



Semiannual Membership and Board Meeting

October 10th, 2024 – 11:00am-12:30pm

Teams Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWU00TjYmEtZjM0ZS00NTFhLTk4NTMtZWQ5YTQyMjgyNDU3%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: 297 060 500 213 **Passcode:** GVuK5U

Call-In: 323-618-1840 **Phone Conference ID:** 531 435 70#

AGENDA

Membership Meeting

1. Call to Order- Jeanne' Freeman, BBCoC Board Chair
2. Board Nominations and Elections
3. Quarterly Board Meeting Schedule for 24/25
4. General Membership Announcements
5. Adjournment of Membership Meeting

Board Meeting

1. **Call to Order** – Jeanne Freeman, Board Chair
2. **Consent Agenda**
 - a. July 11, 2024, Board Meeting Minutes
 - b. Executive Committee Meeting Minutes
 - c. Finance
 - i. 24/25 BBCoC Budget
 - ii. Financial Report
 - d. July to September 2023 BBCoC Staff Report
3. **Discussion Items**
 - a. 2024 HUD NOFO Update
 - b. BBCoC Agency transition from APRC
 - c. PIT 2025 Timeline
 - d. Cold Night Shelter Preparation- *Meeting TBA*
 - e. Committee Updates
 - i. Appointment of Committee Chairs
 - ii. Committee and Networking Meeting Schedule for 24/25
 - iii. Executive Committee
 - iv. Application and Project Performance Review Committee
 - v. Coordinated Entry Committee
 - vi. HMIS Committee
 - vii. Needs Assessment and Planning Committee
 - viii. Ad-Hoc Racial Equity Workgroup

4. Partner Updates

a. City of Tallahassee

d. Wakulla County

g. Jefferson County

j. Partner Agencies

b. Leon County

e. Franklin County

h. Liberty County

c. Gadsden County

f. Taylor County

i. Madison County

5. Public Comment/Announcements

6. Adjournment of Meeting



Board Meeting

July 11th, 2024 – 11:00am-12:30pm

MINUTES

Board Members: Jeanné Freeman (Neighborhood Medical), Johnna Coleman (BBCoC), Vicki Butler (CESC), Taylor Biro (LGBTQ Task Force), Gwynn Virostek (CCYS), Chuck White, Jessica Lowe (Leon County Schools), Sonya Wilson (CESC), Fred Thompson, Brenda Williams (Tallahassee Housing Authority), Fatima Oleabhiele (Capital Area Community Action), Tamika Fields (Family Promise)

Meeting Attendees: Dr. Lona Ford (BBCoC), Sarah Grindle-Rollins (BBCoC), Eric Layton (BBCoC), Ciara Tucker (BBCoC), Tori Stephenson (BBCoC), Jeff Kane (BBCoC), Lovena Basquin (BBCoC), Micha Allen (BBCoC), Abby Thomas Sanders (Leon County), Sylvia Smith (Big Bend Cares), Rob Renzi (Big Bend Cares), Robyn Wainner (City of Tallahassee), Kimberly Lyles (International Rescue), Justin Barfield (CCYS), Alma Venisee (Investing in our Youth), Derek Hubble (Family Promise), Halle Bush (Brehon), Jackie Fortmann (Leon County), Cindy Kimbrell (Legal Services), Coach Sue Semrau, Pat Thomas, Micah Doster, Nickolas Bittle (FSU), Elizabeth Robinson (Geeksi Connection), Steven Passeti (Family Promise), Red Caloco (Family Promise), Salena Burden (4 Sisters), Anita Morrell (City of Tallahassee)

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 11, 2024 Membership and Board Meeting Minutes
- b. April to June 2024 Finance Report
- c. BBCoC Staff Report
- d. Designation of Big Bend CoC as HUD Collaborative Applicant and HMIS Lead
(Annually requires a motion to approve BBCoC as Collaborative Applicant and HMIS Lead)

Jessica Lowe made a motion for approval of Consent Agenda and Rob Renzi seconded. All were in favor and motion carried and passed unanimously.

3. Discussion Items

- a. Funding Updates (as of 5/31/24)
 - i. Expected Contract Amount for 2024-2025
 - ii. 2023-2024 DCF Spending Update
 - iii. 2023-2024 ARPA Spending Update
 - iv. HUD HMIS and Planning Contracts 2024-2025
 - v. COT ESG Spending Update

Johnna Reported:

- Original contracts ended June 30th and we have not received new contracts to-date. The expected amounts are in board packet, along with spend-downs. Agencies will be notified

regarding 2024-25 Contracts as soon as the CoC hears from DCF. A call is scheduled next week with DCF to discuss contracts.

- ARPA Spending Update is included in packet. The Contracts will end September 30th and new contracts will begin October 1st.
- HUD HMIS and Planning Contracts 2024-25 are included in packet, as well as City of Tallahassee Spending Update.

