

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

Lee County Human & Veteran Services

September 10, 11 am-12 pm

**Members Present:** Michael Overway – Lee County Homeless Coalition  
Jessica Turner – The Collaboratory  
Therese Everly – CASL  
Mary Grubbs – JFCS  
Terryn Baah-Acheamfour – The Salvation Army  
Daniel Kruse – Providence Family Life Center  
Blossom Kapper- Veterans Affairs  
Caitlyn Roberts – Human & Veteran Services  
Erin Dallacosta – Lee County School District  
Rae Nicely – Lehigh Community Services  
Kimberly Dextre – Career Source  
Keila Santiago – United Way  
Shavona McCalep - ICF/HUD TA  
Heather Cross - CPE  
John Tanner – McGregor Clinic  
Carl Baxter – BCW Enterprises and Consulting  
Diana Giraldo – City of Fort Myers  
Joseph Rea – Centerstone

**Human & Veterans Services Staff Present:**

Kayla Towle  
Joan Hoxter  
Mackenzie Brown  
Claudia Bretz  
Julie Boudreaux  
Lisa Moisan  
Annette Gies  
Clara Sanchez  
Ana Estrada  
Amber Robinson  
Christopher Molloy  
Jessica Smith

**Others Present:** Johnnie Johnson  
Ethan Frizzell  
Tremeka Murph

## **I. Call to Order**

*Jessica Turner, Chair, and Joan Hoxter, HVS*

- a. Welcome and Board Roll Call (Please type name and organization in the chat.)
  - Joan went over the list of attendees in the Teams chat and verified a quorum.
- b. Members Absent with/without Excuse.
  - Carloyn Johnson – Goodwill Industries SWFL – absent with excuse.
  - Dr. Tom Felke – FGCU – absent with excuse.
  - Jennifer Nelson Lastra - City of Cape Coral/ Dress for Success – absent with excuse
  - Marcia Davis - Housing Authority of the City of Fort Myers -absent with no excuse

## **II. Action Required**

*Jessica Turner, Chair*

- a. Moving the agenda forward with exception

**ACTION:** Jessica Turner made a motion to move the agenda forward with exception. The exception is the announcement of the new board members. Michael Overway seconded the motion. Motion approved unanimously.

## **III. New Business**

- a. Announce new Governing Board Members
  - Jessica Turner announced for the record the new board members. This vote was done by email on August 21, 2025, as allowed by our Governance Charter, and they were unanimously voted in.
    - Kimberly Dextre - Career Source
    - Diana Giraldo - City of Fort Myers
    - Jennifer Nelson - City of Cape Coral/ Dress for Success
- b. Governance Training
  - Michael Overway went over the training objectives.
  - Joan Hoxter went over the Organizational Structure of Lee County CoC.
  - Shavona McCalep went over “What is the Governance Charter.”
  - Shavona reviewed resources and guidance for different programs.

- Joan Hoxter reviewed the responsibilities of the Governing Board and Appendix E.
- Shavona went over the Governing Board Policies and procedures.
  - The Board shall consist of no less than 13 members and no more than 25 members.
  - Shavona discussed the make-up of the Governing Board.
  - It was mentioned and reiterated that with 2 unexcused absences a board member will be removed from the board.
- Shavona went over the Code of Conduct and Conflict of Interest Policies.
- Joan confirmed all conflict-of-interest forms were submitted.
- Shavona encouraged board members to review Robert's Rules of Order.
- Michael Overway went over the Committees and their functions and encouraged board members to engage with a committee that interests them to help bolster up the committee activities and engagement.
- Shavona went over the:
  - Strategic Planning and Performance evaluation.
  - Data management & reporting requirements.
  - Funding and Resource Allocation.
- In the Teams chat, Diane Giraldo asked if the Board is under Sunshine Law. There was some discussion, and it was determined that we would do some additional research and confirm.

### **Public Comment:**

- No Public Comments

**Adjourn - Next CoC Governing Board Meeting is October 10<sup>th</sup>, 2025, at 11 AM**

*Jessica Turner, Chair*

- Jessica Turner adjourned the meeting.

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