



NE FL Governance Board Agenda

October 25, 2021 | Zoom Meeting

<https://us02web.zoom.us/j/89282816918?pwd=c2tnWXZYdTNPk052YWl0bGgzZFU2dz09>

Conference Line: 646-558-8656

Meeting ID: 892 8281 6918 - Password: 834798

- 1. Welcome**
- 2. Roll Call**
- 3. New Board Member Introductions**
- 4. Board Members With Terms Ending**
- 5. Consent Agenda – Review and Approval**
 - a. Meeting Minutes – August 2021**
 - b. Committee Reports**
- 6. CoC Application Discussion**
- 7. CoC Application Rating and Ranking Vote**
- 8. Slate – Board Candidates**
- 9. Collaborative Applicant and HMIS Lead Agency MOUs**
- 10. CoC Updates**
- 11. Executive Session**
- 12. Adjourn**

Save the date!

Next Governance Board Zoom Meeting, December 27, 2021



NE FL Governance Board Minutes

August 23, 2021 | Zoom Meeting

<https://us02web.zoom.us/j/89282816918?pwd=c2tnWXZYdTNPk052YWl0bGgzZFU2dz09>

Line: 646-558-8656

Meeting ID: 892 8281 6918 Password: 834798

Action Items

- Form a taskforce (ideally 3 board members) that can meet quickly and review the community's priorities with the priorities outlined in the NOFO. The following board members volunteered to sit on the taskforce: Mike Cochran, Ashley Pratt, Nancy Eisele.

1. CoC Members

- Michael Cochran
- Ashley Pratt, Mayo Clinic
- Tom Daly, City of Jacksonville
- Jake Gordon, Downtown Vision
- Tyler Morris, CIL
- Sara Mitchell, UCOM
- David Clark, DESC
- Tabatha Ball, Agape Family Health
- Nancy Eisele, LSF

2. Community Participation

- Cindy Watson, JASMYN

3. CHI Staff

- Ashley Kerr, Trellis Consulting
- Dawn Gilman, CHI
- Monique Elton, CHI
- Dr. Laura Lane, CHI

4. Discussion

a. New Board Member Introductions

- i. Jake Gordon and Ashley Pratt welcome everyone to the meeting and introduced their roles as co-chairs for the next year
- ii. Ashley asked the new board members to introduce themselves, which included Tabatha Ball, Sara Mitchell, and Tyler Morris. Ashley shared that Tiffany Adams accepted a contract position with Changing Homelessness (CHI) and will step down from the board while she is working for CHI.
- iii. Thank you to the following board members that are rolling off the board for their service and dedication to end homelessness: Teri Ketchum, July 31, 2021



b. Continuum of Care (CoC) Application Announcement

- i. Dawn and Monique shared that the FY21 Continuum of Care NOFO dropped last week with a due date of November 16, 2021. As this is a consolidated application for the entire continuum, there are a lot of moving parts and a strict timeline to ensure all application components are complete and ready to be submitted prior to the due date.
- ii. The application provides funding for new and renewal projects, as well as bonus projects specific to serving survivors of domestic and sexual violence. The majority of funds will go to renewals projects (permanent supportive housing, rapid rehousing, coordinated entry, homeless management information system) but there is the ability to apply for new dollars – close to \$1M in new funding. Ashley Kerr will send out a list of the existing projects to the Governance Board.
- iii. There will also need to be a rating/ranking committee that will review the projects. This committee will ideally have 5-7 members and will be made up of a diverse group. The following board members volunteered to sit on the taskforce: Sara Mitchell.
- iv. Board members should expect correspondence from Monique and Dawn about the CoC application.

