



**Homeless and Housing Alliance**  
**Lighthouse for the Blind**  
**1710 Tiffany Drive East**  
**West Palm Beach, FL 33407**  
**Phone: 561-586-5600**  
**October 27, 2011, 2:00 p.m.**  
**Minutes**

<b>Name</b>	<b>Agency</b>
Abbott, Karen	Veterans Administration
Becton, Cinthia	St. George's Center. Inc.
Cabrera, Maria	Veterans Administration
Carter, Michele	Gulfstream Goodwill
Cauthern, Mary	YWCA
Clinton, Rhonda	Family Promise of North Palm Beach County
Collins, Terris	Jerome Golden Center for Behavioral Health
Constantine, Matt	Adopt-A-Family
DeMar, Julie	Children's Home Society
Devine, Georgiana	PBC Dept of Human & Vet Services
Gibson, Daniel	The Lords Place
Giordano, Paula	Gulfstream Goodwill
Glucksman, Joe	*Regal Senior Services, Inc
Glucksman, Joe	McCurdy Sr. Housing: Quiet Waters
Gorman, Emily	Adopt-A-Family
Harris, Chris	CMIS/211
Herd, Kathleen	J.A.Y Outreach Ministries
Herman, Jame	St. James Recovery & Master Families Transitional Housing
Johnson, Michelle	Jerome Golden Center for Behavioral Health
McNair, Sonya	Families First of PBC
Nauman, Gibbie	CROS Ministries
O'Brien, Pam	AVDA
Owers, Kasha	United Way of PBC
Parnett, Kim	PBC Dept of Human and Vet Services
Rainford, Marcia	Stand Down House, Faith, Hope, Love, Charity
Ramos, Daniel	Center for Family Services
Reyes-Coles, Tomas	The Vets Place
Sands, Marilyn	Coalition for Independent Living Options
Serai Barker, James	Master Families Transitional Housing
Serock, Kathy	Children's Home Society
Sherman, Paul	Jerome Golden Center for Behavioral Health
Stechnij, Susan	The Everglades Inn
Sullivan, Terry	Vita Nova
VanBiesen, Charisse	*Department of Children and Family Services
Woodruff, Glenn	Gulfstream Goodwill
Zettle, Cheri	AVDA

1. Call to order/roll call, Introductions – Chris Harris, Chair, opened the meeting and welcomed everyone. Attendees introduced themselves. Agency attendance was taken. A quorum was established.
2. Approved Minutes - A motion was made to approve the minutes from the Sept. 22, 2011 meeting with the correction of the spelling of Reyes-Coles, paragraph 4.b. The motion was seconded and unanimously approved.
3. Executive Board Structure – The 2011-2012 HHA Executive Committee

Chair	Gibson, Daniel Hershorn, Michael	The Lord's Place
Vice-Chair	Miller, Jo Mayer, Stephen	PBC HCD
Chair-Elect	O'Brien, Pam Zettle, Cherie	AVDA
Secretary	Dinnan, Kokie Prior, Linda	Family Promise of SPBC
At-Large	Abbott, Karen Fairchild, Sherry R.	VA – HUD
At-Large	Gorman, Emily Constantine, Matt	Adopt-A-Family
At-Large	Owers, Kasha Roman, Linda	United Way of PBC
At-Large	Harris, Chris Buza, Susan	211/CMIS
	Carter, Michele	Formerly Homeless
	Devine, Georgiana Shaffer, Carol	PBCHS

4. HUD Grant – Georgiana Devine
  - a. Georgiana announced that the application for HUD funding has been completed and submitted. Thanks to agencies who reported funds. Leveraged funds totaled \$95 million.
  - b. Georgiana presented certificates to the many people who contributed to the preparation of the application.
5. CMIS (HMIS) Committee
  - a. An HMIS (CMIS) oversight committee has been formed:
    - i. Irvine Nugent (Vita Nova), acting chairperson
    - ii. Maite Reyes-Coles (CILO)
    - iii. Mary Cauthen (YWCA)
    - iv. Matt Constantine / Emily Gorman (Adopt-A-Family)
    - v. Paula Giordano / Michele Carter (Gulfstream Goodwill)
    - vi. Georgian Devine/Carol Shaffer (Lead Entity)
    - vii. Janet Amigone/Carl Zimbardo (AVDA)
6. Role of HHA CoC
  - a. Roles and responsibilities for HHA partnership with HAB and Homeless Coalition are being defined. The three entities are collaborating to reduce duplication of service and to increase communication.

- b. Daniel Gibson asked HHA member agencies to complete an anonymous survey to check their understanding and satisfaction of the HHA.
7. Sub Committee Reports
- a. CMIS – Chris Harris
    - i. Mary McNamara will be calling agencies to make sure necessary data elements are included in the new CMIS release.
    - ii. Contact Chris if you have report requirements.
  - a. Discharge Planning – no report
  - b. Emergency Response System and Homeless Prevention System
    - i. Georgiana Devine reported that a Universal Application is being created to create a single application to a centralized emergency response system and homeless prevention system.
    - ii. Next month, the Universal Application will be presented for approval by the HHA. The Application will be sent in advance of the meeting so it can be evaluated prior to the next meeting.
  - c. Performance Measures – Daniel Gibson reported that 14 performance measurements and definitions have been identified. Goals for each measurement have been established. Measurements will be used by CMIS. Oversight of the measurements will remain with this committee.
  - d. New Members – Rhonda Clinton reported:
    - i. A manual to educate new HHA members has been written.
    - ii. The new HHA logo and tag line for HHA is being used.
    - iii. New HHA website – [www.HHAPBC.org](http://www.HHAPBC.org)
  - e. Unmet Needs – Kathleen Herd reported that the committee is gathering information and establishing goals and objectives. New members are invited to join the committee.
8. Liaison Reports
- a. Affordable Housing – Matt Constantine reported that AAF’s NSP2 program has single-family homes for sale and affordable housing rentals available for 2012.
  - b. HAB/Homeless Coalition – Georgiana Devine submitted Marilyn Munoz’s written report since Marilyn is in Clearwater attending the Southeast Institute on Homelessness and Supportive Housing Conference. See attached report.
9. Member Presentation – CROS Ministry – Gibbie Nauman – C.R.O.S. Ministries collaborates with people of different faiths and organizations to create solutions to the unmet needs of people in our community. <http://www.crosministries.org/> A benefits specialist is available to help clients apply for services. Contact Gibbie for more info, [gnauman@CROSministries.org](mailto:gnauman@CROSministries.org), 561-233-9009 x106

10. New Business

- a. Meeting dates
  - i. Exec Committee – Nov. 14:
  - ii. CoC - Nov. 17
  - iii. Exec Committee – Dec. 19
  - iv. CoC – No meeting in Dec.
  - v. Exec Committee – Jan. 16, 2012
  - vi. CoC – Jan. 26, 2012
- b. Families First will do the Member Presentation in November.

11. Old Business – N/A

12. Announcements – send info to Carol Shaffer, [Cshaffer@PBCGov.org](mailto:Cshaffer@PBCGov.org) for distribution.

13. Chris Harris, out-going chair, thanked members for their support and their work to make the HHA a success.

14. Adjourn

Next Meeting: Nov. 14, 2011