



Semiannual Membership and Board Meeting

October 12th, 2023 - 11:00am-12:30pm

Minutes

Board Members: Jeanné Freeman, Johnna Coleman, Jim McShane, Commissioner Dianne Williams-Cox, Commissioner Rick Minor, Emily Mitchem, Dr. Kimball Thomas, Vicki Butler, Mandy Bianchi, Edward Dixon, Taylor Biro, Shington Lamy, Frank Norris, Horace Thompson

Meeting Attendees: Dr. Lona Ford, Sarah Grindle-Rollins, Eric Layton, Broderick Seabrooks, Jeff Kane, Micha Allen, Lovena Basquin, Amber Tynan, Anita Morrell, Abby Sanders, Rob Renzi, Cindy Kimbrell, Marie Vandenberg, Shirley O'rear, Sylvia Smith, Ashlee Barbel, Jessica Lowe, Robyn Wainner, Carol Weissert, Jessica Faulkner, Tracie Simmons

Membership Meeting

1. Call to Order- Jeanne' Freeman, BBCoC Board Chair
Jeanné called the Membership Meeting to order at 11:05am by thanking everyone for their attendance.
2. Membership Roster and Dues Paid 2023-2024
Jeanné explained that a Roster is included of those who have paid their membership dues and if an agency is omitted, there is no record of payment. Jeanné stated if anyone needs assistance with payments to please reach out to Johnna or Sarah at the CoC office.
3. Board Nominations and Elections
 - Johnna stated that a list of members are listed on the agenda whose terms have expired and need new appointee replacements. Jeanné asked if anyone had questions regarding the appointed members that's outside of Leon and Gadsden counties due to non-communication from any. She does not feel comfortable placing those that do not have Board engagement and asked about Bi-Laws stating that. Johnna reported that the Bi-Laws does not state that members need to communicate or attend meetings but feel the same about placing them on committees.
 - Commissioner Williams-Cox will reach out to Gadsden County Commissioner Ronterious Green regarding attendance with the Board.
 - Commissioner Rick Minor asked to defer the vote until notifying those who are absent to see if they would like to be reappointed.

Motion was made to defer the vote until next meeting by Jim McShane and Commissioner Dianne Williams-Cox seconded. Motion carried and passed unanimously.

Updates from the CoC

Johnna reported:

- Jessica Lowe is our new Leon County Liaison that represents the public school system. Johnna welcomed Ms. Lowe, as well as Nick Maddox, CEO, Family Promise of the Big Bend. Johnna reported that the two seats were filled for members that have left agencies, and we have a Board seat available for the new Emergency Shelter service provider when that person is hired.
- Committee's that have chair vacancies are Needs Assessment and Planning, Racial Equity, and Application and Project Review. Johnna will send out information to invite anyone that's interested in chairing those committees to contact her.

4. Quarterly Board Meeting Schedule for 23/24

The 23/24 Board Meeting schedule:

- October 12, 2023 (Today's meeting)
- January 11, 2024
- April 11, 2024
- July 11, 2024

Johnna will send out schedule for Board Member's calendars.

5. General Membership Announcements

Jessica Lowe – Leon County Schools

- The hotel room budget has been exhausted due to an immediate need from Families in Transition (FIT).

Emily Mitchem – Refuge House

- Refuge House was awarded \$600,000 for transitional housing vouchers for victims of domestic sexual violence and sex trafficking. Hope to have monies available towards the end of month.
- A Housing Navigator should be hired in the next couple weeks at the agency to oversee Voucher Program.

6. Adjournment of Membership Meeting

Jeanné adjourned the Membership Meeting at 11:18 am.

Board Meeting

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

Jeanné called the Board Meeting to order at 11:18 am.

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

Motion was made to approve Consent Agenda by Commissioner Dianne Williams-Cox and seconded by Jim McShane. Motion carried and passed unanimously.

3. Discussion Items

a. BBCoC Staff Presentation

a. Administrative - Sarah Grindle-Rollins

i. PIT 2024 Timeline

- **Created and Distributed 3 Volumes of BBCoC Newsletter –**

The CoC is very proud of our 3rd volume Newsletter and hope everyone is keeping up with everything that's going on at the CoC. If any agency would like to submit their successes and/or updates from your agency, please contact the CoC.

