



Semiannual Membership and Board Meeting

October 12th, 2023 – 11:00am-12:30pm

Teams Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjdiN2Y0MjktMTUxZC00NmJlLTK4NmEtYjFjMzExMmU4ZmNk%40thread.v2/0?context=%7b%22Tid%22%3a%22a3176375-25d9-4b56-8bff-c7dd9a42805d%22%2c%22Oid%22%3a%2269c2868b-a758-495b-b5eb-1cfa847434d%22%7d

Meeting ID: 251 951 511 963 **Passcode:** B4a7yo

Call-In: 323-618-1840 **Phone Conference ID:** 685 885 093#

AGENDA

Membership Meeting

1. Call to Order- Jeanne' Freeman, BBCoC Board Chair
2. Membership Roster and Dues Paid 2023-2024
3. Board Nominations and Elections
4. Quarterly Board Meeting Schedule for 23/24
5. General Membership Announcements
6. Adjournment of Membership Meeting

Board Meeting

1. **Call to Order** – Jeanne Freeman, Board Chair
2. **Consent Agenda**
 - a. July 13, 2023, Board Meeting Minutes
 - b. Executive Committee Meeting Minutes (August and September 2023)
 - c. Needs Assessment and Planning Meeting Committee Minutes (May 2023 Sessions)
 - d. HMIS Committee Meeting Minutes- August 2023
 - e. Finance
 - i. 23/24 Budget
 - ii. Financial Report
 - f. July to September 2023 BBCoC Staff Report
3. **Discussion Items**
 - a. BBCoC Staff Presentation
 - a. Administrative
 - i. PIT 2024 Timeline
 - b. Finance
 - c. HMIS
 - d. Coordinated Entry
 - e. Landlord Engagement
 - f. Street Outreach
 - b. Committee Updates
 - i. Appointment of Committee Chairs

- ii. Proposed Committee Meeting and Partner Call Schedule for 23/24
- iii. Executive Committee
- iv. Application and Project Performance Review Committee
- v. Coordinated Entry Committee
- vi. HMIS Committee
- vii. Needs Assessment and Planning Committee- Updates on Priorities
- viii. Ad-Hoc Racial Equity Workgroup

4. Partner Updates

- | | | |
|------------------------|--------------------|-------------------|
| a. City of Tallahassee | b. Leon County | c. Gadsden County |
| d. Wakulla County | e. Franklin County | f. Taylor County |
| g. Jefferson County | h. Liberty County | i. Madison County |
| j. Partner Agencies | | |

5. Public Comment/Announcements

6. Adjournment of Meeting

Name	Seat Type	Date Elected or Appointed	CoC Board Seat	Employment	Alternate Representative	Board Committees	Term Ends
1. Diane Williams Cox	Appointed	2021	Tallahassee City Commission	City Commissioner	Kimble Thomas		2023
2. Rick Minor	Appointed	2021	Leon County Commission	County Commissioner	Shington Lamy		2023
3. Noah Lockley	Appointed	2021	Franklin County Commission	County Commissioner	Erin Griffith		2023
4. Ronterious Green	Appointed	2021	Gadsden County Commission	County Commissioner	Edward Dixon		2023
5. Steven Walker	Appointed	2021	Jefferson County Commission	County Commissioner	Parrish Barwick		2023
6. Doyle Brown	Appointed	2021	Liberty County Commission	County Commissioner			2023
7. Donnie Waldrep (District 2) Ronnie Moore (District 3)	Appointed	2021	Madison County Commission	County Commissioner			2023
8. Thomas Demps	Appointed	2021	Taylor County Commission	County Commissioner			2023
9. Chuck Hess	Appointed	2021	Wakulla County Commission	County Commissioner	Quincee Messersmith		2023
10. Johnna Coleman	Appointed	2022	CoC Lead Agency (non-voting)	Executive Director- Big Bend CoC			
11. Frank Norris	Elected	2022	Veterans Administration	Program Supervisor/VA - HUD VASH/		Executive Committee	2024
12. Jim McShane	Elected	2022	Employment Services	CEO/ CareerSource Capital Region		Executive Committee- Past Chair & Treasurer/ HMIS Committee Chair	2024
13. Jeanne Freeman	Elected	2022	Healthcare Provider	CEO, Neighborhood Medical Center, Inc.		Executive Committee- Chair	2024
14. Barbara Wills	Elected	2020	Higher Education	Vice President, Administrative Services & Chief Business Officer, Tallahassee Community College		Executive Committee	2024
15. Emily Mitchem	Elected	2022	State Certified Domestic Violence Provider	Executive Director/Refuge House		Executive Committee	2024

Name	Seat Type	Date Elected or Appointed	CoC Board Seat	Employment	Alternate Representative	Board Committees	Term Ends
16. Mandy Bianchi	Elected	2022	Center for Independent Living	Executive Director/Ability 1 st			2024
17. Nick Maddox	Elected	2022	Family Emergency Shelter Provider	Executive Director/Big Bend Homeless Coalition			2024
18. Horace Fred Thompson	Elected	2022	Homeless/Formerly Homeless Individual			Project Review Committee Member	2024
19. Brenda Williams	Elected	2022	Public Housing Authority Provider	Executive Director/ Tallahassee Housing Authority			2024
20. Jay Reeve	Elected	2022	Mental Health Services	President, CEO Apalachee Mental Health Center	Ashlee Barbel		2024
21. Gwen Virostek	Elected	2022	Homeless Youth Service Provider	Executive Director/ Capital City Youth Services	Justin Barfield		2024
22. Melissa Radey	Elected	2022	Higher Education	Professor, FSU School of Social Work			2024
23. Jessica Lowe	Elected	2022	Public School System	Homeless Liaison/Families in Transition Project Coordinator			2024
24. Vicki Butler	Elected	2022	Emergency Shelter Provider	Executive Director/CESC, Inc			2024
25. Chuck White	Elected	2022	Private Business Sector	Affordable Housing Consultant/Beatitude Foundation Contractor, CESC, Inc.			2024
26. Taylor Biro	Elected	2022	Homeless/Formerly Homeless Individual				2024
27. Fatima Oleabhiele	Elected	2022	Policy and Planning Specialist	Capital Area Community Action Agency-Quality Assurance Manager			2024
28.	Elected		Homeless/Formerly Homeless Youth	CCYS Youth Council Member			
29. Matthew Knee	Elected	2022	Rapid Rehousing and Homeless Prevention Service Provider	Executive Director/Catholic Charities	Tracey Campbell		2024
30. Lizbeth Murphy	Elected	2022	Early Learning Provider	CEO/ Early Learning Coalition of the Big Bend Region			2024
31. Greg Downing	Elected	2022	At- Large	Former Gadsden County School Board		Project Review Committee Member	2024

Big Bend CoC Membership Roster 2023-2024

Dues Paid		
Board Member	Membership Type	Agency
Rick Minor	GOV. 1000	Leon County Commission
Diane Williams-Cox	GOV. 1000	City of Tallahassee Commission
Chuck Hess	GOV. 500	Wakulla County Commission
Ronterious Green	GOV. 500	Gadsden County Commission
	Non-Profit	Investing in our Youth
	Non-Profit	International Rescue Committee Anti-Trafficking
Jeanne' Freeman	Non-Profit	Neighborhood Medical Center, Inc
	Non-Profit	United Partners for Human Services
Gina Dozier	Non-Profit	Capital City Youth Services
Jim McShane	Non-Profit	Career Source Capital Region
	Non-Profit	Catholic Charities of Northwest Florida
Barbara Wills	Non-Profit	Tallahassee Community College
Fatima Oleabhiele-Alexander	Non-Profit	Capital Area Community Action Agency
	Non-Profit	Safe Families for Children Alliance
Mandy Bianchi	Non-Profit	Ability 1st (Center for Independent Living)
	Non-Profit	Apalachee Center, Inc
	Non-Profit	Legal Services of North Florida, Inc.
Brenda Williams	Non-Profit	Tallahassee Housing Authority
	Non-Profit	Emergency Care Help Organization (ECHO)
	Non-Profit	Good News Outreach
Nick Maddox	Non-Profit	Big Bend Homeless Coalition
	Non-Profit	Survive and Thrive Advocacy Center
	Non-Profit	Brehon Institute for Family Services
Vicki Butler	Non-Profit	CESC/The Kearney Center
	Non-Profit	Big Bend Cares
	Religious	Jeffji Music Ministries
	Religious	First Presbyterian Church
	Religious	Tallahassee Quaker Meeting
Frank Norris	Concerned Citizen	Veteran's Administration
Chuck White	Concerned Citizen	
	Concerned Citizen	
Horace Thompson		Homeless/Formally Homeless
Tranesia Walker		Homeless/Formally Homeless
Taylor Biro		Homeless/Formally Homeless



Semiannual Membership and Board Meeting

October 12th, 2023 – 11:00am-12:30pm

Elected Board Members (Terms 2023-2025)

CoC Board Seat	Name of Appointee	Alternate
Tallahassee City Commission	Diane Williams Cox	Kimble Thomas
Leon County Commission	Rick Minor	Shington Lamy
Franklin County Commission	Noah Lockley	Erin Griffith
Gadsden County Commission	Ronterious Green	Edward Dixon
Jefferson County Commission	Steven Walker	Parrish Barwick
Liberty County Commission	Doyle Brown	
Madison County Commission	Donnie Waldrep (District 2) Ronnie Moore (District 3)	
Taylor County Commission	Thomas Demps	
Wakulla County Commission	Chuck Hess	Quincee Messersmith

Member Updates

CoC Board Seat	Name of Appointee
Public School System	Jessica Lowe
Family Emergency Shelter Provider	Nick Maddox

Committee Chairs Vacant- Nominations Requested

Committee Chairs Vacant
Needs Assessment and Planning
Racial Equity Workgroup
Application and Project Review Committee



BBCOC BOARD AND MEMBERSHIP MEETINGS SCHEDULE 2023-2024

Thursday, January 11, 2024 11am-12:30pm	Full Board Meeting Only
Thursday, April 11 th , 2024 11am-12:30pm	Full Board and Membership Meeting with Board Member Nominations, Officer Nominations, and appointment of Committee Chairs
Thursday, July 11 th , 2024 11am-12:30pm	Full Board Meeting Only
Thursday, October 10 th , 2024 10am-12:30pm	Full Board and Membership Meeting with Board Member Nominations, Officer Nominations, and appointment of Committee Chairs

Please check our website for location and zoom call in information at www.bigbendcoc.org . Calendar Invitations will be sent to all Board and Committee Members as well as the General Membership and notices will be posted through social media and our mail distribution list through MailChimp.