Taylor Biro asked if ARPA Contracts goes through a Line Item with City and County Commissioners vote or considered staff approval.

Johnna explained that ARPA dollars were originally distributed in 2021 and are post-Covid dollars and Amendments goes through the County but are not Line Items. The Contract is a continuous spend-down of dollars.

- b. HOUSE BILL 1365: Unauthorized Public Camping and Public Sleeping: [FULL BILL HERE](#)
 - i. CoC Statement on Sanctioned Encampments
 - ii. Estimated Cost of Sanctioned Encampments

Johnna Reported:

- Johnna explained House Bill 1365 and stated that it does not allow individuals to sleep nor camp on public property (county areas, sidewalks, etc.)
- Do not know how DCF will allocate funding associated with the Bill for the CoC's and have not heard anything to-date regarding this. Johnna explained that the Bill states there is funding allowed for the CoC's to respond to issues related to homelessness (sanctioned encampments), although the CoC's decided that the cost of a sanctioned encampment is not considered humane nor feasible. Have spoken with City and County and all are in agreement.
- There is a draft of the CoC's Statement in packet, along with a draft of numbers estimating cost for encampments. Cost is astronomical compared to Permanent Supportive Housing.
- This was finalized the last week in June, and we are not sure of legal ramifications at this time. Worked with the county prior to this date and worked on the CoC's Statement.

Discussion

Taylor Biro – What does this look like in our community, and will we have to enforce it?

Johnna – This will place the county at risk with legal penalties. The CoC will make sure everyone affected by the Order knows what the consequences are, and we are conducting this via Street Outreach and through Tori Stephenson, CoC Community Liaison.

Abby Sanders (County) – Continuously working with Attorney as to how this works with enforcement with our county due to the Order affecting only public property and land. There will be penalties if we don't develop a solution and we will keep working with the County Attorney and will pass any updates to Johnna and the CoC. Public land is any land owned by Government entity (School District, City, County, etc.). There will be legal ramifications for the county but not sure of the level for allowing individuals to sleep on public property, and the legal ramifications will go into effect January 1, 2025.

Johnna – Street Outreach is meeting bi-weekly developing a By-Name List and identifying anyone that might be in a public area and will try to get them to a different location prior to the 10/1 deadline.

Johnna asked for any edits, concerns or input to be directed to her as soon as possible. She will be working towards having everything finalized and posted, after approval from the Executive Committee, by September 1st.

c. Committee Reports

i. Coordinated Entry Committee

Johnna Reported:

Micha Allen is our Coordinated Entry Director and we have met for a discussion on revamps to Coordinated Entry Trainings, etc. Will schedule a meeting soon to form a committee within the next month.

ii. HMIS Committee

Eric Layton Reported:

Working with the 12 CoC's in our area for HMIS implementation in Alabama and the FL Panhandle for new HMIS vendors. Looking for other options available. Will report any findings within the next couple months. The Q&A sessions and window for submission regarding a new vendor will be August 31st and our decision will be determined the beginning of November. At that time everyone will be notified.

iii. Needs Assessment and Planning Committee

Johnna Reported:

Committee is in need of a chair. Committee met in June and will meet August 21st at 10am. This will be a virtual meeting and information is located on our website. Sarah will send out information prior to the meeting.

Our current Homelessness Assistance Plan ends in 2025 and would like to see what the community needs. Anyone interested in becoming a member of this committee, contact Johnna.

iv. Racial Equity Committee

Johnna Reported:

Committee is in need of a chair. Contact Johnna if anyone is interested in working on the committee or becoming a chair.

v. Project and Application Review Committee

Johnna Reported:

This committee meets during times of competitions and NOFO is approaching soon. Agencies that have renewal projects please clean up data and make sure APR's are accurate, which counts as a huge portion of your score. Will send out any correspondence regarding NOFO as soon as we receive notice. Anyone interested contact Johnna. Individuals will not be able to apply for funding through the CoC if serving on this committee.

Discussion

Taylor asked if Law Enforcement had access to the By-Name List and if clients gave their consent to this.

Johnna explained that only HOST Deputies have access to the By-Name List, and they work with our Street Outreach Team, and they also gather consent.

Sylvia stated that an informed consent will need to be reevaluated once the county has completed its analysis. Sylvia also stated that we should keep this topic on radar and discuss often to make sure our clients rights are protected with informed consent.

