

# Homeless Leadership Annual Board of Directors Meeting | MINUTES

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**August 4, 2017** – 1:30 PM – Hospice/Empath Health, Clearwater, FL

## Attendees

Melissa Baird  
Rick Butler  
Bob Cundiff  
Mark Dufva  
Amy Foster  
Trenae Gayle  
Paul Halle (for Gualtieri)  
Beth Houghton  
Donna Holck  
Sean King  
Eileen Long

April Lott  
Gary MacMath  
Wendy Merson  
Carlen Petersen  
GW Rolle  
Virginia Rowell  
Karen Seel  
Cliff Smith  
Chris Steinocher  
Micki Thompson

## Staff

Susan Myers  
Ginny Keeter-Bodkin  
Susan Finlaw-Dusseault  
Avery Slyker  
Jack Garrett  
Alex Strieder

- 1. Welcome, Introductions, Establish Quorum:** A quorum was established. Amy Foster opened the meeting at 1:40PM and introductions were made. The Chair stated that as a procedural reminder, audience members may submit a card at any time during Board discussions to have their voice heard. There is a three-minute time allotment per comment.
- 2a. Items Removed from Consent Agenda (if applicable):** Agenda items include HLB Board Meeting Minutes July 2017 HLB Financials June 2017 Executive Committee Approved Minutes June 2017 Providers Council Minutes May, June 2017, Timeline for NOFA, CoC Funded Project Site Visit Summary Reports, CEO Report, Committee Updates, July Meeting Attendance  
**MOTION:** Bob Cundiff moved to approve the Consent Agenda as presented; seconded by Cliff Smith.  
**VOTE:** The motion to approve passed unanimously.
- 3. Public Comment/Good News:** Nothing presented.
- 4. Point-In-Time Data Review (on HLB website):** Susan Finlaw-Dusseault acknowledged the members of the PIT Committee and their continued contributions. Susan highlighted key data points prior to open discussion. There was a discussion on the increase in jail numbers across the three years.  
**ACTION:** The Sheriff's Office agreed to pull a data report to see the type of charges and the arresting agencies for 2017, and bring the data back to Board. Brief discussion of some additional data the Board might like to capture going forward and how the PIT data affects the annual NOFA scoring.  
**ACTION:** Staff to create a 'palm card' or short list of three to five key messages that were learned from the review of this data today for Board members.
- 5. Benchmarks for Measuring Rare, Brief and Non-Recurring:** The Chair clarified that the Board previously discussed these definitions, but today is about the creation of benchmarks and how data should be presented. The HLB's CSH consultant had previously suggested creating goals. HLB Performance Improvement Manager Avery Slyker was introduced and stated that the Data and System Performance Committee has been working on these benchmarks and will be tracking this data monthly and bringing to the Board quarterly. The current draft suggests the following benchmarks: RARE: The target is a 5% annual reduction in the number of individuals who identify themselves as homeless as identified by HUD. BRIEF: Target is a 10% increase annually in the number of individuals and families that exit to permanent housing in 90 days or less. NONRECURRING: Target is 10% decrease annually in individuals and families that re-enter CoC homelessness after exiting the system to permanent housing within 24 months or less.

After some discussion, the Board suggested taking this document back to Committee, and Funders and Providers Councils so that all data points and goals are aligned throughout.

**6. NOFA Review and Rank Nominations:** Amy Foster stated that per the HLB Bylaws, the Executive Committee shall serve as the CoC Review and Rank Committee and any member with a conflict shall be replaced by a vote of the Board. The ideal number for the panel is seven; three replacements are needed and three nominations were received to bring forth today; Melissa Baird, Sean King, and Wendy Merson.

**MOTION:** April Lott moved to accept the nominations of Melissa Baird, Sean King and Wendy Merson to serve on the 2017 NOFA Review and Rank Committee. Cliff Smith seconded the motion.

**VOTE:** The vote passed unanimously.

**7. 2017 NOFA Reallocation:** Susan Myers reviewed the NOFA Reallocation Instruction and Calculation document in meeting packet.