COMMITTEE MEETING SCHEDULE 2023-2024

EXECUTIVE COMMITTEE: 3rd Tuesday, EVERY MONTH AT 3 PM

COORDINATED ENTRY COMMITTEE: 3RD WEDNESDAY, EVERY OTHER MONTH AT 10 AM

HMIS COMMITTEE: 2ND WEDNESDAY, EVERY OTHER MONTH AT 10 AM

NEEDS ASSESSMENT AND PLANNING COMMITTEE: 3RD WEDNESDAY, EVERY OTHER MONTH

APPLICATION AND PROJECT PERFORMANCE REVIEW COMMITTEE: TWICE PER YEAR

RACIAL EQUITY COMMITTEE: EVERY OTHER MONTH

OTHER WORKGROUP AND REGULAR MEETINGS

CASE STAFFINGS

Monthly Partner Call: 1st Thursday, EVERY MONTH AT 1 PM

- CHRONICALLY HOMELESS CASES- 1st and 3rd Thursday of each month at 9 am
- VETERANS CASES- 2nd and 4th Tuesday of each month at 2:30 pm
- RAPID REHOUSING CASES- 2nd Wednesday of each month at 1:00 pm
- FAMILY CASES- 1st Thursday of each month at 11 am
- OUTREACH COORDINATION MEETINGS – 2nd and 4th Tuesday of each month at 1:30 pm
- HMIS & DATA TRAINING SESSIONS – Each month as needed for New Users and Refresher Updates



Quarterly Full Board Meeting

July 13th, 2023 – 11:00am-12:30pm

MINUTES

Board Members: Jeanné Freeman, Johnna Coleman, Jim McShane, Commissioner Dianne Williams-Cox, Commissioner Rick Minor, Emily Mitchem, Brenda Williams, Commissioner Chuck Hess, Chuck White, Horace Thompson, Dr. Kimball Thomas, Gwynn Virostek, Shington Lamy, Katherine Del Signore, Taylor Biro, Frank Norris

Meeting Attendees: Dr. Lona Ford, Sarah Grindle-Rollins, Eric Layton, Broderick Seabrooks, Jeff Kane, Danni Hickey, Amber Tynan, Jackie Fortmann, Anita Morrell, Freddy Branham, Alma Venisee, Abena Ojetayo, Carol Weissert, Melissa Bourcier, Eleanor Vlick, Abigail Sanders, Cathy Campbell, Liz Rivero, Robyn Wainner, Taketha Branton, Cheval Breggins, Rob Renzi, Matthew Campbell, Bret Oglesby

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

Jeanné called the Board Meeting to order at 11:04am by welcoming everyone.

2. Consent Agenda

- a. April 13th, 2023 Membership and Board Meeting Minutes
- b. April to June 2023 Finance Report
- c. BBCoC Staff Report
- d. Designation of Big Bend CoC as HUD Collaborative Applicant and HMIS Lead
(Requires a motion to approve BBCoC as Collaborative Applicant and HMIS Lead)

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

3. Discussion Items

- a. DCF Funding
 - i. BBCoC and Sub-Contact DCF ESG-CV Amended Contract 2023-2024
Proposed Allocations – **Johnna Coleman**
 - We are waiting to receive the Amendment to the 3-year contract and include the new dollars into contracts that was allotted through legislation of this year. We have not received the information yet to move forward, although we are aware of the dollar amount that was awarded, and we have informed each agency of their award.
 - ii. 2022-2023 DCF ESG, TANF, and CHALLENGE Balance Report
 - ESG-CV3 has been awarded and agencies have been notified of their amounts. This information is in the board packet along with the Final Balance Report for the 2022-23 funding.
 - Dr. Lona Ford has zeroed out the contract by working along with each agency and Johnna thanked the agencies for submitting their Invoices in a timely manner.

- DCF ESG and TANF have been mailed and we are waiting for clearance from DCF regarding the Challenge grant, and afterwards checks will be distributed. Questions regarding agency dollar spending, please contact Lona or Johnna at the CoC.
- Lona is working on ESG CV Contracts and Invoice Summaries, which will be distributed to agencies as soon as possible.

b. ARPA Funding

i. 2022-2023 ARPA Spending Update

Johnna Coleman

- ARPA funding for 2022-23 extends through September 2023 and we are working with the City/County for new 2023-24 ARPA awards, which should begin 10/1/23. Agencies will be notified upon finalization.

c. HUD NOFO 2023 CoC Competition Brief- [FULL NOFO](#)

Johnna Reported:

- HUD has prematurely released the funding stream for NOFO, although, they haven't released any dollar amounts.
- The CoC is preparing for NOFO by updating policies, along with scoring tools.
- We will send out a request for project review committee members after the calendar has been sent with dates needed to review.
- Projects did not change this year and there is a bonus opportunity for a DV program, along with new project dollars, reallocation, and renewal projects.
- An update of new changes is included in the board packet, and we have included the link above indicating the location of the FULL NOFO packet.
- The NOFO is a community application, therefore, we will need community partners and agencies to assist in writing the application, and Letters of Support will be required for submission. If you have an interest, please let Johnna know.

d. Committee Reports

i. Coordinated Entry Committee – **Johnna Coleman**

- The Coordinated Entry and HMIS Committee meetings were both cancelled for the month of May due to a lack of information to update.
- Tranesia Walker, former Coordinated Entry Director, is no longer employed with the CoC, and the position is open for applicants to apply. Johnna thanked the CoC staff for their assistance in helping her with tasks for this position until an applicant is hired.

ii. HMIS Committee – **Eric Layton**

- The Learning Management System (LMS) was launched after three years of work with approximately eleven other CoC's throughout FL and GA towards getting it ready to automate training and assist trainers with other communities to shift from training to Data Quality and Analytics. This can be viewed at www.learnhmis.org.
- The CoC was honored to be selected by the 21st Century Council and FSU College of Education Foundation as the recipient of the Roger Kaufman Exemplary Agency Award for Data Quality and Dashboards.

Johnna Reported:

- The Award was presented to the CoC at the UPHS Conference and Johnna thanked Amber Tynan, Executive Director, and her staff for the presentation of \$1,000 gift to the CoC.
- Johnna gave kudos to Eric for the development of the LMS, utilizing spare and work time to do so. Very proud of Eric!

iii. Needs Assessment and Planning Committee – Johnna Coleman

- Committee met once in April and twice in May.
- Minutes from meetings are completed, although Johnna would like to summarize the outcome of each meeting, and this should be sent out within the next few days.
- Attendees brought to the table several ideas and solutions that we would like to incorporate through funding sources and the Homelessness Assistance Plan.

iv. Racial Equity Committee – Johnna Coleman

- Committee need a chair and will work along with staff to distribute material for each committee that needs a chair to gather information of those that's interested in joining the committees as well as someone volunteering to be the chair of the committee. Johnna explained that the Needs Assessment and Racial Equity committees are already formed, just in need of a chair.

v. Project and Application Review Committee – Johnna Coleman

- Need approximately 3-5 individuals to work on this committee.

4. Partner Updates

a. City of Tallahassee

No Updates

b. Leon County – **Shington Lamy**

5. The County held a Homelessness Workshop in partnership with the CoC and our homeless providers in May. Several actions were presented to the Board to build on efforts to reduce homelessness in Leon County:

- Establishing a Community Engagement position at the CoC office to engage and educate the community regarding homelessness.
- Continued funding for Street Outreach Teams, Permanent Supportive Housing (PSH), training and technical support to build capacity within agencies of our homeless providers in partnership with the City and funds that were provided to the CoC through ARPA funding. Shington explained that the County is trying to get the Contract in force within the next few weeks.
- The Board expressed their continued support to the Sheriff HOST Deputies who work closely with unsheltered homelessness in the community.
- Allocated \$500 to expand Day Services in emergency shelters to reduce homelessness and contracts should be forthcoming within the next few weeks.
- The Board adopted a campaign to reduce panhandling by installing signs within the medians that have high frequency panhandling to bring focus on our communities giving towards our agencies instead of the panhandler. Shington explained that every person in the median is not homeless and an alternative to our community that would like to give a donation could instead donate to the CoC, also educate themselves on the various resources that we offer to address homelessness.

- Working on bringing an ordinance to the Board to make it unlawful to hold a sign in the median for campaigning, fundraising, etc. due to unsafe conditions standing in the median and we will bring information back to the County Commission in the Fall. Shington explained that this ordinance would not apply to persons on sidewalks, only in the median.
 - Bringing options to the County Commission in November as part of a workshop on Human Services and CHSP for establishing a long-term dedicated Line-Item funding for emergency shelters. Working closely with Johnna as well as the City and providers to look at recommendations.
- c. Gadsden County
No Updates
 - d. Wakulla
No Updates
 - e. Franklin
No Updates
 - f. Taylor
No Updates
 - g. Jefferson
No Updates
 - h. Liberty
No Updates
 - i. Madison
No Updates

Jeanné stated that she has tried reaching out to each rural county to get representation at our meetings but hasn't had success in doing so. She stressed the importance and asked for suggestions to form communication from those counties.

5.Public Comment/Announcements

Taylor Biro Reported:

- There are some great initiatives from the ARPA grant, although the campaign is not in the guidelines to what HUD told us to do as advocates for the CoC. Taylor explained:
 - One of the goals for the CoC is to redistribute the authority from the City/County back to the experts on homelessness.
 - HUD reported that the system on homelessness wasn't working due to the City/County placing a huge focus on unsheltered homelessness that leans towards initiatives that hide the homeless from the public due to businesses complaints regarding the homeless in their business spaces, and home value goes down and crime goes up due to an increase in homelessness. Taylor explained that she did not think these should be funded concerns of the CoC. She also explained that there are several people working for the homeless community, and she doesn't feel as though we should support those things as well.
 - After seeing the anti-panhandling signs Taylor feels as though they are anti-homeless signs, and she feels as though the police in Street Outreach is anti-homeless and has systemic racism, and providing funding for both are systemic racism initiatives.
 - Taylor stated that she likes the work that the CoC is doing in the community, although, she feels that the CoC has enough staff and does not think that the CoC needs to blur the

lines between direct care, especially when many direct care organizations are not fully capable of funding their programs at this time, and she feels that it's causing a harmful power balance.