4. Partner Updates

- a. City of Tallahassee – **Robyn** – Working on CHSP Award Letters and they will be distributed soon.
- b. Leon County – **Abby** – Will continue working with County Attorney and will reach out to Johnna with any progressions.
- c. Gadsden – **Jeanné** will reach out to Gadsden County officials regarding their participation in meetings.
- d. Wakulla County – *No Updates*
- e. Franklin – *No Updates*
- f. Taylor – *No Updates*
- g. Jefferson – *No Updates*
- h. Liberty – *No Updates*
- i. Madison – *No Updates*
- j. Partner Agencies

5. Public Comment/Announcements

Jessica Lowe – Leon County School Board

- The School Board had a reduction in allocated dollars and the District Department will be merging our department with social workers and health services and will be under Ms. Tonya Fitzgerald beginning this fall.
- We have CARES dollars that must be exhausted by September 30th. Our department will be able to purchase clothes, shoes, products and supplies. Due to workers comp and risk management, we will no longer supply hotel vouchers to support those that are experiencing homelessness.

Cindy Kimbrell – Legal Services

- Will share with everyone their Post Disaster Flyer, along with a flyer listing all services from their agency. Johnna asked if she would forward it to the CoC and we would share it also.

Public Comment/Announcements

- **Johnna** reported that Tori Stephenson, BBCoC's Community Engagement Liaison, has been working to find locations for cooling stations. The CoC Street Outreach Team will host cooling stations downtown within the next two Fridays. We will have cooling towels, water, etc. and we are also working to provide additional community resources. Johnna asked anyone who might know of a community business, church, etc. please send to Tori.

6. Adjournment of Meeting

Jeanné thanked everyone for attending and Board Meeting was adjourned at 11:46 am.



BBCoC Executive Committee Meeting

June 18, 2024

3:00 pm

[Click here to join the meeting](#)

Meeting ID: 297 129 854 775

Passcode: smrcfy

Members Present: Jeanne Freeman, Emily Mitchem, Jim McShane, Frank Norris, Barbara Wills

BBCoC Staff Present: Johnna Coleman and Lona Ford

AGENDA

- 1. Welcome**
- 2. Financials**
 - a. **April and May Financials-** *see meeting agenda packet*
 - b. **24/25 CoC Budget Draft-** *see meeting agenda packet*
- 3. Contract Updates-** *see meeting agenda packet*
 - a. **DCF 23/24 Unified Contract Spending Update and Anticipated 24-25 Renewal Amounts**
 - b. **ARPA 23/24 Spending Update**
 - c. **24-25 HUD CoC Planning and HMIS Award Letter**
 - d. **City of Tallahassee ESG Contract Spending Update**
Details of the new COT ESG award has not been made available.
- 4. CoC Statement on HB 1635 Bill Draft-** *see meeting agenda packet*
The committee is in agreement with the language used in the draft. Letter will be added to the July CoC Board Meeting Packet.
- 5. Other Comments**
- 6. Adjourn Meeting**



BBCoC Executive Committee Meeting

August 20, 2024 – 3:00 pm

TEAMS Meeting Link: [Click here to join the meeting](#)

Meeting ID: 297 129 854 775 **Passcode:** smrcfy

Call in number: 1-323-618-1840 **Phone Conference ID:** 683 625 042#

AGENDA

Members Present: Jeanne Freeman, Jim McShane, Frank Norris, Emily Mitchem, Barbara Wills

BBCoC Staff Present: Johnna Coleman and Lona Ford

1) Welcome

2) 24-25 DCF Contract Update- *see meeting agenda packet*

3) 2024 NOFO Update

a) Local Competition and Timeline- *see meeting agenda packet*

4) Draft Response Letter to OIG- *see attached*

No edits to be made to letter. The Exec. committee agrees that CoC ED and Finance Director should reach out to OIG office for any clarification before submitting final letter.

5) Update on BBCoC/ARPC Transition

Executive Committee agrees to move forward on BBCoC decision to move forward with transition from ARPC. CoC ED and Finance Director met with Chris Rietow, ARPC ED and Monica Pitts, ARPC Finance Director. The meeting went well, and Chris and Monica are willing to assist with any necessary planning to ensure the transition is smooth.

6) Next CoC Board and Membership Meeting- October 10th, 2024 (virtual)

