

Mid Florida Homeless Coalition, Inc. – Coordinated Access & MFIN Advisory Meeting

Meeting Minutes: March 9, 2020

Location: Mid Florida Homeless Coalition, 104 E Dampier St., Inverness, FL 34450

Presiding: Melissa Simmes

Agenda Item		Discussion & Actions Taken	Follow-up Action
I.	Welcome and Introductions	Meeting was called to order at approximately 10:06 a.m. Introductions were made.	
II.	Minutes	<p>Motion: A motion was made to approve the February 10, 2020 minutes as presented.</p> <p>Motion by: Barbara Venditto Seconded by: Melissa Simmes</p> <p>Discussion Called. No Discussion</p> <p>Approved: Unanimously</p>	
III.	Review of Old Business	<ul style="list-style-type: none"> # Referral Cards – Paula Holtsclaw reviewed the referral cards for the past month. Melissa Simmes asked about the availability of regular maintenance on the By-Name-List. Paula reported that there is a possibility of a new volunteer coming in to assist. # CAS Evaluation Tool Update- <i>Client Satisfaction Survey</i>. Paula Holtsclaw introduced the new form of the survey to be used with lock boxes. Discussion followed, and consensus was to use the new version of the survey. There was discussion about who would hold the key to the lock boxes. # <i>System Evaluation</i>. Both Tomi Steinruck & Barbara Venditto reported having difficulty contacting their original contacts they had been working with on the possibility of college students evaluating. Melissa Simmes suggested Lake-Sumter College. # CAS Call Weekly Meeting - Tomi Steinruck reported about the progress that the CAS meetings, and that they have segued to GoToMeetings in order to better share information. # Review of Iain DeJong’s Visit- <i>By Name List, Priorities, CAS Committee</i> - Barbara Venditto & Melissa Simmes recapped the suggestions that Iain made to the CoC regarding the BNL breakdown (i.e. separate lists, document ready only, etc.) Much discussion followed. Consensus was that the group wanted to see the proposed new flow in a visual. 	<i>Tomi & Kristy to work on CAS presentation to vote on for April’s CAS meeting.</i>
IV.	Other Business	<ul style="list-style-type: none"> # Paula Holtsclaw reported that there was request from an agency to be able to view Mid Florida Homeless Coalition’s Client Notes in Clarity. The vendor for Clarity has indicated that this is possible, for a fee of approximately \$1,000. Discussion followed about a client's privacy as many notes contain case management information. Timely data entry for coordinated access would enable other agencies to use the History tab to see that a person is still active on the By Name List and therefore still being considered eligible for housing assistance. Consensus was that the agencies were not comfortable with sharing agency notes. 	

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		# Paula Holtsclaw reported on the status of Point In Time count. She is working on compiling information, as well as working on the Housing Inventory Count.	
V.	Announcements	Kristy J. spoke about VISPDAT Training coming up for Citrus County at the end of March.	
VI.	Next Meeting	The next meeting is scheduled for Monday, April 13, 2020, 10:00 a.m. – 12:00 p.m., at Mid Florida Homeless Coalition, 104 E Dampier St., Inverness, FL 34450	
VII.	Adjournment	Motion: A motion was made to adjourn the meeting at approximately noon. Motion by: Barbara Venditto Seconded by: Stacy Leach Approved: Unanimously	

Respectfully submitted by: Kristy Jocelyn

Melissa Simmes, Chair _____