- Our programs are underfunded, and the problem needs full focus and Taylor feels the panhandling signs are awful, although, she thinks this is only the beginning. The Staffing Director was contacted to bring back an Agenda Item outlining alternatives to sleeping arrangements for individuals currently sleeping in public spaces and the potential impact this has on the County. Taylor believes this can be the County's prerogative and not that of the CoC.
- We have given police officers and sheriff's maps to our homeless camps that were created by Street Outreach teams and now we are making it illegal to camp and sleep in public spaces and illegal to panhandle, and this is being done in the middle of a housing crises.
- We need to go back to our roots and create some internal policies that protect the CoC and requires us to prove an initiative as evidence-based and that it's actually going to work here in our community and find out if it has worked in other places. Other communities have tried the same tactics for anti-panhandling and Police Outreach, and we have seen that it only makes things worse.
- A policy needs to be in place that holds the CoC's feet to the fire for the homeless and not for the needs of the City and County.

Shington's Clarification Response:

- There was not any ARPA funding utilized for the Campaign.
- The Ordinance that the Board asked them to bring back specifically looks at activities in the median and does not have anything to do with the homeless camping nor their sleeping arrangements.

6. Adjournment of Meeting

Jeanné thanked everyone for their time and thoughtfulness that's being put into the CoC and the community. She explained that the task that we face from day to day is huge and if we continue working together and show respect towards everyone's opinion, we will make a great impact on homelessness in our community.

Meeting was adjourned at 11:35am.



BBCOC EXECUTIVE COMMITTEE MEETING

August 15, 2023 – 3:00-4:30pm

Member Present: Jeanne Freeman, Jim McShane, Barbara Wills

Staff Present: Johnna Coleman and Lona Ford

AGENDA

- 1. CoC Financials-** April to June 2023- **pages 2-3**
- 2. BBCoC Office Relocation-** Current Lease ends 12/31/23- **pages 4-33**
 - a. Proposed Timeline – Proposed Move to begin 11/2023 and finalize prior to Christmas holidays
 - b. Proposed Lease- Need to execute by 10/1/23- and notify current landlord by 10/3/23
- 3. Funding**
 - a. ARPA**
 - Community Engagement Position Description- **pages 34-35**
 - Workgroups under of the Needs Assessment and Planning Committee

Workgroup comprised of faith-based organizations, business owners, and other community members interested in providing input and recommendations to the Continuum of Care Board on issues related to local homelessness as well as providing support and advocacy – may be divided into sub work groups with target corridors. Also, workgroup needed for those with lived experience must be a focus for the CoC this year.
 - b. DCF-** Verbal Discussion

Johnna explained that DCF has not given proper information regarding 23-24 funding for staffing and CHALLENGE dollars that should be coming to the CoC. There was also a delay in getting contract amendments from DCF which resulted in a delay in contracts going out to agencies.
 - c. 2023 HUD CoC NOFO**
 - NOFO Calendar- **page 36-37**
 - Local Competition- Letters of Intent- **page 38-42**
- 4. Other Comments/Announcements**
- 5. Schedule of Next Meeting-** **Scheduled for 9/19/23 at 3 pm**

(Next CoC Board & Membership Meeting is 10/12/23)
- 6. Adjourn Meeting**



Executive Committee Meeting

Meeting ID: 257 224 521 556 Passcode: e3iu7A

[Download Teams](#) | [Join on the web](#)

call in (audio only) [+1 323-618-1840](#) Phone Conference ID: 734 510 173#

September 19, 2023

3:00 pm

Members Present: Jim McShane, Jeanne Freeman, and Barbara Wills

Staff Present: Johnna Coleman and Lona Ford

1. CoC HUD NOFA Status Update
2. Proposed 23/24 Budget
3. CoC Moving Timeline
4. Nominations Needed Update
5. Contract Spending Update
 - a. ARPA
 - b. DCF
6. Point in Time 2024 Timeline
7. October 12th Board and Membership Meeting Agenda:
 - I. Board Nominations and Elections
 - II. Board Office Nominations and Election
 - III. HMIS Lead Agency Designation
 - IV. Proposed Quarterly Board Meeting Schedule for 23/24
 - V. Finance
 - a) 23/24 Budget
 - b) Financial Report
 - c) Contract Spending Trend Update (DCF and ARPA)
 - VI. Staff Report
 - a) PIT 2024 Timeline
 - b) Monthly Partner Call Schedule for 23/24
 - c) Built for Zero Relaunch
 - d) Newsletter
 - e) NOFO 23 Update
 - VII. Committee Updates
 - a) Appointment of Committee Chairs
 - b) Proposed Committee Meeting Schedule for 23/24
 - c) Executive Committee
 - d) Application and Project Performance Review Committee
 - e) Coordinated Entry Committee
 - f) HMIS Committee
 - g) Needs Assessment and Planning Committee
 - i. Ad-Hoc Racial Equity Workgroup
 - VIII. CoT, Leon County, & Rural County Updates
 - IX. Partner Agency Updates

8. Other comments

Electronic Votes: 9/13/2023- Approval of Recommendations of Scoring, Tiering and Ranking from Project Review Committee: Jeanne Freeman, Jim McShane, Frank Norris



**Needs Assessment and Planning
Committee Meeting Minutes
Leon County Human Services Conference Room
1000 West Tharpe Street
Tallahassee, FL 32303**

May 17, 2023

1:00 pm

Meeting Attendees: Johnna Coleman, Sarah Grindle-Rollins, Dr. Lona Ford, Jeff Kane, Sara Ramkissoon, Cathy Campbell, David Arnold, Jo Gewanter, Jeannine Fier, Taryan Dorsey, Teresa Fillman, Melissa Bourcier, Ashley Bennett, Danni Hickey, Brooke Arutt, Kimberly Lyles, Monica Smart-Gainous, Jackie Fortmann, Tamika Fields, Alyssa Westmoreland, Mandy Bianchi, Derek Hubble, Marie Vandenberg, Vicki Butler, Carol Weissert, Ashlee Barbel, Emily Mitchem, Graciela Marquina, Amber Tynan, Rob Renzi, Ron Evans, Neeley Cook, Gwynn Virostek

1. Introductions

Johnna began the meeting at 1:09pm with everyone introducing themselves and their workplace to the group.

2. CoC and Agency Updates

Johnna reported:

- Leon County will hold their workshop on May 23rd

3. Identifying Solutions for Unsheltered Homelessness, ES Capacity, and Street Outreach - Please come prepared to write down your solutions on how to address community needs.

Johnna Reported:

- Johnna spoke on unsheltered homelessness and stated that capacity in shelters are underfunded and is a huge problem in the community.
- Problems began with the shutdown of Tillman camp, afterwards, COVID began, and our Street Outreach is also underfunded. Johnna introduced the Street Outreach Teams and explained their roles in the community.
- There are significant mental health issues in our community that needs attention.

4. Next Steps

Johnna explained that the focus on solutions today will be:

- Unsheltered homelessness
- Increase in Emergency Shelter capacity
- Improve Street Outreach Teams effectiveness

Johnna asked everyone to break into teams and discuss issues we are having now and solutions to address client's needs.

Johnna asked everyone to email agency's concerns in the community to her and she will pass the list to our HOST Deputy Pacchioli.

REPORTS FROM TEAMS

Team 1

- Not enough staff and a lack of case managers.
- There is a need to make it easier to obtain a Master's Degree in Social Work.

- Agencies need Rapid Rehousing Programs to supply the need of clients.
- There should be mandatory case management in the agencies.

Gwynn Virostek reported that DCF will allow Bachelor's Degree with experience to take Social Work jobs that requires a Master's Degree. Discussion followed.

Team 2

- Improve Bi-Name List and increase case managers.
- Rapid Rehousing dollars need to be placed with Street Outreach and offer training to Street Team members.
- There is a problem retaining case managers. More funding is needed in this area.

Team 3

- Make sure clients are eligible for services offered.
- More staff needed to get the job done.
- More affordable housing and shelters are needed.
- Training entry level positions on how to deal with clients who are experiencing trauma.

Team 4

- Provide high level training on how to address situations on-site to clients.
- How to link Trafficking clients to services.
- How to identify clients that are in need.
- Need to get information from School Districts on clients that are experiencing homelessness.
- Need hotlines on weekends.
- Collaboration with colleges will strengthen our connections.

Team 5

- It would help to have a mobile unit for clients that do not want to go to the shelter.
- Need Housing Case Managers and SOAR Case Managers.
- There is a need for charging stations. This would create a reduction of 10-25% within six months and 50% within a year.
- Scattered Help boxes, MRE's, health kits, adult diapers stocked daily. Outreach Teams will be able to notify clients of the location of boxes.

Team 6

- It would be great to have a Mobile Hospice Unit. This should be brought to next year's legislation. Gwynn Virostek stated that her agency has a 15-passenger vehicle to get this process started.
- Drop-in Centers with case management, food, showers for those experiencing homelessness.
- Expand upon care portals.
- Need rapid rehousing dollars in the budget.

Johnna stated that we could have Day Centers with multi-functional access services and manned by volunteers.

Vicki Butler stated that we should check into Mr. Suds mobile showers, and these could be placed in the back of an SUV.

Johnna thanked everyone for their suggestions and for bringing such great information to the table for discussion. We will get together for our next meeting on May 31st and continue to discuss solutions and move forward to getting these into place.

Meeting ended at 3:00pm



**Needs Assessment and Planning
Committee Meeting Minutes
Leon County Human Services Conference Room
1000 West Tharpe Street
Tallahassee, FL 32303**

May 31, 2023

1:00 pm

Meeting Attendees: Johnna Coleman, Sarah Grindle-Rollins, Dr. Lona Ford, Jeff Kane, Sara Ramkissoon, Jackie Fortmann, Mandy Bianchi, Vicki Butler, Kescia Pride, Micha Allen, Ariel McPherson, Jessica Davis, Cedrick Jones, Jeannine Fier, Danni Hickey, Brooke Arutt, Kia Troupe, Ron Evans, Eleanor Vliek, Robert Gibson, Deandra Flowers, Kimberly Ladner, Ron Renzi, Amber Tynan, Carol Weissert, Tori Callan, Melissa Bourcier, Keisha Washington, Kyra Lee, Tavyan Dorsey, Taketha Branton, Abby Sanders, Paul Pacchioli, Neeley Cook

Introductions

Johnna began the meeting at 1:05pm by introducing herself and allowing all attendees to introduce themselves, along with their workplace, to the group.

Interventions to be discussed today – Johnna Coleman

Homeless Prevention – Past due portion of rent or utilities – One-time payment.

Rapid Rehousing – This varies depending on funding sources and amount at the time of need.

Diversion – This is the shortest timeframe intervention and is considered “very immediate” most times.

- Johnna explained the main focus today will be centered on homeless prevention, rapid rehousing and landlord liaison issues.
- Landlords are not buying into the Mitigation Fund, and we need to focus on ideas how to make the fund more attractive to landlords.

Attendees formed into groups and will bring back their ideas for discussion.