7) Other Comments/Announcements

8) Adjourn Meeting

Next Executive Committee Meeting Tuesday, September 17, 2024 at 3:00 pm

BIG BEND CONTINUUM OF CARE FY 24/25 PROPOSED BUDGET				
REVENUES:				
	24-25 Budget	FY 23-24 7/1/24 - 9/30/24	10/1/24 -6/30/25	7/1/25 - 9/30/25
US HUD				
HUD HMIS	\$130,292.00	\$0.00	\$130,292.00	\$0.00
HUD Planning	\$148,025.00	\$0.00	\$74,278.00	\$0.00
FL DCF 2024 -2025				
FY 23-24				
DCF Challenge FY 23-24 Base plus	\$168,561.75	\$42,140.44	\$126,421.31	0.00
DCF Challenge Plus 1 (23-24)	\$96,598.58			
DCF Challenge Plus 2 (23-24)	\$171,442.94			
DCF ESG Grant FY 23-24	\$36,554.05	\$42,860.74	\$128,582.21	
FY 24-25				
DCF Staffing Grant	\$185,894.85	\$46,473.71	\$139,421.14	0.00
DCF Challenge	\$541,080.21			
DCF ESG Grant	\$165,261.93	\$41,315.48	\$123,946.45	0.00
DCF TANF Grant	\$32,250.00	\$8,062.50	\$24,187.50	0.00
City of Tallahassee				
CoT ESG HMIS Admin	\$79,077.00	\$51,930.23	\$59,307.75	\$19,769.25
CoT ESG RRH Landlord Liaison	\$79,076.00	\$36,320.96	\$59,307.00	\$19,769.00
Leon County/City of Tallahassee ARPA Funds				
ARPA Street Outreach	\$246,551.27			
ARPA PSH	\$135,541.17			
ARPA Community Engagement Liasion	\$86,041.04			
ARPA Capacity Building	\$94,093.32	\$7,841.11	\$78,411.10	\$7,841.11
OTHER				
CoC Membership Dues	\$10,000.00	\$0.00	\$7,500.00	\$2,500.00
CoC Donations / PIT	\$3,000.00	\$0.00	\$2,250.00	\$750.00
CoC HMIS Partner Fees	\$10,000.00	\$0.00	\$7,500.00	\$2,500.00
TOTAL REVENUES	\$2,419,341.11	\$ 276,945.17	\$ 961,404.45	\$ 53,129.36
OPERATING EXPENSES:				
Salaries - Gross	\$643,760.00	\$0.00		
Fringe Benefits	\$151,575.06	\$0.00		
Staff Merit Bonus Pool	\$50,000.00	\$0.00		
Leave Payout	\$50,669.59			
ARPC Admin Costs	\$5,000.00	\$0.00	\$3,750.00	\$1,250.00
Audit/Accounting 990	\$10,000.00	\$0.00	\$5,000.00	\$5,000.00
CoC Board/Memberships Expenses	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00
Consultants/SMEs	\$10,000.00	\$0.00	\$0.00	\$0.00
Dues/Subscriptions	\$10,000.00	\$3,000.00	\$4,000.00	\$3,000.00
Equipment / Software	\$15,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Insurance	\$11,000.00	\$0.00	\$7,500.00	\$3,500.00
Office Supplies	\$12,000.00	\$0.00	\$8,000.00	\$4,000.00
Rent	\$51,367.50	\$10,125.00	\$30,915.00	\$10,327.50
Utilities	\$4,200.00			
Telephone & Internet	\$20,000.00	\$5,000.00	\$11,250.00	\$3,750.00
Travel	\$15,000.00	\$3,000.00	\$6,000.00	\$6,000.00
PIT Expenses	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Training and Development	\$25,000.00	\$0.00	\$5,000.00	\$10,000.00
FY 23-24 Sub-Contrators				
DCF Challenge FY 23-24 Base plus	\$19,084.40			
DCF Challenge Plus 1 (23-24)	\$89,460.85			
DCF Challenge Plus 2 (23-24)	\$84,116.62			
DCF ESG Grant FY 23-24	\$997.31			
FY 24-25				
DCF Challenge	\$344,150.00			
DCF ESG Grant	\$131,688.06			
DCF TANF Grant	\$31,282.50			
ARPA Street Outreach	\$164,671.53			
HMIS License Renewal	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Legal Support	\$5,000.00	\$0.00	\$3,500.00	\$1,500.00
ARPA Advance Payback	\$67,143.82	\$0.00	\$33,571.91	\$33,571.91
BBCOC Admin				
TOTAL EXPENSES:	\$2,047,167.24	\$26,125.00	\$145,986.91	\$89,399.41
NET INCOME/(LOSS)	\$372,173.87			

