

Mid Florida Homeless Coalition, Inc., FL-520 Citrus, Hernando, Lake, Sumter Counties CoC Ending Homelessness Stakeholder Meeting

Meeting Minutes: August 25, 2023 **Location:** Florida Department of Health, 415 E Noble Ave, Bushnell, FL 33513

Presiding: Melissa Simmes

Agenda Items		Discussion & Actions Taken	Follow-up
1.	Call to Order	Melissa Simmes called the meeting to order at approximately 9:00 a.m.	
2.	Roll Call	Barbara Wheeler announced the in-person and virtual attendees.	
4.	Approval of Minutes	Minutes from the June 23, 2023 CoC Membership meeting were presented. Motion: A motion was made to approve the minutes from the June meeting. Motion by: Paul Tarnowski Seconded by: Jared Tanner Discussion: None Approved: Unanimously	
5.	Standing Committee Reports	Coordinated Access (CAS) & Mid Florida Information Network (MFIN) Paul Tarnowski reported on the August CAS-MFIN meeting, and the motions being brought to the Governing Board for approval. 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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		<p>Updates to the MFIN Policy Manual:</p> <p>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>Performance Update</p> <p>Jared Tanner provided an update on the August Performance Meeting. Paula Holtsclaw reviewed the Performance & By Name List slides, as well as the allocations from the recent DCF Grant applications.</p> <p>The HUD Performance Measures that pertain to the HUD CoC Grant Application process were reviewed to inform the CoC how much performance over a year can affect the score the CoC application receives. Racial Disparity, or the racial make-up of those receiving homeless services was also reviewed.</p> <p>Jared provided a review of the motions being brought to the Governing Board for approval.</p> <p>DCF Funding</p>	<p><i>It was requested that the Causes of Homelessness slide be updated to reflect when the additional causes were added.</i></p>
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		<p>MOTION: To allow Mid Florida Homeless Coalition to combine the dollars allocated to Challenge Housing Locator, Challenge Case Management and Challenge Coordinated Access (CAS) into one Housing Needs line item so there is flexibility to move money as needed through the fiscal year in order to best serve the community and spend the dollars efficiently.</p> <p>HUD CoC Applications MOTION: To Allow Mid Florida Homeless Coalition to apply for a HUD HMIS Expansion Grant and St. Vincent de Paul CARES to apply for a HUD RRH Expansion Grant.</p> <p>Governing Board Policies MOTION: To add as the second sentence of the policy, "The Review and Rank Committee may function with a minimum of three (3) qualified committee members if five (5) members cannot be recruited as long as all four counties of the CoC are represented.</p>	
5.	MFHC Lead Agency Update	Barbara provided the Lead Agency Update. HUD CoC applications are due August 28. Review and Ranking is scheduled for September 5, and if anyone would like to participate in this process, please contact Barbara.	
6.	Membership Input	There was no additional input.	
7.	Next Meeting Date	The next CoC Ending Homelessness Stakeholders meeting will be September 22, 2023.	
8.	Adjourn	The meeting was adjourned by consensus at approximately 10:00 a.m.	

Respectfully submitted by: Paula Holtsclaw

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Attendance	Membership		Guests
x	Advent Health Waterman, Melissa Simmes		
x	Diana Kingree	x	Stephen Teaster, RC5
x	Shay-anne Razaire	x	keri Hill, Morgan Heylman, Dawn Jackson-Par
	Be Free Lake, Kevin Pokorney	x	Sandra Woodard, Natrue Coast
x	CareerSource Pasco Hernando, Tracie Entler	x	Sunshine Arnold, Casa
x	Dawn Center, Barbara Venditto	x	Atoria Robinson, Honor Center ,VA
	Daystar Life Center, AnnMarie Anzalone-Briercheck	x	Angie Howland
	DCF, Barbara Williams	x	Kimberely Smith, Shalanda's House
	Floral City Outreach, Laura Romero	x	Warren Thomas., P.C Urban League
	Hernando County Health & Human Services, Veda Ramirez	x	Tim McCormack, Real Life Christian Church
x	Rev. Dr. Dorothy E. Hooks	x	Cara Meeks, Homana
x	House of Hope, Linda Mobley	x	Dawn Robinson, By the Book Inverness
	Lake Community Action Agency, Gloria Boone		
x	LifeStream Behavioral Center, B.E. Thompson		
	LSF,		
x	LSF, Paul Tarnowski & Lesley Hershey		
	Mid Florida Community Services, Jessica Fangio		
x	Morris Realtors, Kim Levensohn		
	Rebecca Martin		
	Peggy Ray		Staff
x	Salvation Army Lake & Sumter Counties, Jeanne Johnson	X	Barbara Wheeler
x	St. Vincent de Paul Cares, Diana Gibbs, David Conley	X	Paula Holtsclaw
x	Century 21, Jared Tanner	X	Kristy Jocelyn
	United Way of Citrus County, George Schmalstig		Amber Tucker
	Lake County Housing, Maria Granada	x	Lynn Bresson
x	Megan Ennis, Citrus Lending	X	Cheryl Lambert
	Forward Paths, Denise Burry		
	Dawn Robinson		

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