GROUP REPORTS

UNSHELTERED INDIVIDUALS – Mandy, Jackie, Paul and Neeley

Homeless Prevention

- There is a need for additional mental health counselors.
- Need a mental health mobile unit to deliver medications and set up appointments with clients.
- Need mental health component for Street Outreach and Apalachee Center.
- It would be helpful to video appointments on tablets.

Rapid Re-housing

- More funding is needed for rapid rehousing, along with budgeting classes to obtain money to sustain transitional housing to prepare for permanent supportive housing.
- If an old hotel was located and funding available, the hotel could be transitioned into affordable housing for clients.

Landlord Engagement

- Need a landlord liaison that can explain benefits and develop a great relationship with the landlords.
- If possible, the CoC could purchase an apartment complex and divert it into affordable housing.
- Need to double funding for client deposits.

SHELTERED INDIVIDUALS – Taketha, Jessica, Katherine, and Vicki

Homeless Prevention

- There should be 30% AMI on income due to the average rent ranging from \$1,000-\$1,600.
- Waive some of the requirements to create flexibility.

Rapid Re-housing

- Raise AMI or eliminate all-together.
- Need monthly follow-up for 13 months and add additional staff to cover follow-up with clients.
- Clients need more financial literacy planning.

Landlord Engagement

- Mitigation Fund for landlords needs to offer \$500 for each client and \$2,500 for past due rent.
- Need MOU with landlords for one year, and this needs to go through the agencies instead of City of Tallahassee. Landlords do not want to partner with the CoT. There are too many necessities with paperwork included.

Other Solutions

- Need a handy-man company instead of landlords coming out of pocket for repairs and allow this to be guaranteed and keep the \$2,500 to make the repairs.
- Take pictures of everything prior to client moving in and retrieve values for each that we can cover in the event something is damaged or destroyed.
- Offer assistance with lot rent for clients.
- Need more tiny home communities.
- Eliminate the 3x income requirement and credit score or lower the score for clients.

Johnna suggested one year of renter's insurance as a possibility to attract landlord engagement.

YOUTH AND FAMILIES – Tamika Fields

Homeless Prevention

- Need funding for immediate short-term options.
- Connections to Medicaid/SNAP and other services.
- There are not any transition programs for youth that are not in the care of adults.
- Need more business engagement.

Rapid Re-housing

- Need funding for hotels, short term housing.
- Need longer term case management for clients.

Landlord Engagement

- Leverage Insurance for landlords to be assured coverage.

- Multi-unit placement for families.
- Marketing for help with homelessness with the use of portals.
- Insurance companies work with agencies to assist with filing claims to have property repaired.

Kim Ladner suggested having CoC Service Guides available for means of contact when there is a problem or need additional information.

Deputy Pacchiolo suggested that landlords employ those experiencing homelessness to give them the money needed to remain housed and avoid eviction.

Johnna reported that the CoC will be hiring a Community Engagement employee to focus on issues in the community.

Other Solutions

- There is a need for mental health and substance abuse services in the community, with a continuation after placement for the clients.
- Need a village of tiny homes/tents/common bathrooms.
- Clients need money management education on how to handle their finances.
- Need a shared resource tool explaining what funding is available and what it can be used for.
- Promote Goodwill Training at Lively Technical School.

ELDERLY

Homeless Prevention

- Having resource acquisitions, such as MOU's and job directories.
- Case management for at least one year, and access more than once.
- Need an increase in income for those who are employed.

Rapid Re-housing

- Include ALF, SNF and alternate living environments.

Landlord Engagement

- Having an ongoing relationship with landlords.
- Policy for elderly specific units (income based) and rent locks.
- Having units set aside with lower price points for clients.

Other Solutions

- Financial education on homebuying programs for those who are not on social security.
- Need homebuying programs that eliminate up-front cost.
- Need housing stipend for groceries and those on assisted living budgets.
- Need contracts with ALS and skilled nursing facilities to bridge the gap for the elderly.
- Need container homes for the elderly.

DOMESTIC VIOLENCE/TRAFFICKING – Brooke Arutt, Danni Hickey, Abby Sanders, Kim Lander

Homeless Prevention

- Flexibility for survivors to move without evictions.
- Increased length of time for funding.

Rapid Re-housing

- Flexible spending for mental health, victim advocate, etc.
- Increased funds/service stacking.

Landlord Engagement

- Flexibility to transfer within housing companies and should be given prioritization of units within a complex.
- Engagement with realtors, churches, businesses, and others who might rent properties.

Other Solutions

- Identifying/assessing units that will be the best fit for victims.
- Flexibility of funding, due to each victim having differing needs.
- Community messaging on educating DV/HT, resources, etc.

VETERAN'S (HOMELESS) – Robert, DeAndra, Eleanor, Melissa, Jeff, Keisha, Tori

Homeless Prevention

- More funding is needed for homeless veterans. Also, more follow-up.
- On-going communication with landlords, better stabilization plans.
- Homeless veteran's Reintegration Program with more accountability.
- Adjust income bracket for veterans who are unable to work anymore, pertaining to their income.
- Need First Time Homeowner's Program with down payment assistance.

Rapid Re-housing

- Life Management Skill Set classes needed, as well as an employment search.
- Budgeting should be a mandatory requirement with required accountability and participation.

Landlord Engagement

- Sustainability tactics and continuous communication/networking with landlord/tenant relationships.
- Landlords receiving on-time rental payments.
- Courses being provided to landlords for better tenant relationships, as well as future partnerships.
- Incentive participation for landlords and partners. This will alleviate some of the burden from landlords.
- The CoC should have a Landlord/Tenant Resource Center for classes and offer incentives to landlords for their attendance.
- Client accountability.

Other Solutions

- New Policies/Procedures to sustain the future success of the clients as a whole. This would enable better efforts to ensure future sustainability, as well as stability.
- Expunging eviction records.
- Teaching clients the value of having accountability and tenant education.
- Conversations with homeless veterans regarding their ideas of better options and improvements towards their success. This will be a start to help them accomplish their goals.
- Improved medical advocacy for veterans.
- Work with the government to establish a rent cap.

Johnna thanked everyone for their feedback and explained that we would compile what we have learned from everyone during the three meetings and compile a report.

Johnna Reported:

- There is a great need for unrestricted dollars in the community.
- The community has done a great job with CHSP funding.
- Our next step will be to break for summer and in August, meet again.
- It is almost time for NOFO to drop and everyone should be on the look-out for this notice. There will be several TA meetings surrounding this project.
- The ESG-CV contract has been signed and we will discuss this more tomorrow during our partner call.

Kim Ladner asked for a one-on-one discussion regarding Diversion funds for domestic violence.

Meeting ended at 3pm.

HMIS Committee Meeting

August 10th, 2022 – 10:00am – 11:00pm Eastern Time

Attendees: Jim McShane (CareerSource), Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Jackie Fortmann (Ability 1st), Jeannine Fier (City of Tallahassee), Diovionne Clifton (Catholic Charities), Gina Dozier (CCYS), Larry Gallien (CCYS), Regina Flowers (CCYS), Emma Jones (CESC), Megan Duncan (CESC), Keith Bythewood (CESC), Amy Ingraham (Family Promise), Derek Hubble (Family Promise), Kescia Pride (Family Promise), Denise Thomas (Family Promise), Jaquandra Bess (Family Promise), Shileatha Washington (Family Promise), Tamika Fields (Family Promise), Andrea Wiggins (Family Promise), Kiamani Troupe (ECHO)

1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:01am.

2. Reminder: HMIS Data Quality

- **Eric Layton** reminded everyone that data quality reports are sent out by the CoC HMIS team every month to agency leadership. These reports contain all data errors going back to the beginning of the fiscal year (for annual reporting purposes), and agencies have two weeks to either make error corrections or contact the CoC HMIS team for technical assistance.
- **Eric** presented a count of all outstanding errors, by agency, for the current fiscal year, and reminded all agencies that all errors must be corrected by the end of the current fiscal year (September 30th, 2023).
- **Amy Ingraham (Family Promise)** asked if data quality errors for children (in a household) must be corrected. **Eric** answered that all questions on HMIS assessments identify if they must be answered for the head of household only, adults only (e.g. income), or all household members, and suggested referring to the entry assessment to review each question's instructions.
- **Emma Jones (CESC)** mentioned in HMIS, there are separate fields for "Primary Race" and "Secondary Race" and asked if both need to be completed. **Eric** answered that the secondary race only needs to be completed if the client identifies as bi-racial or multi-racial. Otherwise, only the primary race field is required.

- **Keith Bythewood (CESC)** stated he has seen cases where he has completed client demographic and assessment data, but when other users sign in after him, they do not see the data he entered – everything appears blank. **Eric** suggested Keith send some example client IDs via a helpdesk ticket so we can investigate. This may also be caused by not using the correct EDA (Enter Data As) provider.

3. Preview: Community Services HMIS User Interface Overhaul

- **Eric** noted that Wellsky (our HMIS software vendor) has been working on an overhaul of the way our HMIS looks (colors, fonts, etc.). Functionally, everything will remain as-is. These changes are only cosmetic. These changes are currently live on our HMIS training site, and will be launched on the live site in late August/early September. **Eric** encouraged everyone to log in to the training site to check out the changes.

4. Preview: FY2024 HUD Data Standards Updates

- **Eric** explained that every year, HUD adjusts the methodology by which we collect client data. There are two primary types of data collected – Universal Data Elements (collected for ALL clients), and Program Specific Data Elements (collected only for specific program types). This year, HUD has updated the following demographics and program specific data elements:
 - **Race & Ethnicity** – HUD has combined the Race and Ethnicity fields into one single data element. With this change, clients who identify as Hispanic can identify as such, instead of having to select “white” or a different race separately. Clients may also select multiple races if desired. The race & ethnicity field also includes a new option for Middle Eastern or North African.
 - **Gender** – HUD has reworded the following gender options:
 - Changed “**A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender)**” to “**Non-Binary**”
 - Changed “**Female**” to “**Woman (Girl, if child)**”
 - Changed “**Male**” to “**Man (Boy, if child)**”
 - Add “**Culturally Specific Identity (e.g., Two-Spirit)**” and “**Different Identity**”
 - Added new descriptive text box that appears when “**Different Identity**” is selected.

- Changed “**Client Location**” to “**Enrollment CoC**” to identify the CoC region providing services to the client. This assessment question MUST be answered for all clients and program entries.
- The **Client Wellbeing** question (for CoC-PSH programs only) has been retired.
- **Sexual Orientation** data must now be collected (for CoC-PSH programs only).
- **General Health Status** is no longer required (for CoC-PSH programs)
- **Veterans Information** now includes a new selection under military branch for “**Space Force**”
- **SSVF Financial Assistance** now includes new options for “Landlord Incentive” and “Tenant Incentive”. Additional details for these options will be coming from the VA “soon”.
- **Percentage of AMI** (for SSVF clients) now includes a new option for “81% or greater”.
- **Last Permanent Address** has been retired for SSVF programs.