Big Bend Homeless Assistance Continuum of Care

Profit & Loss

10/08/24

July through September 2024

Cash Basis

	<u>Jul - Sep 24</u>
Ordinary Income/Expense	
Income	
44700 · Awards and Recognition	300.00
47200 · Program Income	
47210 · State Contracts	268,346.80
47220 · Local Government Contracts	172,296.27
47230 · Membership Dues	3,190.84
47250 · Federal Contracts/Funding	90,074.59
47260 · Background Screens	99.75
Total 47200 · Program Income	<u>534,008.25</u>
Total Income	<u>534,308.25</u>
Gross Profit	534,308.25
Expense	
60800 · Bank Service Fees	30.00
60900 · Business Expenses	
60930 · Memberships	250.00
60940 · Background Screens	119.70
Total 60900 · Business Expenses	<u>369.70</u>
62100 · Contract Services	160,934.84
62800 · Facilities and Equipment	
62890 · Rent, Parking, Utilities	11,068.63
Total 62800 · Facilities and Equipment	<u>11,068.63</u>
63000 · Program Expense	1,647.06
64000 · Specific Assist to Individuals	10,538.96
65000 · Operations	
65010 · Books, Subscriptions, Reference	320.00
65030 · Printing and Copying	803.02
65040 · Supplies	63.95
65050 · Telephone, Telecommunications	701.61
65060 · Information Technology	15,032.57
65070 · Advertising/Marketing	423.00
65000 · Operations - Other	3,186.83
Total 65000 · Operations	<u>20,530.98</u>
66000 · Payroll Expenses	
66020 · Health Insurance	19,358.13
66030 · Retirement -FRS	18,743.95
66040 · Life & Dental	1,049.19
66070 · Taxes	10,520.28
66000 · Payroll Expenses - Other	143,956.13
Total 66000 · Payroll Expenses	<u>193,627.68</u>
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	6,325.22
68300 · Travel and Meetings - Other	1,716.45
Total 68300 · Travel and Meetings	<u>8,041.67</u>
Total Expense	<u>406,789.52</u>
Net Ordinary Income	<u>127,518.73</u>
Net Income	<u><u>127,518.73</u></u>



COC STAFF REPORT

July 2024- September 2024

HIGHLIGHTS

BOARD MEETING

1. Board Meeting minutes were completed from July 11, 2024, and included with Board meeting agenda packet for review.

HOUSING ASSISTANCE INQUIRIES

1. During the months of July 2024- September 2024, the CoC responded to the following calls and email inquiries requesting housing assistance:
 - Homeless Prevention – **272 inquiries**
 - Rapid Rehousing – **300 Inquiries**
 - Emergency Shelter Assistance:
 - CESC/Kearney Center – **100 referrals**
 - HOPE Community – **38 referrals**

BBCoC DIRECT ASSISTANCE TO CLIENTS USING CHALLENGE PLUS FUNDING

- Online Inquiries: July 2024- September 2024- 149
- Homeless Prevention – 8
- Rapid Rehousing – **13**
- # of households placed into permanent housing: 13

FINANCIAL, BUDGET and GRANT RELATED ACTIVITIES

1. Completed invoices for HUD, DCF, Leon County and City of Tallahassee funded programs July 2024- September 2024.
2. Completed Status and Roll-Up Reports for DCF funded programs for July 2024- September 2024.
3. CoC staff attended DCF Office on Homelessness OFFICE HOURS bi-weekly calls.
4. Continuous research on resource development for additional more diverse funding opportunities for BBCoC.
5. Completed monitoring DCF ESG and ARPA contracts with sub-providers.
6. Onboarded Accounting Specialist to CoC staff- Welcome Janelle Cotton.
7. Big Bend CoC and ARPC severed MOU as of 10/1/24 and BBCoC now has taken on all HR and payroll responsibilities.

COC ADMINISTRATION AND GOVERNANCE

1. Hosted monthly BBCoC Partner calls each month- July 2024- September 2024
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. Attended Florida Housing Coalition Affordable Housing Conference in Orlando, Florida.
5. Assisted partner agencies with various solutions to programmatic and operational issues.
6. Attended Starting Right Now Conference on Youth Housing options in Tampa, Florida.

7. Distribution of the BBCoC Newsletter was on **August 1**. *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 October 31, 2024.*

PIT and HIC 2024

1. Finalized timeline for PIT 2025.

HMIS

1. Continued work with our HMIS software vendor, Wellsky, to 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. Performed quarterly cleanup of HMIS projects, closing inactive ESG-CV programs which expired on 6/30, and updating existing program data elements.
3. Submitted quarterly ESG CAPER reporting to DCF.
4. Completed annual HUD HMIS Project Renewal NOFO application to secure funding for 2024-25 fiscal year.
5. Began initial data quality cleanup efforts ahead of our annual reporting season. HUD's Longitudinal Systems Analysis (LSA) and System Performance Measures (SPM) will be due in the coming months, and the CoC data team is committed to submitting these reports early and error-free.
6. Started training on Tableau, a data visualization tool, which will allow the CoC to present complex data concepts visually, making it easier to understand for stakeholders and our community.
7. Working with other CoCs in our HMIS implementation on an Request for Proposal (RFP) for HMIS vendors. This will allow us to evaluate potential HMIS vendors against our current provider, ensuring we select the best possible system for our needs. This process aims to enhance our HMIS implementation, improving data accuracy, reporting, and service delivery, which will ultimately benefit our community in addressing homelessness more effectively. Vendor demonstrations have started as of September 24th, with continued demos throughout October. Final selection is scheduled for early November 2024.
8. Submitted monthly shelter capacity reports to City of Tallahassee.
9. Supported 89 HMIS users and trained 7 new users.

