

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

Meeting Minutes: December 14, 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 10:01 a.m. All parties either introduced themselves, or were introduced, including those on GoToMeeting. A brief discussion occurred about moving towards a roll call beginning the month of January.	
II. Minutes	<p>Motion: A motion was made to approve the November 9, 2020 minutes as presented. Motion by: Barbara Venditto Seconded by: Judith Rivera Discussion Called. No Discussion Approved: Unanimously</p>	
III. Review of Old Business	<ul style="list-style-type: none"> • Referral Cards – Paula Holtsclaw presented referral cards for the months of July to November. Committee members were reminded the CAS manual states that issues and concerns with referrals need to be discussed weekly on the Tuesday CAS calls. Paula H. indicated she will be adding SVDP Cares HUD RRH card to the next month’s meeting. <ul style="list-style-type: none"> • CAS Evaluation Update/CAS Survey Lock Boxes/Surveys – Tomi Steinruck presented the summary via what was turned in on the internet for Survey Monkey. She asked for agencies and staff to make sure to they are informing the participants of the “program” to be indicated on the Survey. • CAS Call Weekly Meeting- Kristy Jocelyn gave an update that the meetings are still taking place. Attendance has been down in the past few weeks, she stated that she feels it may be due to the holidays. Committee Chair asked if there was a way to make sure agencies are bringing up their issues or concerns. Discussion was had by all and follow up will be conducted by MFHC staff. 	<p><i>Paula and Melissa to discuss a better way to present the slides.</i></p> <p><i>Paula to add SVDP Cares to next month’s slides for HUD RRH</i></p> <p><i>Tomi to look into modifying the survey to include a choice for the participant to indicate what program/stage in the process.</i></p> <p><i>Paula, Tomi & Kristy to brainstorm on how to make sure agencies are bringing up their “issues” with participants.</i></p>
IV. New Business	<ul style="list-style-type: none"> • Client Identified Housing Discussion- Tomi Steinruck spoke about how there seems to be a trend with participants attempting to use the “Client Identified Housing” aspect as a loophole to get into housing and bypass the CAS process. She presented that it was originally intended to be used for a small percentage, but there has been an influx of requests in this area recently. Much discussion followed. • VI & SPDAT Referral Acknowledgement Timeframe Within HMIS 	<p><i>Kristy and Tomi to further discuss and come up with draft wording for Client Identified Housing documentation.</i></p> <p><i>Tomi to make suggested changes to form to indicate agency responsible for the</i></p>

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		<p>Kristy Jocelyn reviewed the current requirement for the VISPDAT turnaround of 5 business days, and 3 business days for the SPDAT. She requested that the time frame be changed to seven business days to be cohesive to the requirements of all other referrals during the CAS process.</p> <p>Motion by: Lorenzo Lockett Seconded by: Barbara Venditto Approved: Unanimously</p> <ul style="list-style-type: none"> • Intent to Rent Form. Amber Tucker presented a new form to be voted on. The form is not a required form and is not a replacement for the rental agreement form. Form will be used to help agencies break out move in cost by category. Much discussion followed. Consensus is to use the form once the suggested changes are made. 	<p><i>payment, and will send out to agencies once completed.</i></p>
V.	Other Business & Announcements	<ul style="list-style-type: none"> • Paula H. spoke about the Homeless Memorial Event that is happening on December 21st at the Salvation Army of Citrus County. It will be done both in person and virtually through Facebook. • Tomi S. spoke about a recent newspaper article that highlighted a young girl who is selling lemonade and donating all the profits to go to Mid Florida Homeless Coalition. She noted that she had the opportunity to meet her as well. 	
VI.	Next Meeting	<p>The next meeting will be Monday, January 11, 2021, 10:00 a.m. – 12:00 p.m., at Mid Florida Homeless Coalition, 104 E Dampier St., Inverness, FL 34450 and virtual.</p>	
VII.	Adjournment	<p>Motion: A motion was made to adjourn the meeting at approximately 11:25 a.m. Motion by: Becky Burton Seconded by: Heather Roberson Approved: Unanimously</p>	

Respectfully submitted by: Kristy Jocelyn

Melissa Simmes, Chair _____