



NE FL Governance Board Minutes

January 24, 2022 | Zoom Meeting

1. Governance Board Members in Attendance

- Jametoria Burton, FSCJ
- Ashley Pratt, Mayo Clinic
- Jake Gordon, Downtown Jacksonville
- Nancy Eisele, LSF Health Systems
- Sylvester Pinckney, Kid's Hope Alliance
- Bill Rodgers, VA
- David Garfunkel, LIFT JAX
- Tyler Morris, CIL
- Emma Stewart, FL Blue
- Irvin Cohen, LISC Jacksonville
- Joe Wolf, Hart & Associates

2. Community Participation

- Gail Patin, Hubbard House
- Ju'Coby Pittman, City Council Member, District 8
- Teri Ketchum, Presbyterian Social Ministries

3. CHI Staff

- Dawn Gilman, CHI
- Monique Elton, CHI
- Ashley Kerr, Trellis Consulting

4. Discussion

- a. New Board Member Welcome
 - i. Jake and Ashley asked Irvin Cohen, Emma Stewart, and Joe Wolf to introduce themselves.
- b. Appreciation
 - i. Dawn offered thanks to Katie Ensign whose term will end in February. Katie has served for a number of years and has been very supportive of the CoC through her participation as a board member and through her connection to the Jessie Ball duPont Foundation, which has supported work around the issue of homelessness for many years.
- c. Consent Agenda
 - i. The Consent Agenda included the following materials:
 - October 2021 Meeting Minutes
 - Committee Reports
- d. Slate of Candidates



- i. Ashley Pratt, Chair of the Membership Committee, reminded board members that the board must stay between 13 and 25 members at any given time. She presented the following slate of candidates for board nomination approval.
 - Nicole Hamm, Eastern Quality Foods
 - Jimmy Peluso, VyStar Credit Union
 - Michael Sullivan, Jacksonville Public Library
- ii. With the addition of these 3 individuals the board will be at 19 members (Katie Ensign will roll off in February 2022).
- iii. If members have suggestions for additional board candidates, please email co-chairs [Jake Gordon](#) and [Ashley Pratt](#) and copy [Ashley Kerr](#)
- e. Strategic Discussion: Continuum of Care 101 and Reallocation
 - i. Acronyms
 - Notice of Funding Opportunity (NOFO) - used to be the Notice of Funding Availability (NOFA)
 - CoC - Continuum of Care
 - Homeless Management Information System (HMIS)
 - Supportive Services for Veterans Families: SSVF
 - ii. CoC Roles
 - Collaborative Applicant: Changing Homelessness – responsible for ensuring best application goes to HUD
 - Coordinated Entry Lead Agency: Mental Health Resource Center
 - HMIS Lead Agency: Changing Homelessness
 - iii. Overview
 - Dawn provided an overview of the CoC application process, which occurs annually.
 - How does the CoC monitor and measure progress? There is a set way to evaluate projects (System Performance Measures)
 - Ranking and Scoring Committee – this is set up during the annual application process and provides guidance on how the community ranks and scores different projects.
 - As it stands now, if an agency has a new project or a project that is in its 1st year it will score low based upon the way the data is reviewed. This can be changed, as the local CoC gets to make these decisions.
 - Tier 1 and Tier 2 – HUD requires this
 - a. Tier 1 is the list of projects that make up X% of the total annual renewal demand (ARD)



- b. Tier 2 is the list of projects that make up the remainder of the ARD and
- c. For past year, we would put renewal projects scoring well in Tier 1, new apps would go into Tier 2
- Reallocation – if there are projects not performing well or not meeting expectations – money can be pulled from them and put into the pool for other agencies to apply for that money
- We want to review the ranking/scoring over the next year so we can be more informed to ensure there is a healthy, transparent, and fair process.

5. Votes:

- a. Nancy Eisele made a motion to approve the Consent Agenda as presented.
 - i. Sylvester Pinckney seconded the motion
 - ii. All those in favor say “Aye” – Everyone said “Aye”
 - iii. Any opposed – No objections
- b. Irvin Cohen made a motion to approve the slate as recommended.
 - i. Joe Wolf seconded the motion
 - ii. All those in favor say “Aye” – Everyone said “Aye”
 - iii. Any opposed – No objections

6. Volunteer Opportunity

- a. Changing Homelessness is in need of translation services – does any board member have a connection to a translation service?
 - i. Both Ashley Pratt and Joe Wolf said they would reach out to Monique with contact information.

