

LEE COUNTY  
CONTINUUM OF CARE  
GOVERNANCE BOARD  
Meeting Minutes for November 2, 2016

Members Present:

Karla Bath, Advocate  
Janet Bartos, Lee County Homeless Coalition  
Rosemary Boisvert, SalusCare  
Sherri Campanale, Housing Authority of the City of Fort Myers  
Shaurie Matthews, Housing Authority of the City of Fort Myers  
Connie Myers for Erika Cooks, Lee County Housing Develop. Corp  
Carolyn Norris, Home Ownership Resource Center  
Sharon Rozier, City of Ft. Myers Community Development  
Heidi Shoriak, Lee Memorial Director, Care Management  
Matt Visaggio, Visaggio & Co.  
Amy Yearsley, City of Cape Coral Dept. of Community Develop.

Staff Present:

Jeannie Sutton, Grants Coordinator  
Sally Flint, Administrative Assistant

**ITEM I**

**Welcome and Introductions:**

Mr. Matt Visaggio, Co-Chair, called the meeting to order at 10:35 and welcomed everyone. Introductions were made.

Absentee notifications: Ms. Kaitlin Major, Chairperson, Christine Lincoln and Dr. Thomas Felke.

**ITEM II**

**Approval of August 3, 2016 Minutes:**

ACTION:

Ms. Janet Bartos made the motion to accept the August 3, 2016 minutes.

Ms. Amy Yearsley seconded the motion. Motion passed unanimously.

**ITEM III**

**10 Year Plan to End Homelessness, Sub-Committee Meetings, and Opening Doors**

Mrs. Jeannie Sutton reported:

There were 3 sub-committee meetings which met on the following dates.

Supportive Services – August 24, 2016

Education – September 14, 2016

Public Awareness – October 12, 2016

She reported on the minutes from the sub-committee meetings. The decision from the Education sub-committee is that it should be merged with Employment services sub-committee since their goals were very similar.

Supportive services felt like many of their goals had been accomplished and there are a few general goals which should continue on as they will still be applicable.

The changes will be incorporated in the new 10 Year Plan which will be put in place the beginning of next year.

Minutes are available for anyone who'd like them, by contacting Jeannie or Sally.

## **ITEM IV**

### **Governance Charter Update**

Mrs. Sutton reported on the changes made to the Governance Charter, the updated copy was handed out at the meeting.

The changes are mainly for the clarification of the CoC: who is the CoC, who makes up the general membership of the CoC, and new specifications for the Governing Board, including:

- Minimum of 9 and 35 maximum number of members.
- Permanent seats are mandated, that number cannot be changed.
- General membership – is comprised of members in good standing at the Lee County Homeless Coalition.
- CoC members are encouraged to invite others to join the Board
- New Board candidate applications need to be brought before the General membership for a vote. Voting will take place twice a year, January & July.

Mrs. Sutton has requested everyone to examine the Charter and be ready to vote on it at the February 8th meeting. Mr. Visaggio requested a Track Changes copy of the updated Governance Charter to highlight the updates.

Discussion was held regarding new board members and suggestions were made to incorporate members from other Boards such as Affordable Housing Committee and the Human Services Council to be more involved with the CoC Board. Mrs. Sutton clarified that current board members can recruit additional members and should ask potential new members to contact her to complete a membership application.

Mrs. Sutton stated the need for law enforcement representation on the CoC Board. Ms. Campanale offered to contact Law Enforcement to see if there is someone who will join the Board, specifically for the Public Safety sub-committee meeting on November 9<sup>th</sup>.

A Membership Application has been created and was distributed to board members. It will be a formal record of the Board members and who they are representing. These will be updated every year.

Discussion was held regarding page 2 of the Membership Application – Statement of Commitment, regarding absences from meetings. Current practice: if Board members don't attend 2 meetings they are written off the Board. Going forward Mrs. Sutton will keep track of those not in attendance and will send out reminder e-mails. This language is currently in Governance Charter, but suggestions were made to change the verbiage to “missing one meeting” without advance notice.

