

**Lee County Continuum of Care (CoC) Governing Board**

Wednesday, August 8, 2018

Lee County Human and Veteran Services

2440 Thompson Street

Fort Myers, FL 33901

- Members Present:** Janet Bartos, Lee County Homeless Coalition  
Rosemary Boisvert SalusCare – via Telephone  
Amy Davies, Advocate  
Phillip Cirrone, Elite DNA  
Jocey Henderson, JFCS of the Suncoast, Inc.  
Kim Hustad, Lee County Human & Veteran Services  
Danyale Kinney, United Way  
Becky Madsen, Lee County Housing Authority – via Telephone  
Mike Reale, Reale Investment Group  
Fred Richards, Goodwill Industries of SWFL  
Sharon Rozier, City of Fort Myers  
Heidi Shoriak, Lee Health  
Matt Visaggio, Visaggio & Co.  
Charity Williams, Beyond Barriers  
Karla Bath, Lee County Housing Development Corp. (for Connie Myers. Lee Co. Housing Dev. Corp.)
- Others Present:** Gaile Anthony, Lee County Homeless Coalition and City Council  
Shannon Cherizier, The Salvation Army  
Daleen O'Dell, Advocate  
Geoffrey Magon, Community Assisted and Supported Living  
Alexis Mansolo, Reale Investment Group  
Jason Saffels, Central Florida Behavioral Health Network
- Staff Present:** Julie Boudreaux, Human and Veteran Services  
Jeannie Sutton, Human and Veteran Services

**\*Quorum Present**

**I. Call to Order**

Sharon Rozier, Chair, called meeting to order at 10:35 pm.

**A. Welcome and Introductions**

Introductions were made.

**B. Members Absent With/Without Excuse**

Ms. Rozier discussed absenteeism and two meetings can be missed. Ms. Sutton stated it was determined members can designate an alternate to attend the meetings in their absence, the alternate must submit an application and conflict of interest form. This will take effect today, August 8, 2018. The application and conflict of interest form must be submitted to Jeannie Sutton.

**II. Approval of May 9, 2018 and June 28, 2018 Minutes**

Ms. Rozier requested a motion to approve the minutes.

**ACTION:**

Mr. Phillip Cirrone made a motion to approve the minutes and Mr. Fred Richards seconded the motion, which passed unanimously. The June 28, 2018 minutes were approved with changes. For the record the attendance piece was not documented in the June 28, 2018 minutes. Ms. Sutton will include discussion of attendance in the June 28, 2018 minutes. Mr. Matt Visaggio suggested several changes to the June 28, 2018 minutes. Discussion took place regarding the suggested changes.

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### III. Board Meeting Structure

Ms. Rozier reported the board members will be notified of the meetings by e-mail, otherwise the meetings will be posted on the Human and Veteran Services website. Meetings will be held every other month. The public is invited to attend the meetings. Public comment should take place at the beginning of the meeting. If there are items not on the agenda, it is preferred to have the public comment at the end of the meeting if possible. Ms. Sutton mentioned the Governing Board Reference Guide. This guide can be referenced during the meetings. It contains the Continuum of Care Regulations, Board Members, last year's funding, last year's point in time count, overview of the CoC, and written standards for coordinated entry. Once the Governing Charter is approved it will be in the reference guide book. It is preferred that binders are left at Human and Veteran's Services.

### IV. Public Comment

No comments.

### V. \*Lead Agency Transition and Board Membership

Ms. Rozier stated Ms. Sutton provided a great presentation of the transition process. Ms. Rozier requested Ms. Sutton review the transition process. Ms. Sutton said the County is considering transitioning the lead agency from the County to a non-profit. The agency is required to handle all functions of the Continuum of Care under one roof. Currently, the responsibilities of the Continuum of Care are split between Lee County Human and Veteran Services and The Homeless Coalition. The responsibilities such as advocacy and point in time count are handled by The Homeless Coalition. The County handles funding application and monitoring of the contracts. Lee County Human and Veteran Services believes it is in the best interest of the community as a whole to have all of the responsibilities carried out by a non-profit. Non-profits have more flexibility to obtain funding and advocacy, which County staff cannot do. Ms. Sutton reported Lee County is one of only three other CoC's in the state of Florida with a split system. Other CoC's have non-profits managing these CoC functions.

