



Semiannual Full Membership and Board Meeting
Thursday, April 13th, 2023 – 11:00am-12:30pm

MINUTES

Board Members Present: Johnna Coleman, Jim McShane, Mandy Bianchi, Holly Bernardo, Commissioner Dianne Williams-Cox, Commissioner Rick Minor, Emily Mitchem, Barbara Wills, Brenda Williams, Vicki Butler, Commissioner Chuck Hess, Frank Norris, Greg Downing, Chuck White, Horace Thompson, Dr. Kimball Thomas, Commissioner Doyle Brown, Gwynn Virostek, Commissioner Donnie Waldrep, Commissioner Ronnie Moore, Shington Lamy

Meeting Attendees: Dr. Lona Ford, Sarah Grindle-Rollins, Eric Layton, Broderick Seabrooks, Jeff Kane, Lovena Basquin, Tranesia Walker, Marie Vandenberg, Barry Walker, Gene Jager, Danni Hickey, Amber Tynan, Justin Barfield, Jackie Fortmann, Abigail Sanders, Anita Morrell, Ashlee Barbel, Graciela Marquina, Freddy Branham, Alma Venisee, Tamika Fields, Amanda Wander, Abena Ojetayo, Carol Weissert, Elaine Webb, Michael Hightower, Jay Reeve, Liz Rivero, Tony Franklin, Tracy Simmons, Sierra Bush-Wester, Sylvia Smith, Shirley O’rear, Jodi Wilkof, Ariel McPherson, Robyn Wainner, Katherine Del Signore, Melissa Walton, Taketha Branton

MEMBERSHIP MEETING

1. Call to Order – Jeanne’ Freeman, Board Chair

Jim McShane called the Membership Meeting to order at 11:01 am.

2. System Performance Measures 2022 Presentation – Eric Layton, HMIS Training and Data Director.....**Pg. 1**

- Eric presented the seven System Performance Measures to the board and explained that these measures range from October 2021 – September 2022. The entire SPM’s are listed on our website www.bigbendcoc.org.

Question/Answer

Commissioner Rick Minor asked if the System Performance Measures would be presented during their workshop in May, and if possible, a Final Summary slide be presented for the Commissioners, along with the data.

Johnna explained that only a portion would be presented during that time, and we would also be able to present a Final Summary slide.

Commissioner Dianne Williams-Cox added that we need more resources to support the data presented, although she commended the CoC with the details presented.

3. Membership Roster and Dues Paid 2023 – Jeanne’ Freeman, Board Chair..... **Pg. 12**

Johnna Coleman

- Any changes to board member alternates need to be submitted to the CoC, and we will get the names updated to reflect on our Board Roster.
- The deadline for Membership Dues was March 31st, although, the date has been extended to April 31st to allow extra time to submit to the CoC.

4. General Membership Announcements

5. Adjournment of Membership Meeting

Membership Meeting was adjourned at 11:20am by Jim McShane.

BOARD MEETING

1. Call to Order – Jeanne Freeman, Board Chair

Jim McShane called the Board Meeting to order at 11:20am.

2. Consent Agenda

- a. January 12th, 2023 BBCoC Board Meeting Minutes..... **Pg. 16**
- b. Committee Meeting Minutes since January 2023.... **Pg. 20**
- c. January-March 2023 Financials..... **Pg. 27**
- d. January-March 2023 Contracts Spending Update..... **Pg 32**
- e. Big Bend CoC Financial Policy and Procedures Handbook Draft..... **Pg. 34**
- f. Big Bend CoC Code of Ethical Conduct Revision Draft..... **Pg. 75**
- g. CoC Staff Report..... **Pg. 77**

Motion to approve Consent Agenda was made by Commissioner Dianne Williams-Cox and seconded by Emily Mitchem. None opposed. Motion and motion carried and passed unanimously.

3. Discussion Items

- a. PIT and HIC 2023 Draft and Vote Submit Report to HUD 4/30/23 – Johnna Coleman, Executive Director and Eric Layton, HMIS Training and Data Director **Pg. 80**

Johnna Coleman

- The HIC was a drawback from HMIS providers, although, it did not affect the PIT numbers.
- There was an increase in numbers, not only in Tallahassee, but statewide. We will send out a Press Release with information and numbers indicating a state and national increase. These numbers were taken from the night of the PIT count.
- Counties surveyed for PIT were Leon, Gadsden, Wakulla, Taylor and Franklin.
- Unaccompanied youth increased from 28 last year to 40 this year, and unsheltered homelessness increased from 168 last year to 269 this year.

Motion to approve PIT and HIC 2023 Draft was made by Mandy Bianchi and seconded by Vicki Butler. None opposed. Motion carried and passed unanimously.