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.
2. Added 23 new Landlords to our database during the July 2024-Sept 2024 timeframe and actively searches for other prospective new Landlords that will work with the CoC.
3. Provided email blast list of Housing Leads to 177 Case Managers from various agencies in Tallahassee and the surrounding Big Bend counties. These Housing Leads are emailed weekly to assist Case Managers with their clients' housing needs and are current leads with many Landlords that are willing to work with the various agencies and our client population. These leads can also be printed out for the client to contact the Landlord themselves if they choose. In addition to providing these Housing Leads to the Case Managers and a group of 45 Leon County School Social Workers.
4. Engaged potential landlords from July 2024 to September 2024 which included visiting various apartment communities and private landlords on a weekly basis in addition to engaging Landlords via telephone and email. For the months of July 2024-Sept 2024, Landlord Liaison has made approximately 75+ visits throughout the Big Bend area. Landlord Liaison sent out approximately 74 emails and made approximately 48 phone calls to potential landlords that advertise on Facebook Marketplace, Zillow, Trulia, and 25+ other various apartment rental sites from July 2024 to September 2024.
5. Provided direct housing assistance to Case Management staff with The Kearney Center, Family Promise SSVF Ability First, and Family Promise/Hope, and ReFire regarding the MOU set aside units.
6. Landlord Liaison made 39 new referrals from July 2024-September 2024 and successfully filled all available MOU Units at Magnolia Oaks, Casanas Village, Kenwood 55+, Brookestone 55+ and Jackson Forest.

7. Landlord Liaison updated our CoC MOU Process for Magnolia Oaks to reflect new management and policies, Casanas Village, new pricing and Jackson Forest, specific criteria updates.
8. Landlord Liaison created Hurricane Safety Tips for Landlords and Tenants to go in our Tenant Resource Library. Landlord Liaison also researched other useful information and sent out the 2024-2025 Leon County Disaster Survivors Guide, FEMA Checklist, Informative Information sheets from Ready.Gov All these documents were also emailed to every Case Manager and agency in Tallahassee and the Big Bend area. These documents can also be printed out and given to clients.

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. Street outreach specialists canvassed Leon County weekly to assess household's needs and interest in services in targeted areas - Downtown Tallahassee, Southside, Pensacola Street, Thomasville, Crawfordville/Woodville and the North Monroe Corridor.
4. Escorted HOME Street Medicine Team to visit unsheltered individuals in need of medical care at their campsites.
5. Continuously supported and coordinated with City of Tallahassee and Leon County staff to address citizen complaints related to unsheltered homelessness.
6. Provided guidance and support to COT Parks & Rec and LCSO HOST Unit for dismantling camps using Trauma Informed Care.
7. Coordinated joint efforts to find housing solutions for over 20 households.
8. The coordinator helps unsheltered clients obtain IDs and driver's licenses
9. Established connections with local businesses to foster partnerships and pool resources, aiding our unhoused communities. (Partners include Good Samaritan, Echo, Catholic Charities, salvation Army, Grace Mission)
10. Partnered with neighboring agencies to provide clothing, food, and shelter referrals to over 15 families and more than 20 individuals.
11. Collaborated with the City of Tallahassee to help relocate individuals to areas with family support and available housing options.
12. Coordinated emergency response efforts, distributing bus passes and shelter information during Hurricane preparations.
14. Facilitated a monthly By-Name List meeting to focus on unsheltered clients who are ready and open to receiving services.
15. Assisted clients in applying for Tallahassee Housing Vouchers and housing.

COORDINATED ENTRY

1. Coordinated and facilitated Permanent Supportive Housing community case conferencing each month on the 1st and 3rd Thursdays.
2. Coordinated and facilitated community RRH case conferencing on the 1st and 3rd Thursdays of each month.
4. Provided Consistent Telecommunications support to partnering agencies that aided their efforts in proficiently participating in Coordinated Entry project.
5. Coordinated and Facilitated Families case conferencing on 1st Thursday of each month.
6. Coordinated and facilitated Veterans case conference on the 2nd and 4th Tuesday of each month.
6. Coordinated individual and family referral placements into PSH and RRH programs.
7. Hosted TA sessions for partnering agencies relative to CES training and available housing intervention overviews 7/16, 8/19, 8/22, 8/29, AND 9/10.
8. Connected with THA for updated referral process for current voucher availability.

9. Referred 8 households for Permanent Supportive Housing program in this quarter, with 3 currently housed and 5 households pending.
10. Participated in various Coordinated Entry networking and training meetings for increasing system efficacy 7/31, 8/8, 8/22.
11. Participated in Built for Zero Collaborative Launch trainings 8/9, 9/4, 9/5.