5. Status Update: Mobile HMIS App for Clients

- **Eric** stated that the upcoming Mobile HMIS App for Clients is on hold due to technical issues on Wellsky’s end. The CoC HMIS team will notify all users and agency leadership once this feature is available, and training will be made available to coincide with this launch.

6. Community Partner HMIS Concerns, Questions and Comments

- **Regina Flowers (CCYS)** asked how to address the “Education Status” question for youth clients at CCYS. This question asks if the client is actively enrolled in school, but Regina asked if this needs to be updated when the youth clients are out on summer break. **Eric** advised to leave this question as “Actively Enrolled” if the youth client is planning on returning to school in the fall, and only adjust this if the client does not plan to return to school.

7. Adjourn

- Jim McShane adjourned the meeting at 10:50am.

Next HMIS Committee Meeting is scheduled for Wednesday, October 11th, 2023 - 10-11am

BIG BEND CONTINUUM OF CARE FY 23/24 PROPOSED BUDGET

REVENUES:						EXPLANATION:
US HUD	23-24 Budget	7/1/23 - 9/30/23	10/1/23 - 6/30/24	7/1/24 - 9/30/24	Projected 7/1/23 - 9/30-24	REVISE DATES
HUD HMIS	\$130,292.00	\$0.00	\$130,292.00	\$0.00	\$130,292.00	HUD HMIS Grant 5/1/23 - 4/30/24
HUD Planning	\$74,278.00	\$0.00	\$74,278.00	\$0.00	\$74,278.00	HUD Planning Grant 9/1/22 - 8/31/23
FL DCF 2022 -2025						
DCF Staffing Grant	\$107,142.85			0.00	\$107,142.85	DCF Staffing Grant 7/1/23 - 6/30/24
DCF Challenge Grant Admin	\$8,600.00	\$2,150.00	\$6,450.00	0.00	\$8,600.00	DCF Challenge Grant Admin 7/1/23 - 6/30/24
DCF ESG Grant Admin	\$7,500.00	\$1,875.00	\$5,625.00	0.00	\$7,500.00	DCF ESG Grant Admin 7/1/23 - 6/30/24
DCF ESG HMIS	\$3,750.00	\$937.50	\$2,812.50	0.00	\$3,750.00	DCF ESG HMIS 7/1/23 - 6/30/24
DCF TANF Grant Admin	\$967.50	\$241.88	\$725.63	0.00	\$967.50	DCF TANF Grant Admin 7/1/23 - 6/30/24
DCF Challenge, ESG, TANF Subs	\$247,432.50	\$61,858.13	\$185,574.38	0.00	\$247,432.50	DCF Challenge, ESG, TANF Subs 7/1/23 - 6/30/24
DCF CV3 Subs	\$174,950.50				\$174,950.50	
DCF ESG-CV3 Admin	\$13,478.08	\$3,369.52	\$10,108.56	0.00	\$13,478.08	DCF ESG-CV3 Admin 7/1/23 - 6/30/24
DCF ESG-CV3 Outreach Coord	\$18,000.00	\$4,500.00	\$13,500.00	0.00	\$18,000.00	DCF ESG-CV3 Outreach Coordination 7/1/23 - 6/30/24
DCF ESG-CV3 HMIS	\$23,369.12	\$5,842.28	\$17,526.84	0.00	\$23,369.12	DCF ESG-CV3 HMIS Admin 7/1/23 - 6/30/24
DCF ESG-CV3 RRH	\$9,250.00	\$2,312.50	\$6,937.50	0.00	\$9,250.00	DCF ESG-CV3 Sub Payments 7/1/23 - 6/30/24
City of Tallahassee						
CoT ESG HMIS Admin	\$79,077.00	\$0.00	\$59,307.75	\$19,769.25	\$79,077.00	10/1/23 - 9/30/24
CoT ESG RRH Landlord Liaison	\$79,076.00	\$0.00	\$59,307.00	\$19,769.00	\$79,076.00	10/1/23 - 9/30/24
Leon County/City of Tallahassee ARPA Funds						
Leon ARPA Outreach Admin	\$75,000.00				\$75,000.00	September 30, 2024
Leon ARPA Outreach Subs	\$125,000.00				\$125,000.00	September 30, 2024
Leon ARPA Capacity Building	\$340,000.00				\$340,000.00	September 30, 2024
Leon ARPA PSH Admin/Training	\$75,000.00				\$75,000.00	September 30, 2024
Leon ARPA PSH Subs	\$125,000.00	\$10,416.67	\$104,166.67	\$10,416.67	\$125,000.00	September 30, 2024
OTHER						
CoC Membership Dues	\$8,000.00	\$0.00	\$6,000.00	\$2,000.00	\$8,000.00	Membership Dues 10/1/23 - 9/30/24
CoC Donations / PIT	\$1,000.00	\$0.00	\$750.00	\$250.00	\$1,000.00	PIT Donations 10/1/23 - 9/30/24
CoC HMIS Partner Fees	\$12,000.00	\$0.00	\$9,000.00	\$3,000.00	\$12,000.00	HMIS Partner License Fees 10/1/23 - 9/30/24
TOTAL REVENUES	\$1,738,163.55	\$ 93,503.47	\$ 692,361.82	\$ 55,204.92	\$ 1,738,163.55	1.00
OPERATING EXPENSES:						
Salaries - Gross	\$564,200.00	\$0.00			\$564,200.00	Gross Salaries for current 8 employees
Fringe Benefits	\$187,890.68	\$0.00			\$187,890.68	Total Fringe Benefits: health, dental/life, FRS, & FICA Match
Staff Merit Bonus Pool	\$30,000.00	\$0.00			\$30,000.00	Merit bonus pool for high scoring evaluations
Leave Payout	\$30,000.00				\$30,000.00	
ARPC Admin Costs	\$5,100.00	\$0.00	\$3,825.00	\$1,275.00	\$5,100.00	
Audit/Accounting 990	\$7,500.00	\$0.00	\$5,000.00	\$2,500.00	\$7,500.00	Annual Audit Fees (\$10K estimated annual cost, COC 25%)
CoC Board/Memberships Expenses	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	\$5,000.00	Discretionary Expenditures of CoC Membership Dues
Consultants/SMEs	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	\$5,000.00	
Dues/Subscriptions	\$10,000.00	\$3,000.00	\$4,000.00	\$3,000.00	\$10,000.00	FCEH \$2,500, UPHS, FHC etc.
Equipment / Software	\$10,000.00	\$2,500.00	\$5,000.00	\$2,500.00	\$10,000.00	Additional Software and Equip. (purchase server)
Insurance	\$11,000.00	\$0.00	\$7,500.00	\$3,500.00	\$11,000.00	Board E&O Policy \$1900 and Wk Comp/GL Ins. \$8100.76
Office Supplies	\$12,000.00	\$0.00	\$8,000.00	\$4,000.00	\$12,000.00	Misc. Office Supplies & Paper
Rent	\$47,000.00	\$11,000.00	\$27,000.00	\$9,000.00	\$47,000.00	Office Rent - Current and Proposed New Location
Relocation Expenses	\$25,000.00	\$10,000.00	\$7,500.00	\$7,500.00	\$25,000.00	Moving Expenses
Telephone & Internet	\$20,000.00	\$5,000.00	\$11,250.00	\$3,750.00	\$20,000.00	Staff Cell phones / Off-site Internet Access
Travel	\$15,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$15,000.00	Travel costs for staff conferences and training
PIT Expenses	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	PIT Expenses
Training and Development	\$15,000.00	\$0.00	\$5,000.00	\$10,000.00	\$15,000.00	
DCF Subs: Challenger, ESG, TANF	\$247,432.50	\$0.00	\$185,574.38	\$61,858.13	\$247,432.50	DCF Sub Payments - Pass Thru
DCF Subs: ESG-CV3	\$174,950.50	\$0.00	\$131,212.88	\$43,737.63	\$174,950.50	
Leon County/CoT Subs: ARPA	\$250,000.00	\$0.00	\$187,500.00	\$62,500.00	\$250,000.00	
HMIS License Renewal	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00	HMIS License Fees
Legal Support	\$5,000.00	\$0.00	\$3,500.00	\$1,500.00	\$5,000.00	
Project Match	\$30,000.00	\$0.00	\$15,000.00	\$15,000.00	\$30,000.00	Balance of Revenues over Expenses
BBCOC Admin	\$7,424.05				\$7,424.05	
TOTAL EXPENSES:	\$1,737,497.73	\$34,500.00	\$640,862.25	\$242,620.75	\$1,737,497.73	
NET INCOME/(LOSS)	\$665.82				\$ 665.82	
Issues to address						
Planning dollars available 2022-2023 and beyond						
DCF contract for 23-24 w/ staffing & challenge						
ARPA COT/LC budget						
Follup with audit and 990						

includes CoC Advance 70K

Big Bend Continuum of Care
Profit & Loss
 July through September 2023

	<u>Jul - Sep 23</u>
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43450 · Individ, Business Contributions	105.00
43400 · Direct Public Support - Other	1,196.62
	<hr/>
Total 43400 · Direct Public Support	1,301.62
44800 · Indirect Public Support	96.62
47200 · Program Income	
47210 · State Contracts	108,688.46
47220 · Local Government Contracts	176,216.68
47230 · Membership Dues	348.06
47250 · Federal Contracts/Funding	54,561.62
47260 · Background Screens	39.90
	<hr/>
Total 47200 · Program Income	339,854.72
	<hr/>
Total Income	341,252.96
	<hr/>
Gross Profit	341,252.96
Expense	
60900 · Business Expenses	
60920 · Business Registration Fees	78.75
60930 · Memberships	2,500.00
60940 · Background Screens	91.31
60950 · Stipend	1,482.00
	<hr/>
Total 60900 · Business Expenses	4,152.06
62100 · Contract Services	178,288.58
62800 · Facilities and Equipment	
62890 · Rent, Parking, Utilities	9,154.21
	<hr/>
Total 62800 · Facilities and Equipment	9,154.21
63000 · Program Expense	4,015.58
64000 · Specific Assist to Individuals	1,400.00
65000 · Operations	
65010 · Books, Subscriptions, Reference	260.00
65040 · Supplies	186.71
65050 · Telephone, Telecommunications	541.87
65060 · Information Technology	1,366.02
65070 · Advertising/Marketing	40.47
65000 · Operations - Other	41.32
	<hr/>
Total 65000 · Operations	2,436.39
66000 · Payroll Expenses	
66010 · FMIT	2,149.19
66020 · Health Insurance	8,746.00
66030 · Retirement -FRS	13,435.41
66040 · Life & Dental	487.24
66060 · Bonus	3,229.50
66070 · Taxes	7,574.12
66000 · Payroll Expenses - Other	101,340.12
	<hr/>
Total 66000 · Payroll Expenses	136,961.58

