

# Homeless Leadership Board of Directors Meeting | MINUTES

March 1, 2019 – 10:00 AM – ServiceSource, Clearwater, FL

## Attendees

Melissa Baird  
Nicole Carr  
Bob Cundiff  
Darren Waters (Bob Dillinger)  
Keri Eisenbeis  
Amy Foster  
Sean McGillen (Gualtieri)  
Paul Hendriks  
Michael Jalazo

Debbie Johnson  
Charlie Justice  
Sean King  
April Lott  
Sam Picard  
Pam Qualls  
Keith Sabel  
Shadai Simmons  
Thomas Sousa

## Staff

Susan Myers  
Ginny Keeter-Bodkin  
Cindy Kazawitch  
Jack Garrett  
Avery Slyker  
Brian Leapley  
Iris Price  
Atty. Regina Kardash

**1. Welcome, Introductions, Establish Quorum:** A quorum of was established (eighteen present). Chair Amy Foster called the meeting to order at 10:00AM

**2a. Items Removed from Consent Agenda (if applicable):**

Agenda items included Board Meeting Minutes February, Executive/HMIS Minutes January, Providers Council Minutes January, Funders Council Minutes October, Financials December, Committee Reports February, CEO Update, Board Attendance through 2.01.19

Sean King asked to remove CEO Update.

**ACTION: April Lott moved approval of consent agenda without the CEO Update; seconded by Bob Cundiff. All in favor; motion carried.**

Sean King asked CEO Myers to give more details regarding the 2018 CoC NOFA bonus project. The Pinellas CoC ranks high in the Point In Time Counts nationally, particularly with chronic individual homelessness.

**ACTION: Sean King Moved to approve CEO Update; April Lott seconded. All in favor; motion carried.**

**3. Public Comment/Good News:** Kevin Marrone of Boley Centers, Sean King of Habitat for Humanity, April Lott of Directions for Living, Michael Jalazo of PERC, and ACTS representative shared good news and information.

❖ **Additions:** The Chair asked for two additions to the agenda: An update on legislative action and the April 2019 deadline on the Housing First Resolution.

**ACTION: Michael Jalazo moved to approve the additions to the agenda; seconded by Thomas Sousa. All in favor; motion carried.**

**4. 2017-18 Draft Audit:** Auditor Ellen Fontana, CPA, stated that the 2018 Audit and letter were included in the Board packet. This is the first year that the HLB has had a Federal Single Audit (\$750,00 threshold). She explained the auditor's responsibilities.

She stated there were no material adjustments, indicating that the Board is receiving accurate financial statements. Independent Auditor's report is clear. She reviewed the audit and any of the highlighted changes from last year.

A request was made to specify that Board members do not participate in "funding decisions related to their organization", cited in a few places in the audit and the auditor acknowledged that she would. The HLB has complied in all material respects – a great year considering all that has been taken on. Q&A followed; brief discussion on indirect costs vs. administrative expenses.

**ACTION:** April Lott moved approval of 2017-18 Audit as presented; seconded by Sam Picard. All in favor; motion carried.

5. **January 2019 Data Dashboard:** This is a standing agenda item; quarterly presentation to follow.

**ACTION:** Paul Hendricks moved approval of the January 2019 Data Dashboard; seconded by Thom Sousa. All in favor; motion carried.

6. **Quarterly Data Presentation:** Kevin Marrone, Chair of Data and System Performance Committee walked the Board through the data and answered questions. Discussion of allocations of rapid rehousing funding (City of St. Petersburg, County) not being completely spent within the year by providers.

Discussion followed on City and County programs that have a specific acuity level and caseloads being too high acuity for that program. The Collaborative has met and identified the need to lessen the acuity score to become 'rapid' rehousing or an additional team (increments of three). The acuity level of families is lowering the capacity. There is a fairly complex process to the spend of the funds. The rapid rehousing program is running pretty much at capacity and getting referrals. The greater concern is that almost no individuals have been helped; the funding has a 'priority' for families. The funders would have to make a decision to change the priority to include individuals.

- Sean King left the meeting at 11:00AM.
- Darren Waters left the meeting at 11:05AM.

Daisy Rodriguez of Pinellas County (public comment) – Families had been prioritized, however. they have been looking at caseloads and the possibility of adding a team for individuals; she asked her team to look at the contract and may be able to add individuals.

**ACTION:** April Lott moved to communicate with funders that they consider an additional team because of the acuity and that while families are a priority, individuals are also served. Seconded by Paul Hendricks. All in favor; motion passed unanimously.

- Debbie Johnson left the meeting at 11:10AM.
- Thom Sousa left the meeting at 11:10AM.

Kevin Marrone completed the review of the quarterly data.

**ACTION:** Commissioner Charlie Justice moved approval of the quarterly data; seconded by April Lott. All in favor; motion carried.

7. **Appointment of Review and Rank Committee for Unified Funding Application:** Susan Myers stated that volunteers are Donna Holck, Melissa Baird, Debbie Johnson, Duggan Cooley, and Sean King as Chair.

**ACTION:** Charlie Justice moved to approve the Review and Rank Committee for the Unified Funding - Donna Holck, Melissa Baird, Debbie Johnson, Duggan Cooley, and Sean King as Chair. April Lott seconded. All in favor; motion carried unanimously.