c. Slate of Candidates

- i. Ashley Pratt, Chair of the Membership Committee, presented the following slate of candidates for board nomination approval.
 - David Garfunkel – LIFT Jax
 - Sylvester Pinckney – Kids’ Hope Alliance
- ii. Both candidates are interested in serving on the Governance Board. If the slate is approved by the board, this recommendation will go to the CoC membership for approval in September 2021 and board terms will start October 1, 2021.
- iii. The governance charter states that the board will have between 13-25 members. The current roster is 13 – with the addition of 2 new members and the loss of 1 member (Mike Cochran’s term ends October 31, 2021), the roster will be 14 on November 1, 2021. Jake shared that the Membership Committee will continue to meet and discuss candidates.

d. Strategic Discussion

- i. Develop a short (tactical) and long (strategic) plans for CoC bring to Gov. Board – direction of CoC.
- ii. Lack of public awareness of CoC, people know of providers, Changing Homelessness, but do not know of the Continuum of Care and its role in the community.



- iii. Help community understand there is a plan and Continuum of Care with a plan (City Council, public at large)
- iv. There is money, but need a plan and be able to manage expectations to deliver services.

5. Votes:

- a. Ashley Pratt made a motion to approve the Consent Agenda and Previous Meeting Minutes as presented.
 - i. Tom Daly seconded the motion
 - ii. Jake Gordon seconded the motion
 - iii. All those in favor say “Aye” – Everyone said “Aye”
 - iv. Any opposed – No objections
- b. Ashley Pratt made a motion to accept the slate of 2 new candidates for the NE FL Governance Board as presented.
 - i. Tom Daly approved the motion
 - ii. Tyler Morris seconded the motion
 - iii. All those in favor say “Aye” – Everyone said “Aye”
 - iv. Any opposed – No objections

6. Executive Session

- a. The board went into Executive Session; at this time the staff of CHI and Ashley Kerr left the call.

7. Adjourned

- a. Meeting adjourned 2:15 pm

Consumer Advisory, Youth Action Committee: The YAB did not meet in September. Dr. Laura Lane (CHI) and the staff of JASMYN, which operates a drop-in program (ACCESS) for youth and young adults, agreed to continue meeting with the YAB even though the CoC was not awarded a Youth Homelessness Demonstration Program (YHDP) grant.

Coordinated Entry Committee:

The Coordinated Entry Committee met twice and is continuing to review the Coordinated Entry Policies and Procedures, gathering input on any edits needed to address COVID-19 and the new emergency housing voucher program. Additionally, the Coordinated Entry teams (present on the call) have had an initial conversation about working more collaboratively and improving referral pathways for individuals that enter the homeless response system. A standing meeting has been set for the second Wednesday of every month.

Membership Committee:

The Membership Committee met to develop a slate of candidates for the October Board meeting. Members are reaching out to these individuals to confirm their interest in serving on the Governance Board.

Performance, HMIS, and Standards Committee (HMIS Data Quality and Performance Standards):

The Performance, HMIS, and Standards Committee met on September 29th and reviewed the purpose of the committee and next steps. A standing meeting has been set for the last Wednesday of every month.

Strategic Planning Committee:

The Strategic Planning Committee was scheduled to meet on September 14th but given the active competition and the priorities that would be set during the application process, this meeting was postponed until after the competition.

**COLLABORATIVE APPLICANT
MEMORANDUM OF UNDERSTANDING
BETWEEN
NORTHEAST FLORIDA CONTINUUM OF CARE
AND
CHANGING HOMELESSNESS, INC.**

WHEREAS the Northeast Florida Continuum of Care (the “CoC”) adopted a Governance Charter on 3/9/2017 and was revised and approved on 6/28/21;

WHEREAS the CoC shall serve the geographic area of the Northeast Florida Continuum of Care FL-510, which includes the three counties of Clay, Duval and Nassau to:

- Promote a community-wide commitment to the goal of ending homelessness
- Provide funding for efforts by nonprofit providers, States and local governments to rehouse homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness;
- Promote access to and effective use of mainstream programs by homeless individuals and families
- Optimize self-sufficiency among individuals and families experiencing homelessness; and

WHEREAS the CoC shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development requirements detailed in 24 CFR part 578 to designate an eligible organization to serve as the Collaborative Applicant to provide services outlined in this Memorandum of Understanding;

