

Minutes

Recorded at the joint meeting of the Boards of Directors for Central Florida Continuum of Care (CoC) and Homeless Services Network of Central Florida (HSN) held on Friday, July 26, 2019.

CoC Board Meeting

The CoC Board of Directors meeting was called to order by CoC Vice Chair Tim McKinney at 8.30 a.m.

The following persons were in attendance:

Mike Griffin, *HSN Chair & CoC Secretary*
Timothy McKinney, *CoC Vice Chair & HSN Treasurer*
Thomas Chatmon, *HSN Vice Chair*
Matthew Kennedy, *HSN Secretary*
Lonnie Bell, *CoC*
Carla Cox, *CoC*
Amy Donley, *HSN*
John Goodrich, *HSN*
Dr. Swannie Jett, *CoC*
Carrie Longworth, *HSN*
Celestia McCloud, *CoC*
Kimberlee Riley, *CoC*
Douglas Shaw, *HSN*

Shannon Young, *CoC*

PHONE
Olivette Carter, *CoC*
Lisa Portelli, *CoC*
Jina Thalmann, *CoC*

STAFF
Martha Are
Brian Postlewait
Paula Atkinson
Greg Mellowe

APPROVAL OF MINUTES

Secretary Mike Griffin moved to approve the Minutes recorded at the CoC Board meeting held on June 28, 2019 which was seconded by Director Swannie Jett. All were in favor.

OTHER BUSINESS

HUD NOFA 2019

Executive Director Martha Are reviewed the current portfolio of projects under the Continuum of Care program and indicated what this CoC will be eligible to apply for in this year's NOFA. Are explained the amount we would be eligible to apply for and how it is broken down by tiers. She highlighted that there was a strong possibility we would not receive the entire amount available to us in the bonus tier and we are eligible this year to submit an application for the Domestic Violence Bonus. DV agencies within the region have been contacted and made aware of this opportunity. We are waiting for a decision from these agencies as to their preference on approaching this DV bonus opportunity.

Are continued that HUD TA believes a couple of the reasons for us losing points in our previous application are:

- we may be trying to do too much in having the sub-recipient competition at the same time as the HUD project application; and,

- that since the structure of our application differs, compared to format HUD reviewers are accustomed, we may be losing points.

This year we are trying to provide more clarity in our application, what is currently funded and how folks interested in submitting projects for reallocation could target the application. This also means we will be trying to provide more clarity to our community on our submission. For example, we will be more transparent with respect to the level of priority being placed on capacity. Efforts have been made for persons to be more informed about who they will be applying against. Are explained that our current portfolio captures all of this CoC's identified priorities. As such, the Planning Committee has recommended a position to not allow new projects to compete in existing categories unless they have demonstrated an ability to maintain or exceed the capacity provided by the project it would potentially displace.

HUD has clarified scoring priorities. As such we will be adjusting our scoring template to look more like HUD's. We've found that we have been capturing what they want but calling it something else. An example is we have been asked to connect System Performance Measures (SPMs) to Project Performance.

Director Kimberlee Riley asked if we are tracking metrics such as "returns to homelessness". Are responded that metrics such as those are tracked in HMIS.

Are stated that it is believed they are interested in seeing an emphasis on the most vulnerable being targeted. It is our intention to rename our scoring categories to ensure that HUD reviewers are able to easily identify our attention to this population. We are also adding a bonus point for client input. This will demonstrate that we are consistently looking at opportunities to enhance the effectiveness of our programs.

Are asked the board to consider recommended changes to the policies guiding our application strategy for this CoC. These recommendations have been approved by the Planning committee. McKinney inquired whether these changes are required by HUD. Are noted that they are not all required by HUD, giving as an example the requirement to protect our current portfolio, but they are important to the CoC. Griffin asked if these recommended changes will impact the precariously housed. Are responded that we can only look to that population if we can prove we have met all the needs of the most vulnerable. Riley commented that the precariously housed will be a priority for the newly merged organization. Are acknowledged Riley's concern, but noted that for the purposes of this NOFA we would only be eligible to apply for funding for the precariously housed population after demonstrating that we have met all the needs of the most vulnerable in the region.