- **Implemented Online Client Assessment**

We have an online tool that allows clients to complete their housing needs and submit the form to our office. When the client is contacted, we have enough information to check agencies that might be able to meet the client's needs and issue a referral at that time.

- **Online Payment for BBCoC Dues and Donations**

The online payment system is very simple to pay membership dues, along with various donations to the CoC. It comes through immediately and avoids stamp fee and the slow mail system.

- **Implemented Annual Membership Schedule**

All members receive an Invoice in the month of March and follow-up memos afterwards instead of Invoicing each member one year from the date that their payment is received.

- Jeanné, ED for Neighborhood Medical Center was thanked for being our top donor during our Point in Time (PIT) count for the agency's continuous donation of \$1,000 for the past 5 years. Very much appreciated, and we look forward to PIT 2024!

Johnna stated that the CoC has collected \$9,916.39 in Membership dues for 2023 and expressed gratitude for all board members and we will post members for our April meeting. Johnna also stated that we look forward to expressing our gratitude further for members in the new year and look forward to sharing with agencies more technical assistance and our staff offering more presentations as this one today to recap what we have done and will be doing moving forward in the new year.

PIT 2024 - Johnna

Leon County: PIT Night – Monday 1/22/24

Survey days: Tues 1/23/24, Wed. 1/24/24, Thur. 1/25/24

Other Participating Counties: PIT Night – Monday 1/22/24

Survey days: Thur. 1/25/24 and Fri. 1/26/24

There will be a virtual PIT Coordination Meeting October 23, 2023, 1 pm. Johnna asked anyone who might be interested or have contact with anyone in the outlying counties who would like to be a part of the planning process to attend the meeting.

Motion to approve PIT 2024 was made by Jim McShane and seconded by Commissioner Rick Minor. Motion carried and passed unanimously.

Prior to the Finance Report, Johnna reported that the CoC, through all funding sources, had approximately \$3 million that was distributed for our 2022-23 funding year. Johnna expressed her gratitude for all the hard work that everyone have done during the year.

b. Finance – Dr. Lona Ford

- This year we have an increase from last year with additional DCF CV-3 monies that were awarded, which increases our annual budget to \$3.4 million. Due to this increase, we were able to increase areas in homeless prevention, street outreach, emergency shelter and rapid rehousing, with an increase of approximately 10%.
- Lona thanked all providers that have worked with her during the shifts and transitions with the funding sources regarding invoicing, reporting, and contracts.
- Some of the changes that we have accomplished:
 - Moved contracts into DocuSign, which saved tremendous time and effort.
 - Moved to a SharePoint drive, which helped with large documents and each agency has their own drive to view previous invoices, documents, contracts, correspondence. This drive allows 24/7 access to all documents.
- We will begin the new fiscal year with additional technical assistance, and in the coming weeks these sessions will be scheduled with various agencies to discuss spending plans, monthly status reports, budget reallocation, as well as capacity and program effectiveness. Each employee that's involved with the Invoicing process must be present on the TA schedule.
- Want to make sure agencies are aware of what their deliverables and performances are, and if there are issues with capacity and making sure we are aware ahead of time due to reallocating and being aware of why we are making those changes.

c. HMIS – Eric Layton

- The Learning Management System has taken approximately 3 years to implement and get running. The System serves other CoC's within the State of Alabama and the Western Florida Panhandle. It is located at www.learnhmis.org.
- The CoC received the Roger Kaufman Exemplary Community Agency Award for our data dashboards, which is located on the CoC's website www.bigbendcoc.org.
- Implemented Data Dashboards, which consists of Community Analysis, Performance, and Community Snapshot. This has allowed us to increase data transparency with the community, board and other stakeholders.
- Updating our website has enabled clients to apply for services directly on our site and this has helped expedite the process of assisting our clients with their housing needs.
- We have to report Performance Data each year, which shows as a whole what the community has produced. Eric explained the following:
 - Length of time clients remain homeless.
 - Change in Point in Time (PIT) Counts.
 - Number of first-time homeless clients over the last 24 months.

