

**Mid Florida Homeless Coalition, Inc.
Performance Committee**

Meeting Minutes: December 10, 2019 at 1:30 p.m.
Presiding: Steve Smith

Location: Mid Florida Homeless Coalition, 106 E Dampier St., Inverness, FL
Staff: Barbara Wheeler & Paula Holtsclaw

Agenda Items	Discussions & Actions Taken	Follow Up Needed
I. Call to Order & Welcome	Steve Smith called the meeting to order at approximately 9:00 a.m., everyone was welcomed and self-introductions were made.	
II. Approval of Minutes	Motion: A motion was made to approve the September 26, 2019 minutes as presented. Motion: Shannon Sokolowski Second: Steve Smith PASSED Unanimously	
III. Review the Show Me the Money and Performance Cards	<p>Show Me The Money – Paula reported out on the spending of the DCF Grants. Discussion was held about the spend down plan of St. Vincent de Paul, and Steve inquired about that maximum amount that could be spent on any one household. Paula reported that the Written Standards indicate that the maximum amount per household is \$10,000. An exception can be made providing it is brought through the Coordinated Access Committee.</p> <p>There was a discussion about the TANF grants. Paula explained that Mid Florida Homeless Coalition had gotten a late start, plans to provide support to more than one household to ensure funds get spent, and is continually announcing at the Provider meeting and other meetings that these funds are available. Barbara reported that we need to ensure that the subcontractors are getting the word out that they have funds, especially to Sumter County where less households are currently being served. Steve suggested that Mid Florida Homeless Coalition encourage the subcontractors to make an announcement at the Provider Meetings and if they don't, Mid Florida Homeless Coalition staff make the announcement. Shannon suggested that if we get an intern that they could develop a template flyer explaining the TANF program. Each subcontractor could then put their information in the flyer and get it disbursed to organizations that can make referrals.</p> <p>Performance Cards Review – Paula provided information on the performance of programs for this grant cycle. Barbara recommended that we review the overall success of the RRH & PSH programs knowing that our Written Standards indicate success as being 80% of households moving from these programs to permanent housing.</p> <p>By-Name-List - Steve inquired about comparing 2018 to 2019 on the By-Name-List, and Paula explained that due to phone calls being made and reviewing the database the numbers have been going down. Steve indicated that there is an increase in the number of homeless persons in South Lake County. Barbara</p>	<i>Barbara to do email to all sub-contractors to remind them that they are due to be at these meetings.</i>

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	reminded everyone that we do not have an outreach team covering the CoC, and we are dependent on organizations who are meeting these people to report the information to us. Not having good outreach is a necessity in knowing the homeless population.	
IV. Monitoring	Tomi reported that a training was held in November that was mandatory for the subcontractors. The training was based on information received through the DCF Monitoring. New forms were presented – Rental Agreements that include the VAWA information, as well as the VAWA Amendment for Lease Agreements. Each month a desk monitoring is being done to ensure that there is proper documentation for case management that is being claimed by the agency. If there is not proper documentation, reimbursement will not be allowed. Tomi reported that she will be going back out in February to re-monitor subcontractors.	
V. System Performance Measures	Paula reported that she sent out a draft of the System Performance Measures, and that she has not had a chance to review any of the data. It was recommended that she do further review, and bring this back at the January meeting for discussion. Paula reported that the date of submission for this report has been moved up this year to February 28, 2020, so it will be important for the Committee to review and provide input at the January meeting.	
VI. Next Meeting	The next meeting was scheduled for January 23, 2020 at 1:30 p.m.	
VII. Adjourn	The meeting was adjourned at approximately 10:00 a.m.	

Prepared by: Paula Holtsclaw

Steve Smith, Chair _____