WHEREAS the CoC has designated its Governance Board Chair to sign this Memorandum of Understanding on its behalf; and

WHEREAS Changing Homelessness, Inc. a 501 (c)(3) nonprofit organization, has been designated as the Collaborative Applicant by the CoC, and as such is the sole eligible applicant for HUD CoC Planning Grant funds, and shall manage the required HUD process on behalf of the CoC to ensure the maximum amount of funds are received by the CoC jurisdiction and that the CoC is in compliance with all applicable HUD rules and regulations;

The parties agree to the following:

ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE APPLICANT:

1. Provides required reports to HUD
2. Serves as liaison between CoC-funded projects and the local HUD Field Office located in Jacksonville, FL
3. Hold meetings of the full membership, with published agendas, at least semi-annually.
4. Propose revisions to the Northeast Florida CoC Governance Charter, to ensure compliance with all procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal policy for the Northeast Florida CoC Governing Board members and any person acting on behalf of the Northeast Florida CoC Governing Board.
5. Collection and fiscal management (under CoC Governing Board Guidance) of any fees related to CoC activities including, but not limited to, membership and application fees. The Collaborative Applicant shall be exempt from paying any fees related to CoC activities including membership or any application fees.
6. In consultation with recipients of Emergency Solutions Grant (ESG) and CoC funds within the CoC's geographic area, establish and operate either a centralized or coordinated entry system that provides an initial, comprehensive assessment to ensure prioritization and matching of the needs of individuals and families to housing and services.
7. Appoint committees, subcommittees, or workgroups as may be deemed necessary.
8. In consultation with recipients of ESG and CoC funds within the CoC, draft written standards for CoC Governing Board approval and providing for CoC assistance.
9. Monitor performance of CoC and ESG recipients and subrecipients.
10. Report the outcomes of ESG and CoC projects to HUD and the CoC Governing Board, at least annually.
11. Facilitate on-going coordination among CoC components.
12. Strategize to maximize efficiency in service provision.
13. Coordinate training of staff implementing CoC projects.
14. Identify best practices to implement in the CoC and educate CoC member agencies about best practices.
15. Share information with the CoC Governing Board to facilitate effective leadership of the CoC.
16. Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of homeless individuals and families. At a minimum, such a system encompasses the following:
 - Outreach, engagement, and assessment
 - Shelter, housing, and supportive services

Prevention strategies

17. Plan for and conduct, at least annually, a point-in-time count of homeless persons within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
18. Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within the CoC geographic area.
19. Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.
20. Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG. recipients and sub recipients
21. Develop a proposed plan for the Northeast Florida CoC Governing Board in regards to public education on homelessness, advocacy at the state or local level related to housing and homelessness, and policy recommendations to state or local governments in the CoC region.
22. Design, operate, and follow a collaborative process for the development of a CoC application to HUD.
23. Submit the final application in response to the CoC Notice of Funding Availability.

DURATION AND RENEWAL

Except as provided in the TERMINATION section, the duration of the MOU shall be from July 1, 2021 through June 30, 2022. This agreement shall be approved and voted on by the Northeast Florida CoC Board annually unless either party gives notification pursuant to TERMINATION section.

AMENDMENTS/NOTICES

The MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, emailed or delivered to:

1. Chair(s) of the CoC Board
2. Chief Executive Officer of Changing Homelessness, Inc.

TERMINATION

Either party may terminate this MOU at a date prior to the renewal date specified in the MOU by giving 60 days written notice to the other party.

In the event that the HUD CoC Planning Grant funds are withdrawn, reduced, or become insufficient to meet the deliverables of this agreement, the Collaborative Applicant has the right to renegotiate deliverables within the constraints of available funding or either party may terminate this MOU within 30 days by providing written notice to the other party. In that case, the termination shall be effective 30 days from the date of receipt of the notification of termination.

All such notices shall be sent by certified or other tracking methods.

