

Lee County Continuum of Care (CoC)
Governing Board Meeting
February 13, 2019, 10:30 A.M.
Lee County Human and Veteran Services
2440 Thompson St., Fort Myers, FL 33901

Members Present: Janet Bartos, Lee County Homeless Coalition
Phillip Cirrone, Elite DNA
Jocey Henderson, JFCS
Danyale Kinney, United Way
Fred Richards, Goodwill SWFL
Sharon Rozier, City of Fort Myers
Matt Visaggio, Visaggio & Co.
Charity Williams, Beyond Barriers
Kimberly Anderson, Lee Health
Diana Jones, Housing Authority of the City of Fort Myers

Staff Present: Tim Gillmore, Lee County Human and Veteran Services
Jeannie Sutton, Lee County Human and Veteran Services

I. Call to Order

- a. Meeting was called to order at 10:35 am, and introductions were made.
- b. Members Absent with and without excuse:
 - i. Rosemary Boisvert – excused
 - ii. Joaquin and Charlie Pereira – excused
 - iii. Christine Lincoln – excused
 - iv. Connie Myers – unexcused
 - v. Michael Reale - unexcused
- c. Member resignations – Carolyn Norris, Amy Davies, and Becky Madsen resigned from the Board

II. Approval of October 10, 2018 and January 8, 2019 Meeting Minutes*

Motion: Phillip

Second: Tim

Approved Unanimously

III. Coordinated Entry Committee Updates

Tim Gillmore provided an update regarding the Coordinated Entry satisfaction survey was sent, if your agency has not been completed please return as soon as possible. New Coordinated Entry training is finished and will begin shortly.

IV. Performance Evaluation and Ranking Committee (PERC) Updates

Jeannie Sutton provided an update regarding the PERC membership, and asked for additional volunteers to make an odd number of members on the committee. The committee will be reviewing and ranking funding applications for state and HUD funding.

- a. Ranking and Reallocation Policies and Procedures*
 - i. Jeannie reviewed the policy changes with the Board, including changes to the solicitation for reallocation process, which now requires funded agencies to submit a letter of intent in response to a request for application, rather than being notified directly via email.
 - ii. The policies also outline the process for the committee to recommend projects for funding to the CoC Board for final vote.
 - iii. State homeless (DCF) funding was added throughout the document.

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- iv. The committee will meet at least quarterly, and has two purposes: 1) ongoing performance evaluations and 2) ranking project applications. All ranking meetings will be open to the public.
- v. Vote to approve policies:
 - Motion: Janet
 - Second: Fred
 - Approved Unanimously
- b. Project Report Cards
 - i. Jeannie reviewed the project report cards that are being used to review project performance quarterly performance, make reallocation recommendations, and rank projects for funding.
 - ii. The target performance goals established by the PERC were reviewed with the Board.
 - iii. Eventually all funded projects, regardless of source, will have a report card.
 - iv. Jeannie announced that the CoC was awarded in Phase 1 of the HMIS Capacity Building project, and she and Tim will be working with the HMIS Vendor and a HUD TA provider to finalize the desired changes to HMIS and phase 2 funding application.
- c. Meeting/Approval of Committee Recommendations*
 - i. Jeannie discussed the timeline for the local homeless funding application. Project applications and letters of intent to renew and/or reallocate are due February 27, 2019. The PERC will have a full 7 days to review and will meet on March 8, 2019 to review and rank. Recommendations must be present to the CoC Board for approval as soon as possible due to the timeline required by the BoCC. Jeannie asked the Board's preference regarding having another meeting, accepting the PERC recommendations, or conducting a phone meeting. The Board elected to hold a conference call vote to approve the PERC recommendations.
 - Motion: Janet
 - Second: Philip
 - Approved Unanimously

V. Consultation of 2019-2023 Consolidated Plan

- a. Jeannie Sutton explained the HUD requirement for CoC consultation on homelessness for the Consolidated Plan, and to determine how to allocate ESG funds.
 - i. Jeannie asked the Board about their perception of the success of the CoC in connecting clients to mainstream services. Discussion was held regarding the use of Access computers and SOAR trained case managers at service providers. The group mentioned the new development of a SOAR work group, and the need for additional SOAR trained case manager.
 - ii. Discussion was held regarding outreach, and the group agreed a more robust outreach team was needed. The Board also mentioned that transportation is a significant need for homeless persons.

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- iii. Discussion was held regarding the implementation of the re-entry committee, which is proving to be beneficial in assisting with discharge planning from the jail and the potential parking lot program that may be submitted for funding.
- iv. Jeannie discussed that most topics included in the CoC Strategic plan are also covered in the Con Plan so data will be transferred between those two plans. Jeannie reviewed the current use of emergency solutions grant (ESG) funds for the Bob Janes Triage Center and a rapid re-housing program administered by Lee County Human and Veteran Services. The Board voted to continue using ESG funds as described.

Motion: Matt
Second: Tim
Approved Unanimously

VI. Updates to Coordinated Entry System and HMIS User Fees

- a. Jeannie Sutton facilitated a discussion regarding charging HMIS user fees. The potential fee is \$495 per user license and each agency is required to purchase at least two user concurrent user licenses. The goal of charging user fees would be to improve data quality and encourage active participation.
- b. Discussion was held regarding duplication of effort within agencies internal databases. Matt mentioned the use of an API for data dumping. Jeannie stated she would ask if that was a possibility.
- c. The Board was not in favor of charging user fees this time, but would like staff to reach out to non-participating agencies to provide training and encourage high quality participation.

VII. Changes to Written Standards and Coordinated Entry Policies and Procedures*

- a. Jeannie reviewed the changes to the Written Standards and Coordinated Entry Policies and Procedures. The changes will be finalized before the April meeting and will require a Board vote. The main changes were the prioritization section, which changes the system from a static to dynamic system, which uses the VI-SPADT score in conjunction with other factors for housing prioritization. Additional clarification regarding the documentation requirements for homelessness, especially chronically homeless documentation, was added. All regulatory citations were updated.
- b. Tim provided an overview of the changes being made to the model of the Coordinated Entry system, which creates clear access points for housing services. The number of access points will be limited to a few well-publicized locations where clients can access the system. Access points will be identified to ensure 100% geographic coverage. Discuss was also held regarding the messaging that will be required to ensure that everyone knows how to access the system. Jeannie also discussed policy requirements to ensure that persons seeking coordinated entry after hours are informed of what to do to access services.
- c. A final version of the changes will be made available to the CoC Board for review and approval at the April 2019 meeting.

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VIII. CoC Planning Grant and Funding Competition Update

- a. Jeannie Sutton provided an update regarding the 2018 CoC funding competition. Lee County was awarded 100% of all renewal projects, including the consolidation of CASL's four contracts into two. Lee County Housing Development Corporation's application for a domestic violence rapid re-housing program was awarded for \$52,790, as a new project, and will commence sometime this summer. JFCS and CPE new projects were not funded. The 2018 Planning grant was also awarded to pay for the Coordinated Entry Specialist and to provide training regarding the Equal Access Rule.

IX. Adjourn

Motion: Janet
Second: Tim
Meeting Adjourned.

Next Meeting: April 10, 2019

Meeting minutes and agenda are posted on our website: <https://www.leegov.com/dhs/funding/coc>