but we just need the paperwork.</p>	
<p><b>VI. HUD NOFO CoC</b></p>	<p>Barbara reviewed recommendations for reallocation of funds:</p> <p>Daystar - reallocate TANF funds to MFHC - \$3,117.32  MFHC – allocate \$8,000 from unallocated CV funds to CV Outreach</p> <p>Daystar provided no report in January or February, and nothing has been entered into HMIS for either month. No contact with Barbara about missing the report deadline. AnneMarie Briercheck stated she would have the report for March in by April 5 with a request to reimburse them for money spent in March. She also stated that Daystar did not want to lose the grant. Barbara stated that if the Performance Committee didn’t approve the reallocation, that it would go to the MFHC Board because that is who holds the contract.</p> <p><b>Motion:</b> A motion was made to reallocate \$3,117.32 TANF funds from Daystar to Mid Florida Homeless Coalition, and allocate \$8,000 to Mid Florida Homeless Coalition’s CV Outreach program.</p> <p><b>Motion by:</b> Jeanne Johnson    <b>Second:</b> Paul Tarnowski</p> <p><b>Discussion:</b> Paul Tarnowski asked if this was really necessary to do this today. Barbara Wheeler provided information on Board feedback that in the past the Performance Committee has waited too long to bring issues to the table.</p>	

**Mid Florida Homeless Coalition, Inc.**  
**Performance Committee**

**Meeting Minutes:** March 23, 2023

**Location:** Virtual Meeting with a call-in option

	<p><b>Approved by:</b> Unanimously</p> <p>RUSH &amp; CV-3 Funding – MFHC submitted a budget for CV-3 to DCF similar to the current budget and covering all programs. This would be for Jul 2023 – Jun 2024. The RUSH &amp; CV-3 funding would be on a separate contract. We still have to spend all of the current CV funds by Jun 2023.</p> <p>The amount remaining in unallocated CV funds will be presented on Friday at the Governing Board meeting. Barbara is meeting with the Salvation Army after the Performance Committee meeting to discuss the possibility of using unallocated CV funds for some of the non-congregate sheltering they’ve done in 2023.</p>	
<b>VII. Next Meeting</b>	The next meeting will be April 27, 2023.	
<b>VIII. Adjourn</b>	The meeting was adjourned by consensus at approximately 10:25 a.m.	

<b>Attendance</b>	<b>Members - Organization, Name</b>	<b>Attendance</b>	<b>Members - Organization, Name</b>
X	Jared Tanner, Chair	X	Dawn Center
	Cara Meeks, WellCare	X	Daystar Life Center of Citrus County
X	Paul Tarnowski, LSF		Lake County Housing
	Judith Rivera, Orlando VAMC	X	Salvation Army of Lake & Sumter Counties
	Veda Ramirez, Hernando County BOCC	X	St. Vincent de Paul CARES
	Linda Mobley, House of Hope	X	United Way of Lake & Sumter County
	Rev. Dr. Dorothy Hooks		DCF, Britt Swain, Barbara Williams
X	Mid Florida Homeless Coalition, Inc. – Barbara Wheeler, Paula Holtsclaw, Shelby McDonald		