

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

Lee County Human & Veteran Services
August 13th, 11am-12pm

[Click Here to Join the Meeting](#)

Members Present: Michael Overway – Lee County Homeless Coalition
Carolyn Johnson – Goodwill Industries SWFL
Joseph Rea – Centerstone
Jessica Turner – The Collaboratory
Therese Everly – CASL
Daniel Kruse – Providence Family Life Center
Blossom Kapper- Veterans Affairs
Caitlyn Roberts – Human & Veteran Services
Erin Dallacosta – Lee County School District
Carl Baxter – BCW Enterprises and Consulting
Marcia Davis – Housing Authority of the City of Fort Myers
Terryn Baah-Acheamfour – The Salvation Army
Alex Olivares – Catholic Charities
Mary Grubbs - JFCS
Keila Santiago – United Way
Heather Cross – CPE
John Tanner- McGregor Clinic

Human & Veterans Services Staff Present:

Kayla Towle
Christopher Molloy
Robert Gies
Joan Hoxter
Amber Robinson
Timothy Martin
Kathryn Beattie
Julie Boudreaux
Matthew Puleo
Michelle Smith
Clara Sanchez

Others Present: Johnnie Johnson - ACT
Ethan Frizzell – Salvation Army
Heather Singleton – Community Cooperative

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I. Call to Order

Jessica Turner, Chair, and Joan Hoxter, HVS

a. Welcome and Board Roll Call

- Joan Hoxter reviewed the list of attendees and confirmed that a quorum was present.

b. Members Absent with/without Excuse.

- Tom Felke (FGCU) absent without excuse.
- Rae Nicely (Lehigh Community Services) absent without excuse.

II. Action Required

Jessica Turner, Chair

a. Approval of Meeting Minutes (July)

ACTION: Michael Overway motioned to approve meeting minutes from July. Carolyn Johnson seconded the motion. Motion approved.

III. New Business

a. Board Member Attendance Expectations/ Pending Removals

- Joan Hoxter noted the Governance Charter states that if a Board member has two unexcused absences, they will be removed from the Board. Moving forward, that policy will be followed. Board members who need to be excused should notify by email, and whenever possible, arrange for a proxy to attend in their place. If a proxy is sent, they will need an application, and a conflict-of-interest form submitted.
- Jessica Turner will send a survey to Board members and encourage Board members to join a committee.

b. Conflict of Interest Forms – Not Submitted

- Joan received all the signed conflict of interest forms except one which Jessica Turner and Joan Hoxter will speak about later.

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c. CoC Updates Removed – Board to Attend General Membership Meeting

- Joan Hoxter advised that Board members are required to attend the General Membership meeting. If a Board member can attend, they should notify the coalition or HVS. An alternate can attend in a Board member's place for both meetings and committees.
- Therese Everly suggested a high-level overview.
- Michael Overway stated that the General Membership meeting is recorded if the meeting is missed. It is posted on the Homeless Coalition website.

d. Summary of Shared Language Workshop

- Jessica Turner sent out an overview of the Shared Language Workshop. After voting, “LEEding the Way Home” will be the project name.

e. Shared Language Workshop Next Steps (Task Force)

- The Shared Language Workshop Taskforce will be responsible for developing a one-page overview and finalizing the shared language messaging, goals, and metrics.
- Jessica Turner asked for volunteers for the Task Force. The Task Force will only exist until this work is finished. Multiple Board Members volunteered. Jessica will reach out to the volunteers.

f. Community Resources – Discussed Unified Communication Plan

- A discussion was held regarding the need for a referral system. Joan emphasized the importance of updated resource information that staff can utilize consistently.
- Discussion included Lee Health Find Help (Jessica Turner shared the link in the chat, and it is attached below), utilizing QR codes, websites, apps, handbooks, and databases. Christopher Malloy shared a spreadsheet in the chat that he created in Smartsheet (it is attached below).



Current CoC Phone
_ Email Directory.pdf

<https://leehealth.findhelp.com/>

- United Way 211 has always been a reliable resource center. Keila Santiago stated there is a team at United Way that is dedicated to keeping resources up to date.

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g. Develop Coordinated Entry Committee

- Amber Robinson, Coordinated Entry Supervisor at Human & Veteran Services, will be the Chair of this committee.
- The mission of this committee is to evaluate client access or entry points across the CoC, along with the intake and assessment process.
- This committee will report directly to the Governing Board.
- This committee will work closely with the Data Committee.
- Multiple board members have volunteered and will be contacted via email.

h. Committee Chair/Vice Chair – Call for Nominations

- Nominations for Chair/Vice Chair of the Governing Board are held in August.

ACTION: Carolyn Johnson motioned to approve keeping Jessica Turner as Chair and Therese Everly as Vice Chair. Alex Olivares seconded the motion. Motion approved.

i. CoC Governing Board Training – September 10th

- Joan Hoxter prepared the Governance Charter training. HUD T.A. Shavona McCalep will be co-leading the training with Joan Hoxter and Michael Overway.
- The training will be held at the next CoC Governing Board meeting on September 10th. The entire hour will be utilized for training.

Public Comment:

- *No Public Comment*

Adjourn - Next CoC Governing Board Meeting is September 10th, 2025, at 11 AM
Jessica Turner, Chair

- Jessica Turner adjourned the meeting

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Meeting minutes and agendas are posted on our website: <https://www.leegov.com/dhs/partner>