

# MINUTES

## BOARD AND GENERAL MEMEBERSHIP MEETING

July 9, 2009

Volusia/Flagler County Coalition for the Homeless

Volusia Public Health Dept., 1845 Holsonback Dr., Daytona Beach, FL

### I. CALL TO ORDER

The meeting was called to order by President Caplan at 3:00 p.m.

### II. WELCOME AND INTRODUCTIONS

Present: President Caplan, Vice President Groody, Treasurer Hagstrom, Secretary Kelly  
Directors: Bunting, Cameron, Coleman, Evans, Harple, King, Luther, Mac'Kie,  
Overman, Pistor, Salazar, Schaeffer, Wandelt, Warren

Excused: Directors: Ross, Harper, DeMarsh, Fagaragan, Goodman

Absent: Directors: Clark, Decker, Miller

Also Present: Susan Clark, Neighborhood Center WV, Myra Gaziano, Volusia County Community Assistance, Diane Severino and Lynda Linke, Flagler County Social Services, Peter Coady and Nancy Perkins, SMA Behavioral Healthcare, Joni Casillas, Salvation Army, Andy Kelly, Volusia County Council, Kassy Guy-Reed, Homeless Assistance Corp, Flora Darby, Joyce Case and Dawn Emerick, Health Planning Council of NE FL, Caitlin Kilgallin and Kara Bane, Americorps VISTA, Anne Hansen, NAMI, Steve Segner, Carl Eppley, C.O.R.S.,

Staff: Anthony Schefstad, Executive Director, Karen Reynolds, Administrative Assistant,  
Hector Muniz, HMIS Systems Administrator, Betty Butler, Case Manager, Laurie Chesley, Accountant

#### Presentation:

President Caplan introduced Dawn Emerick, PhD, Executive Director, Health Planning Council, and Joyce Case, Program Director, Health Planning Council of NE FL. Dr. Emerick provided an over view of the services provided by HPCNF. Ms. Case presented the HOPWA (Housing Opportunities for People with AIDS) and distributed some handouts regarding their services.

#### Announcements

Executive Director Schefstad encouraged members of the Continuum of Care to consider referring those that qualify for the HOPWA services to lessen the demand on housing.

President Caplan announced that Bruce Gibson was in the hospital recovering from a heart attack earlier in the week. President Caplan also announced the passing of Director Schaeffer's father and extended the condolences of the Coalition.

### III. APPROVAL OF THE MINUTES

A motion was made by Director M.F. Warren to approve the Minutes of the Meeting of May 14, 2009. Motion was seconded by Secretary Kelly.

### IV. Reports

President's Report

President Caplan reported the Woman's Initiative will be giving a final report in August on the work done by the Children's Case Manager that they have been funding. They hope they will be able to fund this program again next school year.

President Caplan also talked about the Homeless Summit which will be held his fall in West Volusia. She would like for some of the Board members to volunteer to speak at the Summit. There was a brief discussion about the purpose and focus of the Summit.

### **Treasurer's Report:**

Treasurer Tim Hagstrom reported the following:

Total Current Assets:	\$ 408,106
Total Assets:	\$3,134,098
Total Current Liabilities:	\$ 2,903
Total Liabilities:	\$ 544,935
TOTAL EQUITY:	\$2,546,445

Executive Director Schefstad informed the Board that the 2008-09 Audit will take place in August by the firm Bolerjack, Bowling and Halsema. Accountant Laurie Chesley and Executive Director Schefstad will be coordinating the Audit.

The Board was informed that the CD amount above \$250,000 will be transferred to Floridian Bank per the Coalition's RFP which sought bids from SunTrust, Southern Community Bank and 5/3 Bank.

The Coalition has a Balloon Mortgage which is due in October 2010. SunTrust Bank which currently holds the Mortgage has indicated they would like to continue. At some point in the near future the coalition will need to decide how to proceed with re-financing and if they will go through a RFP process.

### **Executive Director's Report**

#### 1. Status of Challenge Grant and Super NOFA Application

The Department of Children and Families State Office on Homelessness Housing Grant was submitted on Wednesday. For the fourth consecutive year it was submitted on behalf of the Homeless Assistance Cpr//STAR Family Center. The award levels are \$144,000, \$96,000, \$57,600 or less. Last Fiscal Year \$96,000 was awarded. The first four Awards receive \$144,000; the next twelve receive \$96,000 and so on until the money is allocated. Executive Director Schefstad consulted with the HAC and suggested they budget for \$57,600 and look for ways to support the services at the HAC. The Continuum of Care met and discussed the recipient of the Challenge Grant and suggested that the HAC be the recipient of the Challenge Grant for two years (2009-10, 2010-11) and at the end of the second year application be opened to other programs. This will allow the HAC to develop funds to replace the operations dollars and allow the CoC to develop other programs such as in West Volusia.