*Secretary Mike Griffin moved to approve the policies (as referenced in the power point) provided for the Central Florida CoC (FL-507) approaching the HUD NOFA. The motion was seconded by Director Swannie Jett **passed with unanimous consent.***

A.O.B.

Are reminded the Board that it is critical to make quorum for the next board meeting (i.e. August 30th), and asked that board members make a special effort to join the meeting, whether it be in-person or by phone. It will be the Board's only opportunity to approve the slate of projects being submitted in the CoC's HUD NOFA Application.

The CoC Board meeting adjourned at 8:49 am.

Joint CoC/HSN Board Meeting

The Joint Session between the CoC and HSN Board was called to order by HSN Chair Mike Griffin at 8:50 am.

OLD BUSINESS

Update on CoC/CFCH Transition

Griffin reported that the Transition Team held another meeting. There was some discussion on HSN assuming the advocacy and development functions, previously held by the Commission. However, a significant portion of the meeting was on the structure of the newly aligned board.

The team arrived at an agreement that the new board, which will have the CFCH name, will likely consist of a maximum of 25 persons. Elected officials will join this board and staff will be permitted to attend meetings, but not authorized to vote. Jurisdictional representatives will no longer sit on this board. However, they may proxy for their respective elected official sitting at certain meetings.

The Transition Team also agreed that an Operating Committee and Management Committee will be formed. This committee will resemble the composition of the current CoC Board and will be called upon to make decisions affecting the general management of the CoC. Griffin gave the example that these committees will continue to make votes similar to the one taken earlier regarding the NOFA policy.

Griffin resumed outlining the transition team's expectations of the new board, stating that some members of the Commission's Board may have the ability to sit on the new board. The CoC/Commission Board will not meet every month, but the Operating committee will meet every month. Other Board level committees may meet monthly or less often, as needed.

Martha Are commented that this committee structure was recommended by Ron Piccolo. Some of these committees will not come into effect until the alignment process is complete. She also brought to their attention that CoC Committees are all open to CoC members.

Griffin continued that Community Resource Network will take on some functions especially concerning the precariously housed and families meeting the school's definition of homeless to fill the gap in honoring the MOU we signed last year.

CoC Vice Chair Timothy McKinney recalled that the remaining Commission staff will be on contract until October 31. He then informed the Board that these individuals will begin to report to Martha Are.

McKinney continued that jurisdictions are being asked to maintain the CFCH line on their budgets. Once CFCH has wound up, those funds will be transferred over for the use of the new CoC/CFCH board's purposes.

Dr. Swannie Jett asked about the two individuals on contract and whether it would be useful to retain their services beyond the alignment/transition phase. Griffin responded that they will retain their current functions until October 31st. Jett asked for their job titles. McKinney responded that they have consolidated their titles. One previously held the title Director of Policy and the other recently came on

as an Administrator. Griffin added that the individual responsible for policy, is now responsible for much of the advocacy work being done and the Administrator is maintaining the website and social media posts.

Griffin resumed reporting that the CoC will assume ownership of the Commission's intellectual properties such as its website and all other assets will transfer to HSN. It is expected that the HSN Board will vote to accept the money and commit to spending it as originally intended.

Griffin asked the board to recall the conversation on keeping CFCH in dormancy. The legal advice received was to dissolve the Commission and absolve itself of any [potential] legal liabilities. He indicated that we will need to hire an attorney to do this, and extended an invitation to the members present for suggestions on whom would be a suitable attorney to retain. Dr. Jett asked if we had an attorney on the Board. McKinney replied that she resigned due to schedule conflicts.

Communications

Griffin indicated that a plan has not been written. He has asked all persons present to forward all about this process to either Dr. David Swanson or himself. He reiterated that the opportunity we have been presented with in this process, the ability to have the decision makers on this community become more aware of the needs for accomplishing our goals, is immense and we would like to minimize any possibility of jeopardizing this process moving forward smoothly and without hesitation.