SIGNATURES

Jake Gordon, CoC Board
Northeast Florida CoC

Dawn Gilman, Chief Executive Officer
Changing Homelessness

Ashley Pratt, CoC Board
Northeast Florida CoC

Date

Date

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)
MEMORANDUM OF UNDERSTANDING
BETWEEN
NORTHEAST FLORIDA CONTINUUM OF CARE
AND
CHANGING HOMELESSNESS, INC.

A. Purpose and Scope

The purpose of the Memorandum of Understanding (“MOU”) is to confirm agreements between FL-510 – Duval, Clay, and Nassau Counties CoC (hereafter referred to as the Northeast Florida “CoC”) and Changing Homelessness, Inc. in connection with the Northeast Florida CoC Homeless Management Information System (the HMIS).

As such, the MOU sets forth the general understandings and specific responsibilities of each party relating to key aspects of the governance and operation of the HMIS. This agreement is effective on July 1, 2021.

B. Background

The HMIS is a collaborative project of the Northeast Florida CoC, Changing Homelessness, Inc., and participating Partner Agencies. The HMIS is a computerized data collection and reporting application designed to capture information about homeless people and homeless programs over time. HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all communities and agencies receiving HUD Continuum of Care homeless assistance funds. HMIS is essential to efforts to streamline client services and inform public policy. Through HMIS, persons experiencing homelessness benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in Duval, Clay, and Nassau Counties, which may include measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs, such as unduplicated accounting of homelessness is necessary to service and systems planning, effective resource allocation, and advocacy. The parties to this MOU share a common interest in collaborating to end homelessness and successfully implementing and operating HMIS in Duval, Clay, and Nassau Counties.

The CoC is a communitywide collaborative that works to provide a range of homeless housing and services. The Continuum of Care system components include prevention, emergency shelter,

transitional housing, rapid re-housing, permanent affordable and permanent supportive housing, supportive services at each stage, specialized programs and outreach for each homeless subpopulations, and integration with mainstream programs. HMIS will enable homeless service providers to collect uniform client information over time. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of the homeless population; these data are necessary to service and systems planning, and advocacy.

C. General Understanding

1. Continuum of Care Governance

The Northeast Florida CoC is the lead planning group for efforts to end homelessness and for implementing and operating a homeless CoC system in Duval, Clay and Nassau Counties. As such and under the HUD policy, the Northeast Florida CoC is responsible for HMIS oversight and implementation, including planning, software selection, and setting up and managing the HMIS in compliance with HUD's national HMIS standards. These CoC oversight and governance responsibilities are carried out by the CoC Governing Board through the HMIS Committee, which also reviews and drafts HMIS Policy and Procedures for approval by the CoC Governing Board.

2. Lead Agency Designation

The Northeast Florida CoC and the HMIS Committee designate Changing Homelessness, Inc. as the HMIS lead agency to manage HMIS operations on its behalf and to provide HMIS administrative functions at the direction of the Northeast Florida CoC Governing Board through its HMIS Committee.

3. HMIS Committee

The Northeast Florida CoC members and HMIS partner agencies actively participate with Changing Homelessness, Inc. in the management of the HMIS process, including drafting policies, procedures and protocols for privacy, data analysis, reporting, data integrity/qualify, etc., essential to the viability and success of the HMIS.

4. Funding

HMIS activities may be funded by a variety of sources, including: federal, state, and local grants, required matching funds for each grant source, license fees and/or administrative costs collected from participating organizations or local governments. Changing Homelessness, Inc. is responsible for applying for the HMIS funds when available from any grant source. The terms and uses of HUD funds are governed by the HUD grant agreement and applicable rules.

5. Software and Hosting

The Northeast Florida CoC has selected a single software provider to serve as the sole HMIS software application for the CoC. The Coalition and all partner agencies agree to use ClientTrack as configured by the policies of the CoC and implemented by Changing Homelessness, Inc.

6. Compliance with Homeless Management Information System Standards

The HMIS is operated in compliance with the HUD HMIS Data and Technical Standards and other applicable laws.