Ms. Bartos inquired about HMIS. Ms. Sutton said HMIS has options and does not have to go with the lead agency. HMIS can be contracted with a third party or have HMIS in house. Ms. Davies inquired about the funding. Ms. Sutton explained that there are several funding options for HMIS. One can bill HMIS licensees to a non-profit who are members. It is also eligible as a CoC funded project, which can be applied for in upcoming application years. There are also options to fund it through federal and state ESG funding and local government funds. Currently HMIS is funded with County general funds. Ms. Davies asked who decides if HMIS will be contracted out. Ms. Boudreaux stated the first step of the process is to select the lead agency and then discuss HMIS. There is a great benefit in keeping it with the Lee County. They would look at the pros and cons and work with the selected agency. The decision would be made with the non-profit and Lee County. Ms. Sutton reported the initial application will not include HMIS. The request for applications is not ready at this time and expenses will be in the RFA. Ms. Davies is concerned about the application process when the funding has not been decided. She is in favor of a non-profit being the lead agency. Ms. Boudreaux mentioned the County has done their homework in looking at the transition time. They consulted with the Department of Housing and Urban Development, other CoC's who have transitioned and have done their due diligence of the timing of the transition. If the Governing Board agrees to begin the process, develop the Request for Application (RFA) then bring it back to the board for input and approval. The County will have funding in the RFA.

Ms. Davies stated HMIS is costly and does not want it to fail either and asked if the Governing Board could help the County with the decisions with the RFA. Ms. Sutton clarified that the question currently being asked of the Board at this time is whether a new lead agency is needed or not. If the board agrees, then the County has to go through the competitive process because the County is utilizing funding for this. If the board votes yes, a draft RFA will be presented to the board. Other CoC's in other regions can apply. Ms. Davies asked how this would benefit the community locally if there are no parameters. Ms. Sutton said the Department of Housing and Urban Development has encouraged CoC's to merge. Other counties in Florida have merged. Ms. Davies asked what would happen to the existing agencies such as the Homeless

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Coalition who receives the staffing grant. Ms. Sutton said the staffing grant would go to the new lead agency. Ms. Davies said then the Homeless Coalition would cease to exist. Ms. Sutton stated that this would be a conversation between The Homeless Coalition and the new lead agency if they would contract with the Homeless Coalition. Ms. Boisvert stated to keep in mind that the staffing grant and other grants are not perpetual and can drop at any time. There is no waiver process that allows the county to forgo a competitive process. Ms. Sutton said there could be extra preference points in the ranking process for local agencies. Ms. Henderson shared her experience in a different state where a merger was beneficial and to not rule it out.

Mr. Cirrone asked who votes on the application. Ms. Sutton said the Governing Board will vote on the applications if there is no conflict. If an agency is a direct service provider, they cannot submit an application. If an agency is on the board and submits an application, the agency's board membership will be moved to inactive status and once a decision is made then the agency can return to active membership.

Ms. Sutton clarified that the CoC funding competition does not operate on the Housing and Urban Development or State fiscal years. It operates during the summer. The funding competition and registration begins in March of every year, and contracts are finalized between May and July. The goal is to have a new lead agency selected and ready to sit with Ms. Sutton to go through the funding competition next year, beginning around March 2019.

Ms. Sutton would like the new lead agency to be the applicant for the collaborative application next year meaning everything needs to be in order, such as informing HUD and the State, before March. A new agency should be selected before the end of November latest early December 2018. The agency applying should not be a part of designing the application. The lead agency cannot be the Governing Board because the board has no official non-profit status. The agency has to be a 501(c)3 and cannot be a direct service provider. The new lead agency must have two separate boards, a governing board and a non-profit board.

Anyone in attendance today that is a non-profit but not a direct service provider should abstain from voting. Danyale Kinney, United Way, Matt Visaggio, Visaggio & Co., Heidi Shoriak, Lee Health, and Janet Bartos, Homeless Coalition need to abstain from voting. Ms. Sutton declared there is a quorum with the agencies abstaining.

Ms. Sharon Rozier requested a motion to transition the lead agency.

**ACTION:**

Mr. Phillip Cirrone made a motion to transition the lead agency and Jocey Henderson seconded the motion. Ms. Davies stated she totally agrees with the transition but there are too many unanswered questions. Ms. Boisvert agreed with Ms. Davies. Four abstaining, three no's, and eight yes'. Motion passed with majority of votes.