Current plan is for only 4 meetings per year except in special cases, such as during the preparation of the annual funding application.

Other suggested changes for the Charter:

Page 7 – voting – will be corrected to “funding matters”

Page 5 – V. 1. D, should be 2 separate entities for the Ft. Myers Housing Authority and Lee County Housing Authority. If the merge doesn't go through it does need to be separate.

## **ITEM V**

### **CoC Written Standards**

There were no comments or suggestions.

#### ACTION:

Ms. Amy Yearsley made the motion that the CoC Written Standards being accepted as written.

Ms. Janet Bartos seconded the motion. The motion passed unanimously.

## **ITEM VI**

### **2017 Agenda**

Mrs. Sutton gave the following list of items that will need to be addressed in the upcoming year:

- The Board will need to reallocate funds for next year. At a recent conference attend by HUD, information was provided that indicated that Tier 2 will not be funded in future competitions. Current plan is to look at relocating portions of projects that have not spent all their money from last year, not whole projects. There will probably be a bonus project again next year for more money.
- Application for Unified Funding Agency status – must meet certain audit requirements, and allows us to take administration dollars from CoC grants. Possibly applying for a Planning Grant, which is for 3% of our CoC renewal amount – allowing the creation of a new project such as hiring a person to look at CoC performance, HMIS Development, or other planning project. This has not been applied for previously. It will be looked at internally and info brought to the February meeting.
- HIMS project was not funded last year and is currently funded out of general fund dollars. If portions of projects are reallocated or the planning project is granted, some of the HIMS expenses can be picked up with CoC.
- February and April meetings will require looking at Scoring and Ranking tools as well as the ranking committee procedures. Currently the ranking committee is the

Homeless Coalition Board. Mrs. Sutton would like to re-evaluate this to see if it is the best option. She would like to pick the most informed and least conflicted group possible for this committee.

- Review of the ESG and CoC project performance that is also the responsibility of the Board on an annual basis will be reviewed by the Board in April.
- February and July meetings will include voting for new CoC Board applicants
- Finalizing the 10 year plan throughout the next year. The Board is to examine the goal of re-tooling the homeless response system. Mrs. Sutton is working on a map to illustrate the CoC and other organizations as a start to finish directory for a homeless person to get help. A barrier to the current system is no wrong door system in Lee County, so there is much confusion between the organizations and frustration. Charlotte County is a good example of a one door theory.
- Meeting schedule for next year, any Wednesday at 10:30 a.m. works for everyone. Ms. Flint will send out the quarterly meeting invites at one time.

### **Announcements:**

Ms. Bartos reported the following: on Nov. 12 there will be a Homeless Challenge – it starts at 10:00 a.m. goes to 8:00 p.m. and takes the participants through steps that a homeless person experiences at the different agencies where they can receive help. This could entail a total of 8 miles walking.

The dinner and auction for the Homeless Coalition will be taking place this coming Saturday, November 5.

The documentary, Tiny: The Life of Erin Blackwell, will be screened at the Imaginarium at 6pm on November 17, 2016. R.S.V.P. online: <http://www.leehomeless.org/event/life-erin-blackwell/>

The annual Homeless Service Day and Point in Time Count will be held on January 21, 2017 at City of Palms Stadium.

### **ITEM VII**

**Adjourned at 11:16**

### **Upcoming Meeting Schedule:**

Public Safety Subcommittee Meeting – Wednesday, November 9, 2016 – 10:30 a.m.

CoC Governing Board Meeting – Wednesday, February 8, 2016 – 10:30 a.m.

CoC Governing Board Meeting – Wednesday, May 10, 2016 – 10:30 a.m.

CoC Governing Board Meeting – Wednesday, August 9, 2016 – 10:30 a.m.

CoC Governing Board Meeting – Wednesday, November 8, 2016 – 10:30 a.m.