COMMUNITY ENGAGEMENT COORDINATOR

1. Hosted cooling stations at Generations Church & First Baptist Church of TLH. Stations were held twice a week from 7/23/24 - 9/27/24.
2. Worked on updating HMIS data for unsheltered clients that have relocated from Tallahassee in June, July, and August. The CEL worked alongside LCSO HOST to compare by-name lists and assist with data cleanup in Apricot (LCSO information database).
3. Collaborated with ECHO to assist multiple RRH households with furniture.
4. The liaison regularly attended Homeless Outreach Data Management meetings with BBCoC, LCSO HOST, and coordinated outreach teams from partner agencies.
5. Began planning for upcoming warming stations and established first location.
5. Met with BBCoC Executive Director, Leon County Human Services staff, and Leon County Office of Economic Vitality staff for Corridor Plan meeting.
6. The liaison distributed BBCoC Street Cards to Leon County Libraries, the RISE Center, churches, businesses, etc. The liaison also attended Shared Grace meeting and provided Street Cards to fellow service providers.
11. Attended monthly State Disaster Housing Task Force Strategic Planning meetings.
12. Met with Market Street business owners to discuss concerns and provide support/resources.
13. The liaison provided homelessness resources to FSU Department of Student Support & Transitions for students experiencing homelessness.
14. Attended BBCoC social media meeting to coordinate community updates/sharing resources/advertising warming stations/post weather alerts.
15. The CEL had a meeting with International Rescue Committee (IRC) staff to establish partnership/referral process.
14. The liaison had several meetings with Gray Memorial United Methodist Church to establish partnership and assist church's clients in need. The CEL also met with the Pastor of Generations Church to further partnership and establish upcoming events/initiatives. The CEL also met with the Pastor of Crossway Baptist to determine church's needs and the services provided to those who are unsheltered.
15. The liaison met with Leon County Neighborhood Engagement & Community Partnership Manager to coordinate efforts.
16. Attended Operation Alliance Meeting with BBCoC Executive Director, Leon County Human Services staff, City of TLH, LCSO, and W Pensacola business owners. The liaison is currently focused on connecting with businesses on W Pensacola Street but has contacted numerous churches and businesses throughout July-September.

BBCoC MEMBERSHIP

Three new members were added to our Board during the months of July – September:

- Area Agency on Aging for North Florida, Inc. - Lisa Bretz
- Flightline Group – Jeff Krell
- 4 Sisters Solutions, Inc. - Lucia Lackey and Salena Burden

BBCOC TIMELINE FOR POINT IN TIME 2024 9/2024

	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
October 2024- January 2025				
	Establish PIT Planning Committee	CoC Staff	10/1/24	Committee to meet and continue to meet until PIT. Contact potential County Leads and Community Stakeholders for participation.
	Set PIT date	CoC Staff	10/4/24	Leon County: PIT Night Monday 1/27/25 Survey days: Tues. 1/28/25, Wed. 1/29/25, & Thurs. 1/30/25 Other Participating Counties: PIT Night Monday 1/27/25 Survey days: Wed. 1/29/25 and Thurs. 1/30/25 Follow-Up for all Counties (if needed): Fri 1/31/25 To be set for approval at Oct BBCoC Board Meeting: 10/10/24
	Review HUD Guidance and develop Methodology	CoC Staff	10/4/24	<i>Methodology to be Approved – 10/10/24 CoC Board Meeting</i>
	Develop marketing and outreach campaign	CoC Staff/Street Outreach Teams	10/31/24	Create campaign to educate public, solicit volunteers and donations, and expand outreach connections in outer counties.
	Develop initial draft 2025 PIT Survey Tool	CoC Staff & PIT Planning Committee	10/31/24	To be reviewed by a professional research consultant, other community members, and board members
	Digital App update for PIT	CoC HMIS Staff and Jeannine Fier	10/31/24	Initiate discussion with CoT staff Jeannine Fier to discuss any necessary updates
	Send out PDE Forms for HMIS participating agencies	CoC HMIS Staff	12/1/24	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 12/31/24.
	Recruit people to donate incentives for survey participants, snacks, hygiene kits, PPE etc for volunteers.	CoC Staff, Planning Committee, Lead County Contacts, CoC Board	11/1/24-ongoing	Solicitations have begun and will continue until PIT. - ONGOING through PIT
	Press release to for sponsors and volunteer signup- online registration goes live	CoC Staff	11/1/24	WCTV, Tallahassee Democrat, FSU News, FAMU, WTXL- ONGOING Begin sending out mass emails weekly. Online Registration Form from BBCoC Website ONGOING until PIT