The Super NOFA Continuum of Care Competition is due out in August.

#### 2. Ormond Beach CDBG Status

Executive Director Schefstad presented to the Neighborhood Improvement Advisory Board on May 20<sup>th</sup> and requested Community Development Block Grant dollars for support of the HMIS which comes under Planning Activities allowed by CDBG. The NIAB approved unanimously to recommend to the Ormond Beach City Commissioners \$15,000 go to the Coalition. On June 2, at the Ormond Beach City Commission meeting, the City Commissioners approved \$15,000. Commissioner Lori Gillooly along with Mayor Costello thanked the Coalition during "Commissioner Remarks" for their efforts in ending Homelessness.

#### 3. Volusia County CDBG

Based on recommendations from Vice President Sally Ann Groody and the Executive Committee, in February application was made for the end of the year dollars available through the County CDBG. The original application was submitted for 2008-09. Due to a change in the application process a second request was made. This application was submitted in June for Fiscal Year 2009-10 for approximately \$102,000 in the following categories: Planning \$20,000 and Building Improvements \$82,000. These improvements include: gutters on the entrance of the STAR Shelter; replace roof over the STAR Family Shelter children's play room, library and offices currently used by the Salvation Army and Serenity House; extending the wrought iron gate from its current location toward Ridgewood Avenue stopping at the J-Store; Security gates on the back of the Cafeteria to allow for exit of clients from the Bridge of Hope Meal program; concrete slab in front of the Cafeteria to prevent flooding and some American Disability Act improvements. The items are on the County Council Consent Agenda scheduled for August 6.

#### 4. West Volusia Service Area

Executive Director Schefstad suggests it is time to develop a concept paper and plan to create a Homeless Service Center, much like the Homeless Assistance Corp. in Daytona Beach, for West Volusia. The model used will be the HAC and the People Assisting the Homeless (PATH) in California, and the proposed Homeless Service Center in Orlando. The Homeless Service Center should have multiple functions such as emergency housing, food, showers, medical care, laundry, internet capability, and it should have space available for other service providers. It is important to develop this plan and begin to present it to the stakeholders in West Volusia. This would include the Coalition looking into available property that may serve this function in either current facilities or land where such facilities can be built.

#### 5. New Board Membership Training.

Please sign-up for either available date or time. Wednesday, July 15 at 9:00 a.m. or Wednesday July 15 at 6:00 p.m. Please allow for 1.5 hours.

#### 6. Definition of Homelessness Change and New Programs in the Area

In the Board and Member packet Executive Director Schefstad placed the new State definition of Homelessness that will go into effect next year. It essentially adopts the Department of Education's definition of homelessness, including those doubling up are now eligible, thereby expanding those that can be identified as homeless and thus eligible for services. This will prevent a family from having to actually be "homeless" and on the street prior to service. However, it will certainly mean a greater demand for services.

#### 7. Family Promise Opens in New Smyrna

Family Promise in New Smyrna Beach opened this month. Executive Director Schefstad met with Executive Director Brenda Rogers to learn about Family Promise. It is a national model that houses families for one week at a time at a participating church for up to three months. Information is included in the Board Packet. Executive Director Schefstad thanked Gary Wandelt for sending information about Family Promise.

#### 8. Volusia/Flagler County Coalition Speakers Bureau

Our own Volusia/Flagler County Coalition for the Homeless Speakers Bureau, Caitlin Kilgallin and Kara Bane gave their first official presentation to the Board. Kara and Caitlin did an excellent power point presentation which was a brief overview of the Speakers Bureau program. They also shared the fact they have shadowed several Continuum of Care program providers. This allowed them to see first hand the programs in our CoC and meet possible Speaker Bureau candidates.

#### **Continuum of Care (Claris Mac'Kie)**

CoC met on June 19. The committee discussed the need for the various committees to meet regularly to address challenges and outcome measures for the Ten Year Plan. They also discussed the need for a CoC application process to develop guidelines for agencies applying for grants. The CoC recommends that the Homeless Assistance Corp. receive the Challenge Grant funding for two more years, which includes the years 2009-10 and 2010-11. Afterwards the CoC will look at other programs that would benefit from the operation dollars.