7. Local Operational Policies and Agreements

The HMIS continues to operate within a framework of agreements, policies and procedures that have been developed and approved by the Northeast Florida CoC Governing Board through its HMIS Committee. These agreements, policies and procedures include, but are not limited to, the Policies and Procedures Manual, Client Informed Consent and Release of Information Forms and Procedures, and Participating Agency and User Agreements. Changes to the policies and procedures may be made from time to time by the Northeast Florida CoC Governing Board after recommendation from the HMIS Committee, to comply with the HMIS Standards or otherwise improve HMIS operations.

D. Specific Responsibilities of the Parties

1. Northeast Florida CoC

Accept a recommendation from the Northeast Florida CoC Governing Board and approve the HMIS Lead Agency and HMIS software application.

2. Northeast Florida CoC Governing Board

The Northeast Florida CoC Governing Board serves as the lead governance body, providing oversight, project direction, policy setting, and guidance for the HMIS project. The Northeast Florida CoC Governing Board exercises its responsibilities for HMIS governance through its HMIS Committee as detailed in § 578.7 Responsibilities of the Continuum of Care under Part 578 Continuum of Care in Title 24 - Housing and Urban Development Code of Federal Regulations.

3. Changing Homelessness, Inc.

Changing Homelessness, Inc. serves as a lead agency for the HMIS and is the agency awarded the HMIS Grant through HUD, including the management and administration of all HMIS operations and activities. Changing Homelessness, Inc. exercises these responsibilities at the direction of the Northeast Florida CoC Governing Board and its HMIS Committee. These responsibilities include:

- a. Serving as the applicant to HUD for all grant funds to be used for HMIS and as the liaison with HUD regarding the HUD HMIS grant.
- b. Serving as the liaison with the software vendor (ClientTrack).
- c. Attending HMIS Committee meetings.
- d. Complying with HUD HMIS Data Standards.
- e. Annually preparing the HUD CoC NOFA application for HMIS funding.
- f. Ensuring the operation of and consistent agency participation in HMIS, including active outreach to non-HUD funded agencies to participate.
- g. Developing written HMIS policies and procedures.
- h. Executing written Participation Agreements with each agency.
- i. Monitoring and enforcing compliance by all participating agencies.
- j. Submitting plans for security, data quality, and privacy to the HMIS Committee.
- k. Updating all plans as necessary.

E. Confidentiality and Security

It is understood that HMIS will receive client information that may be subject to the privacy and security protection and requirements of HUD HMIS Standards, HIPAA Privacy Rules, other law and local HMIS privacy and security policies and procedures. Changing Homelessness, Inc. hereby agrees that it will use protected client information only for purposes permitted by this Agreement. Further, Changing Homelessness, Inc. agrees it will make use of all safeguards required by HUD Privacy Standards, HIPAA privacy rules, where appropriate, other law, and local HMIS privacy and security policies and procedures to prevent any unauthorized disclosure of protected client information.

F. Period of Agreement and Modification/Termination

1. Period of Operation and Termination

This MOU will become effective July 1, 2021 upon signature of the parties and shall remain in effect for one calendar year, through June 30, 2022. This MOU may be extended or amended by mutual, written agreement of the parties.

At any time that the CoC Governance Board requires changes to the HMIS contracted arrangement with the vendor, the CoC Governance Board must provide for all current financial obligations to be met. Under no circumstances will Changing Homelessness, Inc. be liable for additional financial obligations created by a vote of the CoC Governance Board.

All current contracts and obligations are deemed necessary and appropriate at the date of this signing by both parties.

2. Amendments

Amendments, including additions, deletions, or modifications to this MOU must be agreed to by all parties to this agreement.

The signatures of the parties indicate their agreement with the terms and conditions set forth in this document.

SIGNATURES

Jake Gordon, CoC Board
Northeast Florida CoC

Dawn Gilman, Chief Executive Officer
Changing Homelessness

Ashley Pratt, CoC Board
Northeast Florida CoC

Date

Date