	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
October 2024- January 2025				
	Final Survey Tool approval	CoC Board	12/31/24	To be approved by CoC Board
	Final tool and assessment set up in HMIS	HMIS Staff	1/1/25	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	11/1/24-1/15/25	Outreach teams include CCYS, SSVF, Apalachee, VA, HOST and Ability 1 st . ONGOING through PIT
	Identify unsheltered locations, food pantries, places of service, in all counties	County Lead Contact and Outreach Teams	11/1/24-1/15/25	Outreach Teams will assist in mapping- ONGOING through PIT
	Secure Headquarters and Volunteer Training location for each county volunteer training *if needed per COVID protocols	CoC Staff and County Leads	12/15/24	**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	12/31/24-1/15/25	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	12/31/24	Inclusion of staff from SSVF, VA, CCYS, BBHC, BBCBC, Apalachee Center, & Refuge House, Capital Tea, STAC.
	Create option for virtual training	CoC Staff	12/31/24	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	11/15/24	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	12/15/24	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	12/31/24	Establish a list of contacts for each county.

DONE	TASK	PERSON(S) RESPONSIBLE FOR TASK	TARGET COMPLETION DATE	COMMENTS
January 2025				
	Create training and forms packet for volunteers	CoC Staff	1/17/25	Must be completed prior to PIT- can be offered online
	Volunteer shift-up	CoC Staff	1/17/25	Gather volunteer availability through online form for scheduling teams for survey dates
	Set Staff Schedule for week of count	CoC Staff	1/17/25	Includes all shifts
	Set Volunteer Schedules and Team assignments	CoC Staff	1/24/25	To be completed as soon as possible and notice volunteers of their confirmed shifts
	Gather HIC Information	CoC HMIS Staff	1/31/25	Gather information for HIC from agencies on night of PIT
AFTER PIT COUNT FEBRUARY 2025-APRIL 2025				
	DRAFT HIC and PIT Reports to CoC ED	COC Staff and HMIS Staff	3/2025	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	April 2025	<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	April 2025	Each county participating in PIT will have a detailed report with stats, trends and recommendations to be presented at Commissions
	Generate Infographic on 2025 HIC and PIT numbers and past years' trends	CoC Staff and HMIS staff	April 2025	Infographic should be released to the community.
	Final Report to HUD (and State)	Staff	April 2025	Provide to community and post to CoC website and set up county specific presentations



Community Cold Night Emergency Shelter Planning

October 2024

1. NEED

- a. Cold Night Shelter options for unsheltered individuals and families will need access to emergency shelter on cold nights between November 2024 and March 2025
- b. This need is above and beyond existing Emergency Shelter capacity
- c. Currently emergency shelters are operating at max capacity thus the need to provide options during the winter months when temperatures, set by emergency management and the department of health, poses safety concerns.

2. ACTIVATION

- a. Cold Night shelter will be activated any night where the temp drops below 35 degrees for 3 hours or more before sunlight.
- b. Leon County Department of Emergency Management will notify our cold night shelter partners when the weather forecast suggests that weather meets criteria and the Department of Health have indicated there is a need for cold night shelter.

3. PARTNERS AND ROLES

CESC, Inc./Kearney Center

- Coordinate and manage centralized intake of single individuals on cold weather shelter nights
- Coordinate transportation and staffing of satellite shelter locations
- Coordinate evening and morning meal for clients sheltered at satellite locations

CCYS

- Serve as the satellite cold night shelter location for youth ages 18-24 for up to 5-10 youth per cold night

HOPE Community Family Shelter

- Coordinate and manage centralized intake of families on cold weather shelter nights
- Coordinate transportation and staffing of satellite shelter locations
- Coordinate evening and morning meal for clients sheltered at satellite locations

Community Partners (previously Jacobs Chapel and First Baptist)

- Serve as the satellite cold night shelter for overflow families and women
- Serve as the satellite cold night shelter for overflow men
- Warming Stations for Cold days

Street Outreach Teams

- Coordinate communication to unsheltered individuals and families about Cold Night shelter openings
- Assist transportation logistics

4. LOGISTICS

a. **Transportation**

- Coordinating with Star Metro on transportation on cold nights
Star Metro buses will make stops at specified locations and transport to emergency shelters. If needed an additional bus trip will be made to overflow shelters after 8 pm

b. **Food**

- Second Harvest may be an option if HOPE and CESC need additional meal options/assistance on cold night shelter nights.
- There may be an opportunity to collaborate with Salvation Army to utilize their meal program as well.

c. **Centralized Intake**

- **Location: CESC and HOPE Community- possibly CCYS Drop In Center for Youth**
- **Hours**
 1. **CESC- 5 pm to 8 pm**
 2. **HOPE- 5 pm to 8 pm**

d. **Satellite sheltering locations**

- Must be willing to partner to provide a location for shelter.
- Follow up with both for logistics and planning-

e. **Laundering**

f. **Showers**

- Cold night shelters have not offered showers or food in the past, but showers continue to be a need. Good Samaritan on North Monroe has reopened for shower services on certain days.

5. NEXT STEPS