

Mid Florida Homeless Coalition, Inc., Governing Board Meeting

Meeting Minutes: August 25, 2023 Location: Florida Department of Health, 415 N Noble Ave, Bushnell & Virtual Meeting via GoToMeeting

Presiding: Melissa Simmes

Agenda Items		Discussion & Actions Taken	Follow-up
1.	Call to Order	Melissa Simmes called the meeting to order at approximately 10:15 a.m.	
2.	Roll Call	Barbara Wheeler conducted the roll call and determined there was a quorum.	
3.	Minutes	Minutes from the May 26, 2023 and June 23, 2023 Governing Board meeting minutes were presented. Motion: A motion was made to approve the minutes from the May and June meetings. Motion by: B.E. Thompson Seconded by: Stephen Teaster Discussion: None Approved: Unanimously	
4.	Standing Committee Items	Coordinated Access & Mid Florida Information Network Committee Paul Tarnowski brought motions from the Committee: Update to the CAS Manual: Add to 5. Case Conferences Shelter ❖ The coordinated access process is not meant to delay access to emergency services such as shelter. > Those organizations operating emergency shelters that are participating in or required to participate in CAS, will take in participants during their normal business hours, which may be 24/7, based on organizational and grant requirements. > Those organizations operating non-congregate emergency shelter beds that are participating in or required to participate in CAS, will take in participants during their normal business hours based on organizational and grant requirements. ❖ Those requiring immediate assistance for non-congregate emergency shelter beds may be sheltered without a case conference, but the Lead Housing Navigator must be contacted and approval provided at the following Tuesday conference call. > A housing assessment will be conducted when feasible prior to participants entering the shelter. Should the situation preclude this assessment being done prior to entry, it will be conducted the following business day. ❖ Those not requiring immediate assistance for non-congregate emergency shelter beds must be processed through the CAS system, and referrals will be made at the weekly conference call. > Any organization identifying participants who may be eligible for non-congregate emergency shelter beds are to be added to the By-Name-List via the Coordinated Access process.	

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4.	Standing Committee Items	<p>Motion: A motion was made to approve the addition to the Coordinated Access Manual as presented. Motion by: Paul Tarnowski Seconded by: Stephen Teaster Discussion: Stephen Teaster inquired whether or not we'd reviewed CAS manuals from other CoCs. Paul indicated that he has looked at many others. Approved: Unanimously</p> <p>Updates to the MFIN Policy Manual: Policy 204 - End User Roles & Responsibilities</p> <ul style="list-style-type: none">• Add "Complete DCF trainings" to the list of trainings required for use of the MFIN <p>Policy 206 - MFIN Minimum Technical Requirements</p> <ul style="list-style-type: none">• Update the Minimum Requirements to delete Internet Explorer, add Microsoft Edge and Mozilla• Update minimum Windows Operating System to 8+ <p>Policy 602.1 - Data Quality Plan - Federal Grantees and Sub-Grantees of MFHC</p> <ul style="list-style-type: none">• Add to the requirement that an Annual Performance Report must be copied to MFIN Staff: "The APR must be a downloaded report from the SAGE Repository where grantees submit the reports. The downloaded report must include the financial information entered directly into SAGE in addition to the data uploaded from the HMIS report." <p>Policy 602.3 - Data Quality Plan - Annual Point in Time (PIT) and Housing Inventory Count (HIC)</p> <ul style="list-style-type: none">• Delete "Every year, all sheltered literally homeless individuals and those who are literally homeless without shelter must be counted and reported to both HUD and the State of Florida." Add "Every year, all sheltered literally homeless individuals must be counted and reported to both HUD and the State of Florida. On alternate years, those who are literally homeless without shelter must be counted and reported to both HUD and the State of Florida. The CoC has elected to conduct both a sheltered and unsheltered count each year."• Update Procedure: The MFIN Administrator will complete and submit the Point-in-Time report on HUD's Data Exchange website, and the Executive Director will submit the report. <p>Policy 701 - Privacy Plan</p> <ul style="list-style-type: none">• Updated policy with Form numbers of the two Privacy documents referenced in the policy. <p>Motion: A motion was made to approve the changes to the Mid Florida Information Network Policy Manual as presented. Motion by: Paul Tarnowski Seconded by: Linda Mobley Discussion: None Approved: Unanimously</p> <p>Performance Committee Barbara Wheeler and Paula Holtsclaw reviewed aspects of the Performance portion from the CoC Meeting. Barbara reviewed the CoC scoring from the 2022 HUD CoC Application. System Performance Measures affect the HUD CoC scoring each year, and Paula reviewed Measure 1, Length of Time Homeless, and Measure 4 – Increases in Income, and showed how we scored for the 2022 Application, and what our data looks like for this year's application.</p>	
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5.	MFHC Lead Update	<p>Barbara Wheeler provided some highlights from the CoC’s Lead Agency Update. The Violence Against Women Act (VAWA) has had some changes made to the act, and they affect the housing projects under the HUD CoC and Emergency Solutions Grant recipients of housing grants. One of the specific items that was brought up was how to help someone who experiences violence in their home while receiving services under HUD or ESG programs. The VAWA Act and HUD are requiring CoC’s to write policies to address this situation as well as others if receiving funding. Barbara is waiting to find out if the State will be writing policies for requirements before we write policies ourselves. There will be a committee assembled to include the domestic violence providers, to address these situations. Stephen Teaster would like to be involved in this committee if possible.</p> <p>Hernando County Initiative – The community partners have reported that the numbers we report are not truly reflective of the number of homeless in Hernando County. At the August meeting it was announced that the Hernando County Sheriff’s Office has a unit that has been trained on the Outreach App and will be using it for contacts made with those experiencing homelessness, and then that information will be able to be included in our monthly By Name List numbers. A group from Hernando went to Tampa to see Catholic Charities’ tent city to see how it operates.</p> <p>Paula Holtsclaw reported that it is the recommendation of staff that the Mission in Citrus be removed from the upcoming Housing Inventory Count. Discussion followed.</p> <p>Motion: A motion was made to remove Mission in Citrus from the upcoming Housing Inventory Count as it no longer meets the definition of a housing program.</p> <p>Motion by: B.E. Thompson Seconded by: Paul Tarnowski</p> <p>Abstained: Stephen Teaster</p>	
6.	Next Meeting	The next meeting is scheduled for September 22, 2023.	
7.	Adjourn	The meeting was adjourned by consensus at approximately 11:16 a.m.	

Respectfully submitted by: Paula Holtsclaw

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Attendance	Members - Organization, Name		MFHC Staff
X	<i>Chair:</i> Melissa Simmes, Advent Health System	X	Barbara Wheeler, Paula Holtsclaw, Kristy Jocelyn
	<i>Vice Chair:</i> Cara Meeks, Humana		
X	B.E. Thompson, LifeStream		
X	Kim Ducharme Levensohn, Morris Realty & Investments, Inc.		
X	Timothy L. McCormack, Real Life Christian Church		Guests
X	Shay-Anne Razaire	X	SMD Now, Diana Kingree
	Dawn Robinson, By the Book Accounting	X	SVDP Cares - Dave Conley, Diana Gibbs
X	Jared Tanner, Century 21 Alliance Realty	X	Salvation Army of Lake & Sumter Counties (The) - Jeanne Johnson
X	Stephen Teaster, State of Florida -Office of the Criminal Conflict		
X	Linda Mobley, House of Hope		
X	Paul Tarnowski, Lutheran Services Florida		
X	Rev. Dr. Dorothy E. Hooks, The Lulu McGrady Foundation		
X	Megan Ennis, Citrus Lending		