Ms. Boudreaux asked for clarification on what questions need to be answered and should HMIS be included in the RFA as Lee County was not going to include HMIS at this time. Ms. Davies suggested to have the option of HMIS to be transitioned later. Another concern was if another non-profit was out of our area, could it be limited to a local preference. Ms. Sutton stated the RFA could include a local preference. Ms. Boisvert expressed concern regarding the cost. Ms. Boudreaux stated they can outline funding sources at the next meeting. Ms. Henderson said other CoCs charge for licenses for HMIS which Lee County does not. Mr. Cirrone suggested to have another meeting in September 2018. Ms. Sutton stated she will schedule a meeting before September 18, 2018, which is when the CoC application is due that the Board needs to review.

**VI. \*Approval of Governance Charter**

Ms. Sutton reviewed the charter. On page 4 section II, the goals of the continuum was combined.

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Ms. Bartos stated on page 6 there are corrections. The Community Outreach and Awareness committee was combined with the Research Education and Advocacy Committee, and is now called Research and Awareness. On Page 7, #5 Plans for point in time count methodology must be approved by the CoC in accordance with the Governing Board. Ms. Sutton stated she would revise the wording and include some of the methodology. Ms. Bartos recommended the word "County" be removed on #5 under Board regarding performance and evaluate outcomes. Ms. Shoriak stated on Page 9, Meetings, #2 are held once per quarter and the board agreed to bimonthly. Ms. Bartos stated there is a typo on Page 10 A. take out the word "be".

**ACTION:**

Mr. Matt Visaggio made a motion to adopt a standard amendment process for the additions/subtraction or any change to documents governing the CoC. Ms. Bartos seconded the motion. Ms. Sutton explained governance charter is reviewed yearly. Discussion took place. Board agreed to put the date on the revision. Eleven in favor and four opposing. Motion approved.

Ms. Shoriak recommended on Page 8, #5 Board Membership regarding length of term and on Page 8, #10 regarding serving consecutive term should be put together.

Discussion took place regarding chair and co-chair. The term to serve for chair and co-chair is one year, with a maximum of two terms. This gives the opportunity for others to serve. Board members can stay on the board as long as an application is submitted annually and meetings are attended.

Ms. Rozier requested a motion to approve the Governance Charter with the changes.

**ACTION:**

Ms. Janet Bartos made a motion to approve the Governance Charter with changes and Mr. Phillip Cirrone seconded the motion, which passed unanimously.

**VII. CoC Funding Application and Planning Grant**

Ms. Sutton mentioned the Human Services Council volunteers met, discussed and scored the applications. The applications are in the process of submitting to HUD. The deadline for the CoC application is September 18, 2018. The deadline for the projects is August 17, 2018 and will be submitted in E-SNAPS. There were three new projects approved by the ranking committee:

- DV bonus project for Rapid Rehousing: Lee County Housing Development Corp. \$53,790.
- Project for Rapid Rehousing: Jewish Family and Children Services \$154,496.
- DV specific transitional housing to rapid rehousing joint project: Center for Progress and Excellence \$203,703.

All renewal projects were selected to be submitted. The ranking and scoring is available on the website and Ms. Sutton will send this information to the board. The DV bonus project allows for more than one project, two are being submitted and one regular bonus project. There are tier 1 and tier 2 projects. Anything in tier 2 is more at risk than tier 1. If the DV bonus projects are funded with the DV bonus, those projects will be pulled from the ranking and all other projects will move up. Phillip Cirrone asked if agencies selected for funding would have to step down from the board. Ms. Sutton stated that is correct.

Ms. Sutton sent out a copy of the eligible activities for the planning grant and asked for any feedback. Ms. Bartos stated she liked the bottom four on the list, such as monitoring the grants vs. training. Ms. Sutton stated Lee County Human and Veteran Services currently provides monitoring and would execute this year's planning grant, and next year the new lead agency's has an option to apply. Sharon Rozier asked if training regarding Racial Equality and the Equal Access rule could be included within the existing fair housing training contract. Ms. Sutton clarified for the rest of the Board there is a fair housing training provider under contract through the County utilizing Community Development Block Grant funds. Ms. Sutton will contract that provider to see if they can provide training. If anyone has any ideas, please submit to Ms. Sutton by tomorrow.

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**VIII. Adjourn**

Ms. Rozier requested a motion to adjourn the meeting.

**ACTION:**

Mr. Matt Visaggio made a motion to adjourn the meeting, and Ms. Kim Hustad seconded the motion.

Meeting was adjourned at 12:05 p.m.