

**LEE COUNTY
CONTINUUM OF CARE
GOVERNANCE BOARD
Meeting Minutes for November 5, 2014**

Members Present:	Janet Bartos	Jeremy Gentile
	Rosemary Boisvert	Kaitlin Major
	Sherri Campanale	Chris Nesheim
	Cynthia Caughey	Carolyn Norris
	Lea Clem	Bob Poff
	Erika Cooks	Amy Yearsley
	Daisy Ellis	

Staff Present:	Cyndy Cook	Laura Purks
-----------------------	------------	-------------

ITEM

Welcome and Introductions

Chairperson Kaitlin Major called the meeting to order at 10:05 a.m., introductions were made.

ITEM

Governing Board Member Update

Chairperson Major updated the Board on two new members, Officer Brian Fuller with the Fort Myers Police Department and Officer Jerry Mole with the Cape Coral Policy Department.

Chairperson Major stated there has been a letter drafted for Board Members who are not participating in meetings; the letter outlines the charter and emphasizes the importance of their attendance to meetings as well as how to become a Board Member, if they are absent, in the future.

ITEM

HMIS User Survey

Co-Chairperson Jeremy Gentile discussed the HMIS User Survey he developed and distributed the seven question survey to each Board Member. Co-Chair Gentile went over each of the seven questions, his aim was for the survey to be simple, to the point, and shorter than ten questions in order to get a good response from end users. Co-Chair Gentile researched various HMIS surveys throughout the country, some survey's being 3-4 pages long, Co-Chair Gentile decided on a survey that he knew would be user friendly and produce a good turnout. Co-Chair Gentile pointed out that all though HMIS is a great system, it has never been audited.

Co-Chair Gentile asked the Board Members to review the survey and decide if they wanted to go forward with distribution. Co-Chair Gentile would like to start distribution of the survey before the holidays in order to receive a better turnout.

Co-Chair Gentile was asked about question no. 1, the wording seems confusing, the Board Members suggested the wording should be changed to, "What agency are you with?" Co-Chair Gentile was asked about question no. 7 and what is going to happen if there are negative responses received. Co-Chair Gentile reassured the Board that the purpose of the survey is to find out how the system is doing, to expose strengths and weaknesses, and then the system can be improved if needed.

The Board Members concurred that the survey seemed simple, to the point, and they would have no problem spending a few seconds filling it out.

Ms. Cook thanked the City of Cape Coral for allowing the Board to use the Survey Gizmo in order to help develop the HMIS survey.

Co-Chair Gentile was asked how the survey will be distributed; Co-Chair Gentile stated that the survey will go out to the end users e-mail addresses.

Co-Chair Gentile stated that if any Board Members have an addition or an edit to the survey, let Co-Chair Gentile or Ms. Cook know via e-mail by November 21, 2014.

ITEM

2014 Continuum of Care Funding Update

Ms. Cook stated that the 2014 Continuum of Care application for funding was recently closed, all applications were due nationwide on October 30, 2014. Twelve applications were submitted this year; ten are renewal applications, one brand new application from Volunteers of America, and a reallocation from the Salvation Army.

The Volunteers of America application includes a permanent supportive housing bonus which is about \$270,000 for Lee County; the funds have to go to permanent housing projects to chronically homeless individuals and families. Volunteers of America have applied to do a scattered site rental program of 20 units for individuals and families. This application will not be competing with the renewal applications so it is risk-free. They were the only agency who applied to our local request for proposal process.

Ms. Cook was asked if the Volunteers of America have any inventory now. Ms. Cook stated that they do not, they are going to source out and have a voucher styled program. They would also like to have as part of their program an office space, community room, and computer lab to have a central community area and run some life skill training and case management.

Ms. Cook was asked how the Volunteers of America would be funded upon approval. Ms. Cook stated that they would receive a one year contract and then would have to renew like the other applications each year. They would have to provide a 25 percent match.

The Salvation Army had a \$1.2 million supportive services only program that has been reallocated to permanent housing. The same dollar amount will be used for rapid re-housing for families.

Mr. Bob Poff reiterated that the reallocation does not affect the shelter that the Salvation Army currently provides because the shelter is not HUD funded.

ITEM

Coordinated Assessment Update

Ms. Cook stated that the Coordinated Assessment is mandated from HUD and requires that the COC develop a centralized one-approach way to efficiently move people into the services they need, equivalent to an abbreviated online intake process. Ms. Cook stated she spoke with Mr. Eric Pateidl and there is a coordinated assessment being finalized and 7 trainings have been conducted to current HMIS users; additional trainings will be scheduled by agency. Ms. Cook stated that Mr. Pateidl suggested if the trainings are expanded beyond the current registered users, a license fee should be considered.

Co-Chair Gentile explained that HMIS is a web-based system and therefore can be accessed anywhere and the intake process is supposed to help all agencies by being able to refer a client to another agency for services that the original agency does not offer.

ITEM

Facility Tour

Mr. Poff took the Board Members on a facility tour of the Salvation Army.

ITEM

Adjourn

Meeting was adjourned at 10:28a.m.

The next Board meeting will be held February 4, 2015 at 10:00 a.m. at the ACT Shelter.