Big Bend Continuum of Care
Profit & Loss
July through September 2023

	<u>Jul - Sep 23</u>
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	2,356.15
68300 · Travel and Meetings - Other	<u>1,979.42</u>
Total 68300 · Travel and Meetings	<u>4,335.57</u>
Total Expense	<u>340,743.97</u>
Net Ordinary Income	<u>508.99</u>
Net Income	<u><u>508.99</u></u>

Big Bend Continuum of Care

10/9/2023 3:09 PM

Register: 1 · Regions Bank - BBCOC Operating

From 07/01/2023 through 09/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2023		Domain.com	65060 · Information Te...		20.99	X		88,186.89
07/03/2023		Bick Real Estate Gro...	-split-		1,918.07	X		86,268.82
07/05/2023			47260 · Background Sc...	Deposit		X	19.95	86,288.77
07/05/2023			43450 · Individ, Busin...	Deposit		X	105.00	86,393.77
07/05/2023		Mailchimp	65070 · Advertising/M...		13.49	X		86,380.28
07/05/2023	2257	Apalachee Regional ...	20000 · Accounts Paya...	Inv 23-152	3,229.50	X		83,150.78
07/07/2023			-split-	Deposit		X	26,477.47	109,628.25
07/10/2023		Microsoft	65060 · Information Te...		60.00	X		109,568.25
07/10/2023		Microsoft	65060 · Information Te...		3.00	X		109,565.25
07/11/2023		Straighttalk	-split-		37.42	X		109,527.83
07/11/2023	2258	Ability 1st	20000 · Accounts Paya...	MAY 2023 DC...	1,155.50	X		108,372.33
07/11/2023	2259	Big Bend Homeless ...	20000 · Accounts Paya...	May 2023 ESG	9,568.26	X		98,804.07
07/11/2023	2260	Catholic Charities of ...	20000 · Accounts Paya...		4,092.53	X		94,711.54
07/12/2023		Apalachee Regional ...	47250 · Federal Contra...	Deposit HUD P...		X	10,215.71	104,927.25
07/12/2023	2263	Apalachee Regional ...	20000 · Accounts Paya...		20,171.01	X		84,756.24
07/13/2023	2264	Johnna Coleman	20000 · Accounts Paya...	Travel - DC Co...	237.00	X		84,519.24
07/14/2023		City of Tallahassee	-split-	ARPA May 2023		X	21,488.96	106,008.20
07/14/2023		Florida Coalition to ...	68310 · Conference, C...	Registrations C...	1,050.00	X		104,958.20
07/14/2023		Tailored Security Ser...	60940 · Background Sc...		77.88	X		104,880.32
07/14/2023	2262	Lovena Basquin	20000 · Accounts Paya...	Period 7/3/23 - ...	390.00	X		104,490.32
07/17/2023		Department of Childr...	47210 · State Contracts	DCF June TANF		X	787.91	105,278.23
07/17/2023		Department of Childr...	47210 · State Contracts	DCF June 2023...		X	8,928.58	114,206.81
07/17/2023			43400 · Direct Public S...	LC Road Sign ...		X	100.00	114,306.81
07/17/2023			43400 · Direct Public S...	LC Road Sign -...		X	100.00	114,406.81
07/17/2023			43400 · Direct Public S...	Deposit		X	15.00	114,421.81
07/17/2023			43400 · Direct Public S...	Deposit		X	50.00	114,471.81
07/17/2023		CenturyLink	-split-		95.60	X		114,376.21
07/19/2023		City of Tallahassee	-split-	May 23 ESG a...		X	33,390.21	147,766.42
07/20/2023		Department of Childr...	47210 · State Contracts	Deposit		X	9,240.97	157,007.39
07/20/2023		Embassy Suites	68300 · Travel and Me...	Coleman DC C...	556.56	X		156,450.83
07/20/2023		Staples	65040 · Supplies		34.39	X		156,416.44
07/20/2023		Intuit QuickBooks	65010 · Books, Subscri...		90.00	X		156,326.44
07/20/2023		SentryLink	63000 · Program Expe...		19.95	X		156,306.49
07/20/2023	2265	Ability 1st	20000 · Accounts Paya...	April & May 2...	12,500.00	X		143,806.49
07/20/2023	2266	Big Bend Homeless ...	20000 · Accounts Paya...		24,757.38	X		119,049.11
07/20/2023	2267	Catholic Charities of ...	20000 · Accounts Paya...	May 2023 DCF...	366.02	X		118,683.09
07/20/2023	2268	CESC Inc	20000 · Accounts Paya...		10,717.02	X		107,966.07
07/20/2023	2269	Big Bend Homeless ...	20000 · Accounts Paya...	May 23 DCF C...	7,102.50	X		100,863.57
07/20/2023	2270	Capital City Youth S...	20000 · Accounts Paya...	April 2023 AR...	6,500.90	X		94,362.67
07/20/2023	2271	CESC Inc	20000 · Accounts Paya...	May 2023 DCF...	932.36	X		93,430.31

Big Bend Continuum of Care

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Register: 1 · Regions Bank - BBCOC Operating

From 07/01/2023 through 09/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/20/2023			2 · Regions BBCOC C...	Funds Transfer	265.00	X		93,165.31
07/27/2023		NHSDC	68310 · Conference, C...	HMIS E LAYT...	1,226.06	X		91,939.25
07/27/2023		SentryLink	63000 · Program Expe...		19.95	X		91,919.30
07/28/2023		City of Tallahassee	-split-	Deposit		X	11,653.65	103,572.95
07/28/2023	2272	Apalachee Regional ...	20000 · Accounts Paya...		21,320.69	X		82,252.26
07/28/2023	2273	Lovena Basquin	20000 · Accounts Paya...		390.00	X		81,862.26
07/28/2023	2274	Apalachee Regional ...	20000 · Accounts Paya...	ADMIN SRVC...	425.00	X		81,437.26
07/28/2023	2275	Apalachee Regional ...	20000 · Accounts Paya...	INV 23-164	4,616.62	X		76,820.64
07/31/2023	2276	One Roof.	20000 · Accounts Paya...		3,675.68	X		73,144.96
08/01/2023		Bick Real Estate Gro...	-split-		1,918.07	X		71,226.89
08/07/2023		Mailchimp	65070 · Advertising/M...		13.49	X		71,213.40
08/09/2023		Department of Childr...	47210 · State Contracts	June 23 Challe...		X	8,048.77	79,262.17
08/09/2023		Microsoft	65060 · Information Te...		66.00	X		79,196.17
08/09/2023		Microsoft	65060 · Information Te...		3.00	X		79,193.17
08/09/2023	2277	Apalachee Regional ...	20000 · Accounts Paya...		19,210.96	X		59,982.21
08/09/2023	2278	Apalachee Regional ...	20000 · Accounts Paya...	Absolute Mont...	138.75	X		59,843.46
08/10/2023			43400 · Direct Public S...	G W Mayne		X	300.00	60,143.46
08/11/2023		Apalachee Regional ...	47250 · Federal Contra...	Deposit		X	14,153.78	74,297.24
08/11/2023		Straighttalk	-split-		37.46	X		74,259.78
08/11/2023	2281	Big Bend Homeless ...	20000 · Accounts Paya...	DCF ESG CV ...	22,998.35	X		51,261.43
08/15/2023			47260 · Background Sc...	Deposit		X	19.95	51,281.38
08/15/2023		Big Bend Cares Inc	47230 · Membership D...	Deposit		X	300.00	51,581.38
08/15/2023		CenturyLink	20000 · Accounts Paya...	Lumen	95.61	X		51,485.77
08/17/2023		Gate	68300 · Travel and Me...		30.53	X		51,455.24
08/18/2023		Leon County BCC	-split-	Deposit		X	23,331.96	74,787.20
08/18/2023		City of Tallahassee	-split-	Deposit		X	18,936.08	93,723.28
08/21/2023		Intuit QuickBooks	65010 · Books, Subscri...		85.00	X		93,638.28
08/21/2023		Racetrac	68300 · Travel and Me...		47.57	X		93,590.71
08/22/2023		Apalachee Regional ...	47250 · Federal Contra...	Deposit		X	20,617.17	114,207.88
08/22/2023	2279	Absolute Computing ...	20000 · Accounts Paya...		666.00	X		113,541.88
08/22/2023	2280	Apalachee Regional ...	20000 · Accounts Paya...	21/22 Audit	2,250.00	X		111,291.88
08/22/2023	2282	Ability 1st	20000 · Accounts Paya...	June 2023 ARP...	6,250.00	X		105,041.88
08/22/2023	2283	Big Bend Homeless ...	20000 · Accounts Paya...	June 2023 ARP...	9,440.16	X		95,601.72
08/22/2023	2284	Capital City Youth S...	20000 · Accounts Paya...	MAY-JUNE 2...	3,238.78	X		92,362.94
08/22/2023	2285	CESC Inc	20000 · Accounts Paya...	June 2023 ARP...	5,867.82	X		86,495.12
08/22/2023	2286	Lovena Basquin	20000 · Accounts Paya...	Stipend 7/31/2...	702.00	X		85,793.12
08/23/2023			47210 · State Contracts	Deposit		X	522.08	86,315.20
08/23/2023			47210 · State Contracts	Deposit		X	8,928.57	95,243.77
08/23/2023			47210 · State Contracts	Deposit		X	6,717.39	101,961.16
08/23/2023			47210 · State Contracts	Deposit		X	1,880.85	103,842.01

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From 07/01/2023 through 09/30/2023