Hector is now holding monthly HMIS meetings. It is important that all agencies receiving SHP grants participate in these meetings/workshops. The data information is crucial to the Exhibit I Grant Application evaluation.

Copies of the Challenge Grant and the Homeless Housing Assistance Grant have been sent to everyone. The CoC will be reviewing these application forms to determine how best to target the needs for these monies in the future.

The Super NOFA should be out in July and agencies are reminded to update their CCR to qualify for Electron Special Needs Assistance Population (e-Snaps); a DUNS number is required.

Director Mac'Kie thanked Missy and Andy Kelly for their involvement in David Ashby's walk from Orlando to Washington DC. She also spoke briefly about the Coalition's Speakers Bureau and what a good job Caitlin and Kara are doing.

Director Mac'Kie talked about the Annual Homeless Assessment Report (AHAR).

### **West Volusia (Dave Evans)**

Director Evans thanked Director Salazar and Executive Director Schefstad for the \$5,000 from the Emergency Food and Shelter Grant administered by the United Way. The dollars are Federal money that an application was made in December of 2008.

Director Evans also mentioned their fund raiser at Friendly's Restaurant on July 14 and encouraged everyone to participate.

### **Homeless Management Information System (Hector Muniz)**

Mr. Muniz talked about the HMIS User Meetings – May 12, June 17 and the next one will be on July 22. In the previous meetings, the new reporting requirements for the Homeless Prevention and Rapid Re-Housing Funds were discussed. There is a new quarterly report for these funds and an annual performance report. In the meetings the new HUD data standard requirements were also discussed.

Hector also reported that he is working with the staff at DOMUS to implement the changes on the HMIS system and he should see the first roll out of the changes by the end of July.

### **Flagler County (Diane Severino)**

Member Diane wanted everyone to know they were very appreciative of the \$2,668 awarded to them for the Bunnell Cold Weather Shelter and how much it would help them keep up with the need during the cold weather months.

Director Salazar reported the United Way now has a Woman's Initiative group starting in Flagler County.

### **Discharge (Joni Casillas)**

Member Casillas reported that the Discharge Committee will be meeting on the 3<sup>rd</sup> Friday of every month starting next Friday, July 17. The committee's focus will be on major discharges, such as, hospitals, jails and children moving from foster care. Executive Director Schefstad met with Dr. Marilyn Chandler-Ford, Director of Volusia County Jail. The needs about the Jail and the CoC were discussed as it relates to the Discharge Planning Agreement.

## **V. OTHER BUSINESS**

Director Cameron reminded everyone of the tentative City Commission meeting on August 5 requested by Sheila McKay. It is anticipated that this discussion will be about city ordinances regarding the Homeless. Executive Director Schefstad will inform the Board of this meeting takes place.

Vice President Groody provided an update regarding Serenity House efforts in developing permanent housing opportunities. She reported that 6 units are currently under renovation in the Daytona Beach area. The units are for single males with special needs. The rent is anticipated to be in the \$350 per month range, inclusive of utilities. Referrals should be made to Jeff White at Serenity House, 252-4228 x26.

Additionally, Vice President Groody reported that the County of Volusia has released the RFP for Neighborhood Stabilization program funds for the acquisition of foreclosed properties to provide permanent rental housing for low and very low income individuals. Serenity House is focusing on Holly Hill and Deland.

An additional 5 units of housing for chronically homeless individuals is scheduled for October, or when the contract has been received from HUD. These units will be split between east and west Volusia County. Also, the current year goal is for 5 additional beds in the Ten Year Plan.

Agencies interested in more information should contact Jeff White.

Director Evans talked about the two homeless people they recently sent to Wyoming to work on a Dude Ranch. They have sent a total of six homeless people and it has turned out to be a very successful program. Director Mac'Kie asked if they did follow up on these people and Director Evans said they did keep track of them.

Secretary Kelly reported that she and Andy Kelly had gone to Marco Island for a FAC 2009 Annual Conference: Preventions and Solutions for Homelessness. They found this program very helpful. They have provided Executive Director Schefstad PowerPoint and notes of the conference.

Executive Director Schefstad once again thanked everyone for their efforts in helping with the David Ashby walk to Washington DC.

President Caplan acknowledged the completion of Executive Director Schefstad's first year.

## **VI. ADJOURNMENT**

There being no further business, President Caplan adjourned the meeting at 4:55 p.m.

Minutes prepared by Administrative Assistant, Karen Reynolds.

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President Susan Caplan

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Date