8. **Ad Hoc Review and Rank Committee for DCF Challenge Grant RFP:** Susan Myers stated that at the last meeting, the Board voted to apply for Challenge funding (for the emergency crisis system). DCF subsequently clarified that even if the CoC lead agency is applying, it must be a competitive process. Because of our structure (we are CoC Board as well as lead agency Board), the Board cannot approve a process in its own application. Two options for Review and Rank Committee: 1) subcommittee of Funders Council (at their last meeting, volunteers were Julie Rocco (Foundation for a Healthy St. Petersburg), Arrow Woodard (City of Largo), and Theresa Jones (City of St. Pete) (the County dropped out) or 2) another CoC oversees our RFP process. Sarasota CoC said they are willing to do that. Attorney Kardash

stated that the Board does not appoint the Funders Council members – they go through a different process, so there is no conflict of interest there.

- Shadai Simmons left the meeting at 11:30AM.
- Bob Cundiff left room at 11:30 – returned at 11:33AM.

**ACTION:** April Lott moved approval of the Ad Hoc Review and Rank Committee for DCF Challenge RFP to consist of Funders Council members. Seconded by Paul Hendricks. All in favor; motion carried. Discussion followed. Ensure that staff use their voice to assist with navigating the rules and direct the process; they know what the CoC needs in terms of the front door and to how direct the process; they know what is required by the grant and how it impacts the continuum. HLB Attorney will review with staff to proceed without violating any conflict rules. Per the Chair, this is a very good example of why we need to split the CoC and the non-profit Boards. That will be discussed at the upcoming Bylaws and Charter Committee.

**9. Lead Agency Certification for Unified Homeless Grant FY 2019-2021:** Susan Myers stated that as the CoC lead agency, as an applicant, must designate a third party entities authorized to sign the certification, and per those rules, the Chairperson of the Governing Board of the CoC may be designated through a formal vote by the full membership for the CoC, at a publicly noticed meeting. The form was included in the packet for the edification of the BOD members.

**ACTION:** Sam Picard moved to authorize Board Chair Amy Foster, as Chair of the HLB, the officially designated entity to act on behalf of the CoC, to sign the Lead Agency Certification Form. Seconded by April Lott. All in favor; motion carried.

**10. FL-502 Con Plan for DCF Unified Homelessness Grant Application:** Susan Myers stated that DCF is requiring we submit a Con Plan with UFA Grant; it has been updated and was attached to the packet.

**ACTION:** Sam Picard moved to approve the updated Con Plan for the DCF Unified Homelessness Grant Application. Seconded by April Lott. All in favor; motion carried.

**11. Resolution Authorizing Application St. Pete Consolidated Plan Funding:** The HLB is applying for the funding for HMIS and need Board approval through a Resolution to apply; the resolution was included in the meeting packet for review. The Chair will be recusing herself as she represents the City; Vice Chair Sean King will sign in her stead.

**ACTION:** April Lott moved to adopt the resolution authorizing the Board Vice Chair and Secretary to submit the application to the City of St. Petersburg for Consolidated Plan funding and are authorized to sign a contract, promissory note and mortgage for implementation of Federal and State Consolidated Plan projects funded by the City of St. Petersburg. Seconded by Paul Hendricks. The motion carried unanimously with the Chair abstaining from the vote.

**12. Local and State Funding Priorities:** Susan Myers – At the last Board meeting, it was decided that the Funders Council should consider the Funding Priorities recommended by the Providers Council (Intensive Support Services, Rapid Rehousing, Shelter for Families, Prevention and Diversion, PHMIS, Call Center (front door) for Entry into Homeless Crisis Response System, Transitional Housing for Special Populations as Identified by HUD) and Priority Populations (Families with Children, Individuals, Unaccompanied Youth, Chronic/Long-Term Homeless, Survivors of Domestic Violence, Veterans). At their Feb. 22<sup>nd</sup> meeting, the Funders voted to adopt the lists and decided that they would work to put the lists in rank order for new funding, at a future date. Discussion followed on who will rank these lists.

Nicole Carr suggested that a clear process be defined for prioritization; is it based on Need/Perception of Need/Data Points?; how reliable are the sources and limitations? Program definition should align with implementation to avoid unspent funds and other issues. The ranking is time sensitive due to funding deadlines.

**ACTION:** April Lott moved to approve the recommended Funding Priorities and Priority Populations from the Funders Council with the understanding that provider agencies have the discretion to use their case managers optimally in order to maximize resources. A process for ranking the Funding Priorities and Priority Populations will be defined using data, and then the System Redesign Committee (comprised of both Funders and Providers) will use that process to complete the ranking. Seconded by Sam Picard. All in favor; motion carried.

**13. Advocacy Workgroup for Regulation of Late Fees and Additional Rents:** This was a topic at the last Board meeting; only one person has volunteered to join the workgroup. The Chair spoke with City Legal – only the notification of fees would fall under local legislation; the other items would be state level advocacy. We need people to help inform this advocacy before the next legislative session with the goal of filing a bill. Thom Sousa and Paul Hendricks will join the workgroup in addition to Bob Cundiff.

❖ **Added Item:** Susan Myers – Two bills have been filed concerning HMIS privacy issues - HB 1071 (Rep. Good) and SB 1346 (Sen. Gruters) and Rep. Wengay Newton locally will support. Susan Myers will draft a letter for Board members to send in support to our representatives that have agreed to push this forward and track outcomes.

❖ **Added Item:** Chair Foster wanted to check in on Providers being in alignment with Housing First by April 2019 (one month away) per the HLB's resolution in 2016. There are contracts already signed; the City of St. Pete has been asking for this information for years in SAF and CDBG applications. The County will be ensuring this through contracts and monitoring visits for alignment.

The meeting adjourned at 12:03PM.

Submitted by G.Bodkin