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/23/2023			43400 · Direct Public S...	VOID: Tarez G...		X	0.00	103,842.01
08/23/2023			43400 · Direct Public S...	VOID: Ryan Fi...		X	0.00	103,842.01
08/23/2023			44800 · Indirect Public...	STREET SIGN...		X	96.62	103,938.63
08/23/2023			43400 · Direct Public S...	Ryan Fields; T...		X	310.00	104,248.63
08/23/2023		AHCA	60940 · Background Sc...		13.43	X		104,235.20
08/23/2023		Delta Airlines	68300 · Travel and Me...	NHSDC Confe...	637.40	X		103,597.80
08/23/2023		Delta Airlines	68300 · Travel and Me...	NHSDC Confe...	257.80	X		103,340.00
08/23/2023	2287	Apalachee Regional ...	20000 · Accounts Paya...		20,850.65	X		82,489.35
08/24/2023			47210 · State Contracts	Deposit		X	11,364.97	93,854.32
08/25/2023			-split-	Deposit		X	7,094.49	100,948.81
08/25/2023	2289	Ability 1st	20000 · Accounts Paya...	DCF June ESG...	1,155.53	X		99,793.28
08/25/2023	2290	Big Bend Homeless ...	20000 · Accounts Paya...	DCF June 2023...	12,170.40	X		87,622.88
08/25/2023	2291	Catholic Charities of ...	20000 · Accounts Paya...	DCF June 2023	4,940.56	X		82,682.32
08/25/2023	2292	Florida Coalition to ...	20000 · Accounts Paya...	2023-2024 Ann...	2,500.00	X		80,182.32
08/28/2023			47230 · Membership D...	LISA ROSS		X	48.06	80,230.38
08/28/2023		Publix	68310 · Conference, C...		13.47	X		80,216.91
08/28/2023		Hungry Howies	68310 · Conference, C...		66.62	X		80,150.29
09/01/2023		Department of Childr...	47210 · State Contracts	Deposit		X	2.39	80,152.68
09/01/2023			2 · Regions BBCOC C...	Funds Transfer	25,000.00	X		55,152.68
09/05/2023		Amazon	65040 · Supplies		50.96	X		55,101.72
09/05/2023		Straighttalk	65050 · Telephone, Tel...		5.03	X		55,096.69
09/05/2023		Walmart	65040 · Supplies		64.37	X		55,032.32
09/05/2023		Bick Real Estate Gro...	-split-	Rent for Septe...	1,918.07	X		53,114.25
09/05/2023		Mailchimp	65070 · Advertising/M...		13.49	X		53,100.76
09/05/2023	2294	Apalachee Regional ...	20000 · Accounts Paya...	PAYROLL 9.7...	19,977.06	X		33,123.70
09/05/2023	2295	Apalachee Regional ...	20000 · Accounts Paya...		5,041.62	X		28,082.08
09/05/2023	2296	Department of State -...	20000 · Accounts Paya...	A CHANGE IS...	78.75	X		28,003.33
09/07/2023		Department of Childr...	47210 · State Contracts	Deposit		X	7,364.71	35,368.04
09/08/2023			-split-	Deposit		X	100.00	35,468.04
09/08/2023		Amazon	65040 · Supplies		36.99	X		35,431.05
09/11/2023		HUD	47250 · Federal Contra...	HUD HMIS		X	9,574.96	45,006.01
09/11/2023		Straighttalk	-split-		84.19	X		44,921.82
09/11/2023		Microsoft	65060 · Information Te...		72.03	X		44,849.79
09/11/2023		Microsoft	65060 · Information Te...		3.00	X		44,846.79
09/11/2023		Domain.com	65060 · Information Te...		119.88	X		44,726.91
09/11/2023	2297	Ability 1st	20000 · Accounts Paya...		2,139.55	X		42,587.36
09/11/2023	2298	Big Bend Homeless ...	20000 · Accounts Paya...		6,109.19	X		36,478.17
09/11/2023	2299	Catholic Charities of ...	20000 · Accounts Paya...		6,558.65	X		29,919.52
09/11/2023	2300	Investing In Our Youth	20000 · Accounts Paya...		648.50	X		29,271.02
09/12/2023			43400 · Direct Public S...	Deposit		X	96.62	29,367.64

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/12/2023		Lumen	-split-	Centurylink	95.61	X		29,272.03
09/13/2023	2301	W P Florida LLC	20000 · Accounts Paya...	A Johnson 0106	1,400.00	X		27,872.03
09/20/2023		City of Tallahassee	-split-	Deposit		X	11,266.40	39,138.43
09/20/2023	2303	Apalachee Regional ...	20000 · Accounts Paya...	INV 23-187	22,968.47	X		16,169.96
09/21/2023		City of Tallahassee	47220 · Local Govern...	ESG HMIS		X	8,695.65	24,865.61
09/21/2023		Intuit QuickBooks	65010 · Books, Subscri...		85.00	X		24,780.61
09/21/2023	2302	1820 East LLC	20000 · Accounts Paya...	Security Depos...	3,400.00			21,380.61
09/25/2023		Department of Childr...	47210 · State Contracts	Deposit		X	3,620.56	25,001.17
09/26/2023		Leon County BCC	-split-	Deposit		X	13,881.81	38,882.98
09/26/2023		Jeffret Saulich	43400 · Direct Public S...	Deposit		X	125.00	39,007.98
09/26/2023		WP Engine	65060 · Information Te...	Hosting Plan	472.00	X		38,535.98
09/27/2023		Domain.com	65060 · Information Te...	Deposit		X	119.88	38,655.86
09/27/2023	2304	Apalachee Regional ...	20000 · Accounts Paya...	INV 23-190	425.00	X		38,230.86
09/27/2023	2305	Ability 1st	20000 · Accounts Paya...	July 2023 ARP...	6,221.76			32,009.10
09/27/2023	2306	Big Bend Homeless ...	20000 · Accounts Paya...	July 2023 ARP...	6,058.68			25,950.42
09/27/2023	2307	CESC Inc	20000 · Accounts Paya...	July 2023 ARP...	3,273.18			22,677.24
09/27/2023	2308	FLM HOLTON LLC	20000 · Accounts Paya...	KENYA WIG...	300.00	X		22,377.24
09/28/2023		Avis	68300 · Travel and Me...	Deposit		X	53.14	22,430.38
09/28/2023		Walgreens	65000 · Operations		41.32	X		22,389.06
09/28/2023		Avis	68300 · Travel and Me...		265.70	X		22,123.36
09/29/2023		Department of Childr...	47210 · State Contracts	Deposit		X	8,928.57	31,051.93
09/29/2023		Department of Childr...	47210 · State Contracts	Deposit		X	7,912.94	38,964.87
09/29/2023		Department of Childr...	47210 · State Contracts	Deposit			24,439.20	63,404.07

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Register: 2 · Regions BBCOC Checking/Savings

From 01/01/2023 through 10/09/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/26/2023			1 · Regions Bank - BB...	Funds Transfer		25,000.00	25,000.00
07/20/2023			1 · Regions Bank - BB...	Funds Transfer ...		265.00	25,265.00
09/01/2023			1 · Regions Bank - BB...	Funds Transfer		25,000.00	50,265.00



COC STAFF REPORT

July 2023- September 2023

HIGHLIGHTS

BOARD MEETING

1. Board Meeting minutes were completed from July 13, 2023 and included with packet for review.

HOUSING ASSISTANCE INQUIRIES

1. During the months of July 2023- September 2023 there were an influx of calls and email inquiries requesting housing assistance:
 - Homeless Prevention – 175 inquiries
 - Rapid Rehousing – 190 Inquiries
 - Emergency Shelter Assistance:
 - CESC/Kearney Center – 75
 - HOPE Community - 35

FINANCIAL, BUDGET and GRANT RELATED ACTIVITIES

1. Completed invoices for HUD, DCF, Leon County and City of Tallahassee funded programs for July 2023 to September 2023.
2. Completed Status and Roll-Up Reports for DCF funded programs for July 2023 to September 2023.
3. CoC staff attended DCF Office on Homelessness OFFICE HOURS bi-weekly calls.
4. Completed audit with Moran and Smith LLP alongside ARPC- awaiting completion of audit report.
5. Completed DCF audit on 2019-2022 DCF Staffing contracts – awaiting completion of audit report.
6. Continuous research on resource development for additional more diverse funding opportunities for BBCoC.
7. Executed contract agreements for DCF ESG, TANF and Challenge funds with sub-providers.
8. Executed contract agreements for DCF ESG CV3 funds with sub-providers.
9. Executed 3rd party amendment with City of Tallahassee and Leon County for 23-24 ARPA funding.
10. Staff participate in monthly meetings with HUD TA for guidance on HUD contracts.
11. Completed and submitted BBCoC application for DCF Challenge Plus RFP.
12. Completed and submitted BBCoC Collaborative Application for 2023 HUD NOFO.

COC ADMINISTRATION AND GOVERNANCE

1. Hosted monthly BBCoC Partner calls each month- July 2023 to August 2023.
2. Conducted weekly CoC staff meetings with all CoC staff.
3. ED attends bi-weekly CoC Coordination Calls hosted by Florida Coalition to End Homelessness.
4. ED attended NOFO office hours.
5. ED met with Early Learning Coalition to discuss collaboration of new project focused on homeless families.
6. Facilitated a meeting with business owners, faith-based organizations, and stakeholders in the downtown Tallahassee area alongside CoT, Leon County, and Downtown Improvement Authority.
7. Partnered with Center for Thriving Communities to host a listening session for individuals experiencing homelessness at Kearney Center.
8. Hired a new Coordinated Entry Director and Street Outreach Coordinator.

9. Met with FSU School of Social Work to discuss collaborative effort to pair interns with partner agencies.
10. Distribution of 3rd Quarterly Newsletter on October 2, 2023. ***If anyone would like to share news/updates for September-November in our next Newsletter, please submit your articles to the CoC (sgrindlerollins@bigbendcoc.org) by November 30, 2023.***

PIT and HIC 2024

1. CoC staff developed a timeline for the 2024 Point in Time.
2. CoC staff developed methodology for 2024 Point in Time count surveying.
3. CoC staff will host Point in Time Coordination call on October 23, 2023 at 1:00 pm. ***If you are interested in participating in the planning of the 2024 PIT count, please reach out to Sarah Grindle Rollins at sgrindlerollins@bigbendcoc.org to be added to the workgroup.***

HMIS

1. Working with our HMIS software vendor, Wellsky, to beta test a new HMIS portal for clients. This portal will allow homeless clients to update their HMIS profile information, check availability of shelter and homeless resources, and present digital ID cards which will assist agencies with client check-in.
2. Created new Annual HMIS Recertification Training, which reinforces the critical importance of client data privacy and security, and covers common HMIS data quality errors and best practices, as well as HUD's upcoming data standards updates for FY2024. This training can be found on our official Learning Management System – www.learnhmis.org.
3. Updated CHSP report to better detail new client entries per quarter.
4. Data quality preparations are underway for our upcoming annual reporting season – System Performance Measures (SPM), and Longitudinal Systems Analysis (LSA) are first up – covering CoC-wide performance from 10/1/2022 – 9/30/2023. Significant data quality reviews and data analysis goes into these reports, which are typically due in February.
5. Reconnected with the Built for Zero movement. Built for Zero is a methodology which allows communities to provide targeted, data-driven housing investments, identify and understand racial inequities, and drive homelessness to functional zero.
6. Supported 81 HMIS users and trained 7 new users.
7. Five-year background screenings were emailed to employees whose terms had expired for their continued use of the HMIS System. All have been screened and up to date.