The NOFA detailed instructions state that up to 4 points may be awarded to CoCs that reallocate lower performing projects to create new higher performing projects. There are two options therein: 1) the CoC encourages new and existing providers to apply for new projects through reallocation or 2) The CoC reallocated at least 20 percent of the CoCs ARD between 2013 and 2017 CoC competitions. \$110,185 would be needed to meet 20% CoC reallocation from 2013-2017. At the last meeting, the vote was to go with the 20% and any reallocation would be for Coordinated Entry, as non-competitive. Coordinated Entry is required by HUD and must be in place by January 28th. Since that meeting, two providers have asked if it is allowed for them to voluntarily reallocate to a different project within their agency, non-competitively - and HUD does allow it. Lengthy discussion of that followed at the System Redesign Committee and the concern was that no competition would not allow new providers an opportunity. Is there a desire to re-explore the vote from the last meeting? The System Redesign Committee identified needs in the community aside from Coordinated Entry: Youth-focused services, ages 18-24 for housing (HUD does not fund emergency services). Historically, in the competitive process, RFP for bonus was used for awarding reallocation dollars; this year was named as Permanent Supportive Housing - could use that for reallocated dollars or award a higher performing Rapid Re-Housing Provider. Staff recommends the 2<sup>nd</sup> Option - 20% and reallocated dollars to Permanent Supportive Housing.

Discussion followed on prioritizing Coordinated Entry and the previous Board vote, which would need to be rescinded if a change is decided. Discussion that SSVF/SVDP strongly suggests that they might be able to assist with the funding of Coordinated Entry.

**MOTION:** April Lott moved to prioritize Rapid Re-housing for 18 to 24 year-olds rather than Coordinated Entry. Seconded by Beth Houghton. Discussion followed including the need for Permanent Supportive Housing.

**AMENDMENT TO MOTION:** April Lott amended motion to prioritize Permanent Supportive Housing for 18 to 24 year-olds as there is an RFP already in place. Seconded by Beth Houghton. Further discussion.

**MOTION WITHDRAWN.** Further discussion, including Rapid Re-Housing.

**MOTION:** Cliff Smith moved to reallocate any unused 2017 NOFA funds to Permanent Supportive Housing, and prioritize 18 to 24 year-olds with local funding sources. Trenae Gayle seconded the motion.

**VOTE:** The motion passed unanimously.

Discussion followed on the second needed decision; demonstrating the ability to reallocate lower performing to create new, higher performing projects. Staff recommendation is Option 2.

**MOTION:** April Lott moved Option 2, reallocate 20% of the ARD cumulatively between FY 2013 - 17 (\$110,185 this NOFA). The motion was seconded by Cliff Smith.

**VOTE:** The motion passed unanimously.

**8. HMIS Transition Update:** Susan Myers gave updated information; the System Redesign Committee recommends a two-phase process to be more effective and that needs Board approval. Phase 1 - Cut and paste the existing 211 HMIS data into the new Pinellas HMIS System (funding is available now \$10-\$15,000) by October 1<sup>st</sup>. Phase 2 – Review and assess which historical data to keep and which to remove by January 1<sup>st</sup>, 2018.

**MOTION:** April Lott made a motion to accept the recommendations to make the HMIS transition in two phases; cut and paste data into new system by October 1, 2017 and review and assess the transitioned data by January 1, 2018. The motion was seconded by Cliff Smith.

**VOTE:** The motion passed unanimously.

Susan Myers stated that the Mediware/Bowman contracts require attorney review. Attorney Regina Kardash is on maternity leave but she had proposed to the Executive Committee that her firm, Persson and Cohen could provide interim attorneys. Kelly Fernandez, an attorney from Persson and Cohen introduced herself and stated that she or another associate will attend meetings during Regina’s absence. Discussion followed; Ms. Kardash had alternatively offered to work on a month to month basis vs. contractually and that was the Executive Committee’s recommendation, while seeking a pro bono attorney for the HLB. The Chair asked that Board members please contact Susan Myers with any suggestions for a pro bono attorney with government experience; if there are no responses, Susan will follow up with Beth Houghton before proceeding with Persson and Cohen on the month to month basis, if necessary.

Susan Myers stated that regarding data and software ownership, HUD rules state that the CoC Lead Agency has authority and responsibility and the CoC Governance Charter should address such issues. The Charter and HMIS Charters are being reviewed in Committee and will return to the Board for approval.

The HLB is in the process of acquiring the \$20,000 of City of St. Pete Consolidated Plan funding for HMIS, that was originally award to 211. The City requires a Resolution showing that the Board approves the application.

**MOTION:** April moved to approve the HLB’s application for the Consolidated Plan funding from the City of St. Petersburg; Cliff smith seconded the motion.

**VOTE:** The motion passed unanimously. – second Cliff – passed unanimously.

**9. Ten Questions on Homelessness:** GW Rolle introduced the questions that had been distributed. Discussion followed. As the meeting had already run over time, the Chair suggested that the questions be redistributed in the October Board packet and questions will be answered at that and subsequent meetings as time permits.

Adjourned at 4:15.