7. Executive Session:

- a. Changing Homelessness staff (including Ashley Kerr) left the meeting while the members went into Executive Session

8. Adjourned:

- a. Meeting (prior to Executive Session) adjourned at 2:30 pm ET

Committee Report
January 2022

Consumer Advisory, Youth Action Committee:

The Consumer Advisory Committee did not meet.

Coordinated Entry Committee:

The Coordinated Entry Committee met and discussed the Coordinated Entry Policies and Procedures (P&P), which will be available for the Board to review at the March 2022 meeting. Additionally, the group met this month to discuss and refine the definition of an active user (to set a community-wide standard, which agencies can then be measured), and the Coordinated Entry Learning Collaborative continues with weekly meetings to refine the system.

Membership Committee:

The Membership Committee did not meet but will resume meetings after the March 2022 board meeting.

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

The Performance, HMIS, and Standards Committee met in January and February and discussed the 2022 Point in Time count, the Longitudinal Systems Analysis (LSA), and the System Performance Measures (SPMs), in addition to annual HMIS Agency Agreements.

Strategic Planning Committee:

The Strategic Planning Committee did not meet.

Committee Descriptions and Responsibilities

Consumer Advisory, Youth Action Committee Description

This committee is responsible for ensuring that consumer voice and experience are integrated into all aspects of CoC governance, including integration with board and CoC decision-making. The committee will be consumer-led.

The Youth Action Board (YAB) is a forum for young people ages 14-24 to discuss issues, challenges, and resources affecting their peers with shared, lived experiences of homelessness, poverty, interaction with foster or adoptive systems, interaction with juvenile justice, and/or interaction with mental health and treatment systems. The YAB is youth-led and youth-governed, with a shared goal to end homelessness among youth and young adults in the CoC's geographic area.

Coordinated Entry System Committee Description

This committee is responsible for developing, monitoring the progress and impact of, and periodically recommending any necessary revisions to an implementation plan for a coordinated entry and assessment system for all homeless and prevention resources. This committee will create recommendations for written standards for eligibility, assessment, and prioritization of resources for all CoC and ESG program types.

Executive Committee Description

This committee is responsible for providing Board leadership in ensuring clear and effective lines of communications between the Board and CoC members and stakeholders; and for providing Board leadership in ensuring that CoC planning and implementation is consistent with requirements articulated by HUD in 24 CFR Part 578 and other directives, with applicable federal, state, and local laws, and with the strategic direction.

The Executive Committee will be responsible for setting and upholding process decisions to determine which issues go to the Board for official vote, and for determining when the need for action is sufficiently urgent as to require either an unscheduled meeting, or a vote by the Board on a matter which was not included on the publicly disseminated meeting agenda, or action by the Board without a meeting. In the interest of transparency the rationale for such decisions should be communicated to the CoC membership and stakeholders along with the outcome of such actions.

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

This committee develops policies and procedures and provides oversight to the HMIS Lead Agency on HMIS issues including project participation, participant privacy, data security, data quality, and HMIS governance. It assists the HMIS Lead Agency with ensuring HMIS participation across the continuum of care. This committee also hears grievances related to sanctions by the HMIS Lead agency. Finally, this committee will lead the annual process of reviewing the performance of the HMIS Lead Agency and the annual process of either re-appointing the HMIS Lead Agency or undertaking a competitive process.

Membership Committee Description

This committee will be responsible for developing an outreach plan to engage the full diversity of CoC stakeholders, including persons and organizations that are not currently members and will establish and review a CoC membership process, application, and dues structure annually. The committee provide information to new CoC members that may include the governance charter, membership list and

Committee Descriptions and Responsibilities

benefits. This committee is also responsible for slating the NE FL Governance Board of Director and Committee nominations, while ensuring diversity, balanced stakeholder representation, and institutional memory.

Strategic Planning Committee Description

This committee is responsible for developing goals, plans and strategies to carry out the mission of the CoC. It is responsible for gathering information or conducting needs assessments related to ending homelessness, including the annual gaps analysis required by HUD.

*Note: This committee was formed by combining the Short- and Long-term Solutions committees.