LANDLORD ENGAGEMENT

1. Landlord Liaison continues to update our housing list/database of corporate-owned apartment complexes, private owners of residential properties, 55+ over communities, and affordable housing communities in Leon County and the surrounding Big Bend counties. Have added 8 new Landlords to our database during the July-September timeframe as well as currently working with 9 other prospective additional new Landlords.
2. Provides email blast list of 124 + Case Managers (has since grown from 115 Case Managers) from various agencies (continuously update as new people come on board or leave their agency) in Tallahassee and the surrounding Big Bend counties and send out weekly listings of available housing. Landlord Liaison also provides an email blast list of 29+ Leon County School Social Workers with listings of available housing leads/2-3x weekly.
3. Engaged potential landlords and visits to various apartment communities and private landlords (have made over 73+ visits from July to September). Landlord Liaison has sent out 85+ emails to potential landlords that advertise on Facebook Marketplace, Zillow, Trulia, and 10 other various apartment rental sites (during July-September).
4. Attended the National League of Cities meeting held in July in person with the City of Tallahassee. The Landlord Engagement Cohort is led by City of Tallahassee staff and includes representatives from Leon County and partner agencies. This last meeting was regarding the Tallahassee Risk Mitigation Fund Stakeholder session that was presented by a representative from the Stanford Legal Design Lab.

5. Collaborated with IT to create a new section on the Landlord Liaison page of the BBCoC website to develop a new area where a Landlord could advertise their vacant properties on our site as well as give the Landlord the opportunity to upload pictures of their property. This is a new feature that the Landlord Liaison will be promoting to new Landlords that will work with our client population.
6. Provided direct housing assistance to Case Management staff with The Kearney Center, BBHC, Ability First, VA, and the IRC regarding the MOU set aside units. Assisted in filling 9 MOU units during the July-September timeframe.

STREET OUTREACH

1. Responded to multiple outreach requests (for emergency supplies/connection to housing assistance/referrals/clothing needs and transportation needs).
2. Coordinated and participated in 2 weekly outreach efforts in Leon County with Service Providers (Ability 1st, CCYS, CESC and BBHC's Outreach Teams) and Community Partners (Leon County Human Services, City of Tallahassee Parks & Recreation, COT Department of Housing and Community Resilience, Leon County Sherriff's Office HOST Unit).
3. Coordinated and participated in weekly outreach to Rural Counties in Franklin, Wakulla, and Gadsden counties with CCYS's and BBHC's SSVF Outreach Teams.
4. Led Street Outreach Case Conferencing Call with partner agencies (08/28, 09/19).
5. Completed evening Outreach to wrap up Needs Assessment in Leon County. Street outreach specialists canvassed Leon County on a biweekly basis to assess household's needs and interest in services in 3 targeted areas - Downtown Tallahassee, Pensacola Street, and the North Monroe Corridor.
6. Escorted HOME Street Medicine Team to visit unsheltered individuals in need of medical care at their campsites (09/19).
7. Attended and participated in BBCoC Needs Assessment & Planning Series
8. Continuously supported and coordinated with City of Tallahassee and Leon County staff to address citizen complaints related to unsheltered homelessness.
9. Provided guidance and support to COT Parks & Rec and LCSO HOST Unit for dismantling camps using Trauma Informed Care.
10. Coordinated joint efforts to find housing solutions for two separate households.
11. Collaborated with CESC to help multiple clients obtain driver's licenses.
12. Established connections with local businesses to foster partnerships and pool resources, aiding our unhoused communities. (Partners include Good Samaritan, Calvary Church, First Baptist Church of Tallahassee, Red Cross, and ALARM Church.)
13. Teamed up with neighboring agencies to supply clothing, food, and shelter referrals to two families and three individuals.
14. Collaborated with the city to facilitate the relocation of individuals to areas with family support and available housing options.

COORDINATED ENTRY

1. Coordinated and facilitated Permanent Supportive Housing community case conferencing each month on 1st and 3rd Thursdays.
2. Provided Consistent Telecommunications support to partnering agencies that aided their efforts in proficiently participating in Coordinated Entry project.
3. Coordinated and Facilitated Families case conferencing on 1st Thursday of each month.
4. Coordinated individual and family referral placements into PSH and RRH programs.
5. Hosted several TA sessions for partnering agencies relative to CES training and available housing intervention overviews.
6. Coordinated and facilitated community RRH case conferencing on the 2nd Wednesday of each month.
7. Attended the National Alliance to End Homelessness Training in Washington, DC.

BBCOC TIMELINE FOR POINT IN TIME 2024 9/2023

DONE	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
<i>September- December 2023</i>				
	Establish PIT Planning Committee	CoC Staff	9/15/23	Committee to meet and continue to meet until PIT. Contact potential County Leads and Community Stakeholders for participation.
	Set PIT date	CoC Staff	10/4/23	<i>Proposed</i> Leon County: PIT Night Monday 1/22/24 Survey days: Tues. 1/23/24, Wed. 1/24/24, & Thurs. 1/25/24 Other Participating Counties: PIT Night Monday 1/22/24 Survey days: Thurs. 1/25/24 and Fri. 1/26/2024 <i>(to be approved at October 2023 CoC Board Meeting)</i>
	Review HUD Guidance and develop Methodology	CoC Staff	10/4/23	<i>Methodology to be Approved – October 2023 CoC Board Meeting</i>
	Develop initial draft 2024 PIT Survey Tool	CoC Staff & PIT Planning Committee	10/31/23	To be reviewed by a professional research consultant
	Digital App update for PIT	CoC HMIS Staff and Jeannine Fier	10/31/23	Initiate discussion with CoT staff Jeannine Fier to discuss any necessary updates
	Make decision regarding sheltered/unsheltered counts and COVID protocols	Planning Committee	11/6/23	Meet with PIT Planning Committee to decide on sheltered and unsheltered counts and COVID protocols
	Send out PDE Forms for HMIS participating agencies	CoC HMIS Staff	12/1/23	PDE Forms to be sent to HMIS participating agencies for PIT and HIC data collection set up in HMIS. Completed PDE's should be returned no later than 12/31/23.
	Recruit people to donate incentives for survey participants, snacks, hygiene kits, PPE ect. for volunteers.	CoC Staff, Planning Committee, Lead County Contacts, CoC Board	10/1/23-ongoing	Solicitations have begun and will continue until PIT. - ONGOING through PIT
	Press release to request sponsors signups	CoC Staff	12/1/23	WCTV, Tallahassee Democrat, FSU News, FAMU, WTXL- ONGOING
	*Begin to recruit volunteers following COVID protocols- create online registration form	CoC Staff, PIT Planning Committee, County Leads, CoC Board	12/1/23	Began sending out mass emails weekly. Online Registration Form from BBCoC Website ONGOING until PIT

DONE	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
December 2023- January 2024				
	Final Survey Tool approval	CoC Board	12/31/23	To be approved by CoC Board via email
	Final tool and assessment set up in HMIS	HMIS Staff	1/15/24	Ensure that HMIS projects and providers are set up correctly to populate final HIC and PIT reports
	Identify unsheltered locations in all counties	CoC Staff, PIT Planning Committee and Outreach Teams	12/1/23-1/15/24	Outreach teams include CCYS, BBHC-SSVF, Apalachee, VA, and Ability 1 st . ONGOING through PIT
	Identify unsheltered locations, food pantries, places of service, in all counties	County Lead Contact and Outreach Teams	12/1/23-1/15/24	Outreach Teams will assist in mapping- ONGOING
	Secure Headquarters and Volunteer Training location for each county volunteer training *if needed per COVID protocols	CoC Staff and County Leads	12/31/23	Due to COVID these may need to be large areas that allow for social distancing and/or virtual platforms
	Engage providers to update Data in HMIS or allow surveyors to visit their facility on survey days	CoC Staff and CoC HMIS Staff	1/1-1/15/24	HMIS project data cleanup begun and will continue until PIT night and Survey Day.
	Recruit diverse group of trainers for volunteer/outreach training	CoC Staff, Planning Committee	12/31/23	Inclusion of staff from SSVF, VA, CCYS, BBHC, BBCBC, Apalachee Center, & Refuge House, Capital Tea, STAC.
	Create option for virtual training	CoC Staff	12/31/23	There may need to be only a refresher option if only using volunteers with previous experience
	Engage each County's Schools Homeless Liaison	CoC Staff, Planning Committee	12/17/23	Recommendation: capture data on doubled up families and literally homeless families through school systems.
	Recruit a lead contact person for coordination of each county's PIT	Planning Committee and CoC Staff	12/17/23	Leads should be someone familiar with the county- Working to identify leads in outer counties. A minimum of 6 Volunteers from each participating county are needed to conduct the PIT count in that county!
	Engage EMS, government, law enforcement.	CoC Staff & Planning Committee	12/31/23	Establish a list of contacts for each county.

DONE	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
JANUARY 2024				
	Create training and forms packet for volunteers	CoC Staff	1/15/24	Must be completed prior to PIT- can be offered online
	Volunteer shift-up	CoC Staff	1/15/24	Gather volunteer availability through online form for scheduling teams for survey dates
	Set Staff Schedule for week of count	CoC Staff	1/15/24	Includes all shifts
	Set Volunteer Schedules and Team assignments	CoC Staff	1/20/24	To be completed as soon as possible and notice volunteers of their confirmed shifts
	Gather HIC Information	CoC HMIS Staff	1/31/24	Gather information for HIC from agencies on night of PIT
AFTER PIT COUNT FEBRUARY-APRIL 2024				
	DRAFT HIC and PIT Reports to CoC ED	COC Staff and HMIS Staff	3/2024	Draft reports generated from HMIS and keyed into HDX (if available) All initial data errors resolved.
	CoC Board Review PIT & HIC Data to be submitted to HUD via HDX	CoC Board	4/15/24	<i>To be approved by CoC Board and submitted to HUD just after approval</i>
	DRAFT PIT Data reports per county due to CoC ED	CoC Staff and HMIS Staff	4/30/24	Each county participating in PIT will have a detailed report with stats, trends and recommendations to be presented at Commissions
	Generate Infographic on 2024 HIC and PIT numbers and past years' trends	CoC Staff and HMIS staff	4/30/24	Infographic should be released to the community.
	Final Report to HUD (and State)	Staff	4/30/24	Provide to community and post to CoC website and set up county specific presentations