

Lee County Continuum of Care (CoC)

Governing Board Meeting

September 12, 2019 10:30 a.m.

Lee County Human and Veteran Services
2440 Thompson St., Fort Myers, FL 33901

Members Present: Isaac Dozier, Housing Authority City of Ft. Myers
Vivian Watkins, Housing Authority City of Ft. Myers
Peter Fleischman, JFCS of the Suncoast, Inc.
Christine Lincoln, Community Cooperative
Sharon Rozier, City of Ft. Myers Community Dev. Dept.
Heidi Shoriak, Lee Health
Mandy Carey, Lee County Housing Authority
David Brown, Family Initiative

Staff Present: Deanna Gilkerson, Lee County Human and Veteran Services
Tim Gillmore, Lee County Human and Veteran Services
Kim Hustad, Lee County Human and Veteran Services
Roger Mercado, Lee County Human and Veteran Services
Christine Sebastian, Lee County Human and Veteran Services
Jeannie Sutton, Lee County Human and Veteran Services

I. Call to Order

- a. Ms. Christine Lincoln called the meeting to order at 10:30 a.m. Introductions made.
- b. Members Absent with and Without Excuse
Ms. Janet Bartos, Lou Richardson, Jesus Martinez, and Fred Richards are absent with an excuse.

Public Comment – None

II. CoC Governance Charter and Board Membership Eligibility*

Jeannie Sutton mentioned the charter stayed the same except for the subcommittees. She did want to discuss was the voting participation of CoC funded agencies. Goodwill, JFCS and United Way were all board members. They were selected for HUD funding consideration. They technically cannot be part of the Board or vote on anything according to the current charter. She wanted to know if they could participate in the meetings, but not vote on funding specific decisions. Discussion took place and statement was made that funded agencies could attend the meeting, but recuse themselves from voting on funding related decisions. In addition, if there were any conflict of interest they would recuse themselves. Mr. Peter Fleischmann recused himself from voting. Ms. Christine Lincoln requested a motion to approve the changes.

ACTION:

Ms. Heidi Shoriak made a motion to accept the changes to the governance charter and Mr. Matt Vissaggio seconded the motion, which passed unanimously.

III. Data Quality Plan*

Ms. Tim Gillmore mentioned the committee has been in existence for a few months. The HMIS data quality plan was created to make sure the data is timely, accurate and complete. When evaluations are made of the programs that participate in the CoC funding they are looking at how are accurate and compliant with the date. Mr. Gillmore explained the data fields in the system and these fields must be

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complete. He will monitor the agencies and make sure the data is being entered and ensure it is being entered in a timely manner. The bulk of data entry for street outreach projects is required to fill in their contacts and put in notes in CSN. The data is currently reported quarterly. He would like to see the numbers of missing information drop. The reports will be provided to data committee by HMIS staff.

They will work on an action plan with agencies that are out of compliance, and explain what is needed and how to fix the issue. Ms. Sutton mentioned the data committee voted on this and the CoC board will need to make a motion and vote.

ACTION:

Mr. Peter Fleischmann made a motion to approve the data quality plan and Sharon Rozier seconded the motion, which passed unanimously.

IV. Written Standards and Coordinated Entry Policies and Procedures*

Ms. Sutton thanked Tim Gillmore for his assistance, Jeannie and Tim condensed the document by approximately 20 pages. This was updated to include the verification requirements for all of types of homeless categories. Other changes reviewed:

- The diversion practices was previously set as its own program, but was moved as it is more of a cross cutting requirement. Everyone should implementing diversion practices.
- HMIS remained the same.
- Environmental reviews are required and Lee County Human and Veteran Services is the responsible entity.
- The rapid reshousing providers have met to discuss “Just Enough Assistance Principle” as all programs should provide just enough to make sure the household is stable and remains in housing for a long period. The rapid rehousing providers will re-evaluate household’s income every three months. If the household has found a job and are able to pay 30% of their income to pay their rent, they can do that right from the start. This is more of a fluid process rather than a set guideline.
- Ms. Sutton continued to review the policies and procedures. Coordinated Entry (Southwest Florida Connect) 211 staff will conduct phone assessments, enters into HMIS and referral goes to Tim Gillmore and then onto an outreach worker or shelter and then connect with them via SPDAT and get them into the connection list for permanent housing resource. This provides a better idea of the population and identifying those who have not reached out to the outreach worker. With this system in place, 23 individuals were identified as being homeless that have never worked with a service provider in the past. This provides better opportunities to obtain funding. Everyone is placed on the priority list and there is one community wide waiting list. This will prioritize according to vulnerability. The connection meetings will be rescheduled to Wednesdays. Roger Mercado mentioned not sharing the score with the client or manipulating the score based on conversation. Ms. Sutton stated she would add the language.
- Language regarding a program exit plan was added to ensure that as soon as the client enters the program they begin to identify the steps necessary to become self-sufficient, able to pay their own rent and remain in stable housing.
- Emergency housing services at Triage will now be funded with Emergency Solutions Grant (ESG).
- Street outreach will be linked to Southwest Florida Connect and receive referral from there.

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- Question was asked about confidentiality and HIPPA. Ms. Sutton mentioned there is a privacy protocol and autonomy. There is a notice required to be displayed in all case managers offices that this information will be shared. Anyone who utilizes CSN has to sign a user agreement and information will be kept confidential.

Ms. Christine Lincoln requested a motion to approve the written standards and coordinated entry policy procedures.

ACTION:

Mr. Peter Fleischmann made a motion to approve the written standards and coordinated entry policy and procedures with the identified modifications and Ms. Sharon Rozier seconded the motion, which passed unanimously.

V. Draft 2019 Coc Application and Planning Grant*

Ms. Sutton review the planning grant. Previously there was discussion about a designated CoC staff. The Department of Human and Veteran Services is applying for a CoC supervisor with the planning grant. They are also applying for a small amount of funding to provide training and technical assistance. Question was asked about SOAR. Ms. Sutton left training and technical assistance vague, if community wide SOAR training or pay a consultant this can be done. This will begin June 2020. The maximum they can request is \$79,000. Approximately \$75,000 will be for salary and benefits and about \$5,000 for training.

Ms. Sutton mentioned she would have the consolidated application completed prior to the meeting, but she did not. She mentioned if the committee would prefer an e-mail vote. It is due to HUD on September 30, 2019. She plans to have it everything completed by the September 21ST or 22nd. It must be published for at least two days before the deadline and submit to HUD. Ms. Christine Lincoln requested a motion to do an e-mail vote for the application and planning grant.

ACTION:

Mr. Matt Vissaggio made a motion to do an e-mail vote for the application and planning grant and Ms. Sharon Rozier seconded the motion, which passed unanimously.

VI. Southwest Florida Connect Update

Mr. Tim Gillmore gave an update on Southwest Florida Connect. It has been up and running for about 1 week and approximately 50 individuals have called in. The turnaround time for contact is 72 hours. They are closer to contacting those within 24 hours. The need is larger than expected. The first connection meeting will be held this afternoon, which was supposed to be case conferencing. It will be more informational. The next meeting will discuss case conferencing. Human and Veteran Services is awaiting the second outreach work, which will help tremendously.

VII. Adjourn

Meeting was adjourned at approximately 11:40 a.m.

Next Meeting: October 3, 2019 at 9:00 am

Meeting minutes and agenda are posted on our website: <https://www.leegov.com/dhs/funding/coc>