- b. DCF ESG-CV 3 Proposed Budget..... **Pg. 89**

Johnna Coleman

- DCF informed us of additional dollars from ESG-CV3, which is the third round of funding, and we have provided a budget and submitted to DCF.
- Met with each agency for capacity to take additional dollars and provided the budget to the board for approval.
- Agencies were on stand-by to receive the additional funding and they have been given an extension through 2024 to spend the dollars.

- c. **BBCoC** HUD CoC Competition Award- NOFA 2022..... **Pg. 90**

Johnna Coleman

- The CoC received the information from HUD pertaining to the NOFA 2022 and it has been sent out.
- A new project was awarded to A Place Called Home in the amount of \$154,000.

- We scored very low on the Domestic Violence Rapid Rehousing Project, and funding was not allotted. We hope to apply for new bonus dollars in the future for this project.

d. Committee Reports..... **Pg. 91**

- i. Coordinated Entry Committee – Mandy Bianchi, Committee Chair

Johnna Coleman

- Committee met and discussed policies and workflow, and the Committee Report is included with Minutes in board packet.
- Reach out to Mandy or Tranesia with questions regarding Coordinated Entry.

- ii. HMIS Committee – Jim McShane, Committee Chair

Jim McShane – Everything has been previously presented for HMIS. No additional updates.

- iii. Needs Assessment and Planning Committee, Chair Needed

- a) Meeting Series

Johnna Coleman

- Flyer was sent out with meeting series:
 - Networking and Resources – discussion on agency resources that are currently available,
 - Unsheltered Homelessness – we will address limited emergency shelter capacity and an overview of current street outreach teams efforts,
 - Homeless Prevention, Rental Assistance & Landlord Engagement – discussion on unit availability and utilizing additional dollars to serve those in the community that's in need.
- Those agencies who are not utilizing coordinated entry will talk about getting use out of it to serve those in need.

- iv. Project Review and Performance Committee, Chair Needed

Johnna Coleman

- We have funding from HUD that will be released early July and August.
- Have worked with Dr. Lona Ford, BBCoC Finance Director, in streamlining projects to be placed on-line.
- Please reach out if anyone is interested in becoming the Chair of this committee.
- Jim McShane asked if we have anyone on the Board who may be associated with the colleges who could help with the review process. Johnna responded that Melissa Radey and Barbara Wills are still active on the board, although, they are not always available to participate due to their roles changing in their current work positions.

- v. Executive Committee-Jeanne' Freeman, Board Chair

Johnna thanked the Executive Board for assisting her thus far and no updates to report from the committee at this time.

- vi. Racial Equity Work Group – Taylor Biro, Committee Chair

Dr. Lona Ford

- The Committee met during our monitoring period and discussed purpose and to revamp to determine the overall continued interest in the work group.

Johnna Coleman

- The Racial Equity Survey has been sent out and Johnna thanked everyone who completed the survey. Will work with Taylor and review the survey and provide a summary of the report soon.

6. County Updates

- a. Franklin – **No Update**
 - b. Gadsden – **Alma Venisee (Investing in our Youth, Inc.)**
 - We placed 22 clients into permanent supportive housing in the month of July.
 - We have a total of 6 clients on the waitlist.
 - We have exhausted all funding and not enough affordable housing in Gadsden County.
 - We are desperately in need of homeless prevention dollars due to clients being evicted because the moratorium has ended, and landlords have begun requesting rent payments from tenants.
 - c. Jefferson – **No Update**
 - d. Leon – **Shington Lamy**
 - The County will be hosting a workshop May 23, 2023, on Homelessness:
 - We will submit to the board a comprehensive overview.
 - Summarize performance metrics and PIT Count partnership and investments.
 - Short-term long-term unsheltered homelessness.
 - The County will be launching Homeless Service Leadership meetings next week.
 - There will be DI training available to CHSP agencies in the spring, which will be optional, and open to members of staff also. These trainings will be hosted in spring and fall.
- Anita Morrell – City of Tallahassee (CoT)**
- CoT will launch utility and rental assistance opportunities to clients that will need to be spent by September 30th. Will send out information on this program.
 - Commissioner Williams- Cox announced that the City was hosting a summer program Expo. More information will be sent out to respective agencies.
- e. Liberty – **No Update**
 - f. Madison – **No Update**
 - g. Taylor – **No Update**
 - h. Wakulla – **No Update**

7. Public Comment/Announcements

Amber Tynan – UPHS

- The Department of Economic Opportunity (DEO) made an announcement that they have exceeded their budget authority of its 2022-23 State Legislative budget, and this will affect utility and rental assistance for clients, and will affect thousands of families specifically those who received funding from Capital Area Action Agency.
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8. Adjournment of Meeting

Jim McShane thanked everyone for attending and for their excellent work in the community.

Johnna thanked everyone and explained that the CoC is always available if anyone should need anything, please give the office a call or contact her directly.

Board Meeting was adjourned at 12:00 pm.