The complete report should be completed by December and submitted to HUD in January.

d. Coordinated Entry-Johnna

- Micha Allen has been hired after Tranesia left the CoC and transitioning into her new role as Coordinated Entry Director.
- Coordinated Entry Data from 10/1/22-9/30/23:
 - We saw a total of 1756 total persons through CE; 187 households.
 - We have 271 individuals enrolled in CE; 220 chronically homeless; 49 families. Those who are experiencing homelessness for the first time is not included in this data.

- e. Landlord Engagement-Jeff Kane
 - There have been approximately 223 visits and over 440 engagement emails to several private properties, apartment complexes and landlords.
 - Sent out 1225 housing leads to case managers and community advocates.
 - Filled approximately 29 MOU units since 01/23.
 - We have gained approximately 23 new landlords.
 - A landlord liaison page has been established on our website.
 - Created webpage for landlords to advertise their properties.
- f. Street Outreach – Johnna
 - Lovena Basquin was introduced as our new Street Outreach Coordinator after Sara left the CoC.
 - We expanded Coordinated Outreach with our ARPA funds via City/County.
 - Established bi-monthly SO case conferencing calls.
 - Created SO Quick Guide.
 - Created Resource Guide for businesses.
 - Established process to respond to community concerns.
 - The Street Outreach team have worked with businesses on Pensacola Street regarding homeless individuals and Vicki with the Kearney Center to coordinate services.
- b. Committee Updates
 - i. Appointment of Committee Chair – Jeanné
 - We have deferred this appointment until our next meeting to get an email out to members and determine if they would like to be reappointed to their positions.
 - ii. Proposed Committee Meeting and Partner Call Schedule for 23/24 – **In Agenda Packet**
 - iii. Executive Committee – Jeanné
 - There will be updates forthcoming on strategies discussed regarding the CoC and who we represent with partners and the City/County.
 - iv. Application and Project Performance Review Committee – Johnna
 - A chair is needed for this committee to get established and receive additional training.
 - This committee does not meet until there are applications to be reviewed (i.e. RFP’s for 3-year DCF contracts, NOFO).
 - v. Coordinated Entry Committee – **Staff Presentation**
 - vi. HMIS Committee – **Staff Presentation**
 - vii. Needs Assessment and Planning Committee- Updates on Priorities – Johnna
 - This committee will place focus on the unsheltered homelessness population.
 - In the upcoming year, we will expand partnerships with businesses and Faith Based partners to get more involved in the work that we do in the community.
 - viii. Ad-Hoc Racial Equity Workgroup – Johnna
 - This group falls under the Needs Assessment and Planning Committee. Our work will continue once we get a chair assigned for this committee.

4. Partner Updates

- a. City of Tallahassee – Anita Morrell
 - Getting prepared to launch the 2024 contracts and attachments were sent to agencies for completion. We will route for signatures after the attachments are returned. All questions should be directed to the City.

- b. Leon County – Abby Sanders
 - CHSP 2024 will not be released until all '23 contracts have been submitted and we have closed them out. Abby asked for all contracts to be submitted as soon as possible.
 - A CHSP Workshop is scheduled for November. Additional information will be forthcoming.
- c. Gadsden County – Edward Dixon
 - Apologies were offered for not being in meeting attendance in the past, although Mr. Dixon stated that Gadsden County will be in attendance for future meetings.
 - Need more understanding regarding the numbers presented by the HMIS team and will have participation on the Board and play a greater part for Gadsden County.
- d. Wakulla County – **No Representative Present**
- e. Franklin County – **No Representative Present**
- f. Taylor County – **No Representative Present**
- g. Jefferson County – **No Representative Present**
- h. Liberty County – **No Representative Present**
- i. Madison County – **No Representative Present**
- j. Partner Agencies
 - Leon County Schools – Jessica Lowe
 - Anyone that needs assistance with services, please contact her.
 - They are monitoring attendance of homeless students in the school system.
 - LCS will provide transportation to school for any student that's experiencing homelessness.
 - Assisting students that are experiencing homelessness with their application fee to obtain housing if they are unable to afford it.

5. Public Comment/Announcements

No Public Comments

6. Adjournment of Meeting

Jeanné thanked everyone for their attendance in the meeting and adjourned 12:09pm.