Dr. Jett asked how we are communicating money commitments to the donors of the CFCH. Vice Chair McKinney responded that this is being handled by CFCH's Board treasurer. Jett inquired further about us receiving the list of their donors. McKinney noted that they have but are taking the lead on keeping in touch with them.

Griffin interjected that things seem to be positive. Are will be following up on the administrative aspect. A challenge we have now is that the communication to the CFCH board has not been as robust as our conversations on the CoC/HSN side. It is anticipated that once Dr. Swanson returns then there will be more clarity on communication.

Griffin continued that he believes this process can be completed by September 1st, but that lynchpins upon the ability to communicate clearly and fluidly. Are commented that it is important for HSN staff and/or CoC Board members present to be involved in the conversations. We need to be able to explain, what the CoC is; especially to the members of the CFCH who are looking at coming on.

Director Kimberlee Riley asked for clarification on the holistic communication plan. She continued that in order to maintain the donor intent, aren't we to leave here believing that donors are aware of what will happen, and that HSN will continue to ensure their donation will be spent the way they intended. McKinney reassured that before HSN receives any funds, we will ensure donors are onboard with the transition. He continued that if they are not onboard, their funds will be returned before the transition occurs.

Riley remarked that it would be useful to have the communication priorities narrowed down and that there should be written communication with the donors.

Griffin acknowledged Riley's concerns, while stating that he believed the most important communication priority at present is internal. He continued that while we are limited in controlling what happens externally, we are fully able to control what happens here. It is hoped that once

Dr. Swanson returns we will get a coordinated communication plan in place. We will also need to have conversations with members of the board both active and inactive.

General Remarks on Alignment Process

Dr. Jett remarked that though he is not really concerned about this board, whenever entities look to merge, the transition period is critical and it is hoped that we are moving diligently. Griffin commented that we are comfortable with the financial situation. Coming in we were not clear on their financial position, but we are in a better position.

Director Celestia McCloud commented that especially with jurisdictions going thru budget process there needs to be clearer communication. The money given to the commission hasn't been discussed. Are asked if there was something else we need to be doing in Osceola County.

McKinney added that the expectations for the jurisdictions to maintain their commitment to the Commission. McCloud shared that they see where Orlando has been asked to give, but the same communication has not happened with Kissimmee. Riley added that these questions are just to receive clarity and not present criticisms.

Assignment of Advocacy, Communications & Development Functions

Griffin informed the group present that it is agreed for HSN to assume the advocacy, communications and development functions of the Commission. He noted the goal will not be to increase the bureaucracy. Instead, the expectation will be to hire someone to focus on communications in general, and then spend money to contract out the development and advocacy functions. Griffin continued that these decisions won't be made final until the new board is constituted.

HSN Vice Chair Thomas Chatmon commented that HSN will be looking at a substantial change in its structure to accommodate what has been proposed. He cautioned that HSN is not capable of handling unfunded activities. We are not in a position to handle new functions coming over if funding is not secured. The jurisdictional side looks stable, but there needs to be assurance that this is being considered. We can't be presumptuous.

Chatmon expressed concern about the October 1st deadline, noting that all of the proposed functions won't be coming together by then. He then asked for clarity on what is expected to happen by this date. Griffin responded that it is expected to have the CoC and CFCH come together as one and have an agreed structure accounting for all the roles being assigned appropriately.

*Dr. Swannie Jett moved to approve the proposed structure for the newly merged board. This motion was seconded by Mr. Thomas Chatmon and **passed unanimously.***

APPROVE MINUTES

*Ms. Amy Donley moved to approve the minutes recorded for the joint meeting of the CoC and HSN Board of Directors held on June 28, 2019. Mr. Thomas Chatmon seconded the motion. **All were in favor.***

The meeting adjourned at 9:15 am.