



***AGENDA – Executive Committee Meeting***

***ARPC/BBCoC Office  
2507 Callaway Rd. #200  
Tallahassee, FL 32303  
Call in Conference Number: 1-888-670-3525  
Conference Code: 9063278677#***

***October 20, 2017  
10:00am – 11:30pm***

**Members present: Jim McShane, Liz Rivero, Amanda Wander, Tom Pierce, Meg Baldwin, Dan Moore, Kristin Dozier, Janet Bard Hanson (phone) and Sylvia Smith.  
Staff present: Mia Parker, Johnna Coleman, Raquel Wiles, and Paul Fortier**

**Welcome**

**J. McShane**

--Chair McShane opened the meeting with a welcome at 10:03 a.m.

**Approval of the minutes (pg.1-20)**

**Motion Required**

5/31/17 Full Board Meeting Minutes, 7/26/17 Executive Board Meeting Minutes, and 8/30/17 Full Board Meeting Minutes were approved.

(5/31/17) Changes- Amanda Wander would like to add “survey” after Needs Assessment on page 3 under Needs Assessment and Planning Committee report.

*Motion to approve all minutes with noted modification made by Liz Rivero. Tom Pierce seconded. None opposed. Motion passed unanimously.*

--Chair Jim McShane asked that from now on all meetings be scheduled until June 2018 and that all Executive Board and Full Board Agendas go out at least 1 week, preferably 2 weeks, in advance of the meeting to ensure that members have time to review.

### **NOFA Update**

**Mia Parker**

--Mia Parker stated the HMIS and Renewal portions of the NOFA Application was available on CoC's website and that the Planning and Priority Listing would be available by COB on 10/20/17. The Executive Committee will have until COB 10/25/17 to review and submit edits to staff. The full project will be resent to the committee once corrections and edits are made. The NOFA application is scheduled to be submitted after the Full Board Meeting on 10/31/17 prior to the application submission deadline of November 2, 2017. The Board expressed their concern with the tight deadline and would like more progress updates in the future.

--The Board has recommended that the presentation of the NOFA Application to the Full Board concentrate on the following:

- Summary of the overall application.
- Summary of the responses to the deficiencies indicated in last year's scoring briefs.
- What are some actions steps that need to be taken to build a better application for next year (what opportunities need to be sought)?
- What are the performance targets that our CoC needs to reach?

### **Committee Reports**

#### **Non-Profit Status**

**Mia Parker**

--Mia Parker stated that she has gotten all the documentation to Jania. There needed to be a few revisions made to the financial portion and that the application would be sent, likely early in the week.

#### **Coordinated Entry Report**

**J. Bard Hanson/Johnna Coleman**

--Johnna Coleman stated that the Coordinated Entry Committee would be meeting in mid-November. She and Kat Jacobs, FSU intern, have been working on the Coordinated Entry Self-Assessment. The CoC HMIS team are revamping the workflow and trainings

will begin late Nov/early Dec. The November CoC Networking meeting will be specifically on Coordinated Entry.

**HMIS Report (pg.21-27)**

**Mia Parker/Paul Fortier**

--Paul Fortier briefly reported on the last HMIS meeting (minutes attached to the agenda packet). He stated that he and Raquel are working on submitting the AHAR (first draft due 10/31/17).

Johnna Coleman asked for approval of the Point in Time date, 1/22/18, to be approved.

*Motion to approve January 22, 2018 as Point in Time date made by Amanda Wander.*

*Dan Moore seconded. None opposed. Motion passed unanimously.*

**Charter Revision and Membership Discussion**

**Mia Parker**

--Kristin Dozier stated that there had been some discussion of Charter revisions in the past. She sent out an email (members were provided in hard copy in today's meeting) that listed several items that needed to be addressed. Meg Baldwin suggested that there be a committee formed to review and make revisions. The Executive Board agrees that an Ad Hoc Charter committee is needed and Meg Baldwin, Tom Pierce, Kristin Dozier, and Sylvia Smith will form the committee. They will begin to meet in November and report back to the board.

-- Chair McShane stated that there needed to be some solicitation of members before the November Membership meeting. For members currently holding seats, there should be some communication as to whether they would like to continue. Then solicitations for open slots need to go out so that nominations to be made. Meg Baldwin suggest that an "Outreach Team" be formed to tackle the engagement of outer counties. Kristin Dozier agrees and offers to share the Power Point from her Wakulla County presentation. Kristin encourages the staff, for both PIT and CoC engagement/member solicitation, to get on the agenda for county commissioner meetings.

**Adjourn**

Meeting adjourned by Chair McShane at 12:23 pm.

