



**Homeless and Housing Alliance**  
**Lighthouse for the Blind**  
**1710 Tiffany Drive East**  
**West Palm Beach, FL 33407**  
**Phone: 561-586-5600**  
**September 22, 2011, 2:00 p.m.**  
**Minutes**

Abbott, Karen	Veterans Administration
Becton, Cinthia	St. George's Center. Inc.
Bellamy, Alice	McCurdy Senior Housing
Boulon, Sandra	PBC Dept. of Health
Buza, Susan	CMIS/211
Carter, Michele	Gulfstream Goodwill
Cauthern, Mary	YWCA
Constantine, Matt	Adopt-A-Family
Devine, Georgiana	PBC Dept of Human & Vet Services
DiBartolo, Amy	Housing Partnership
Giordano, Paula	Gulfstream Goodwill
Harris, Chris	CMIS/211
Herd, Kathleen	J.A.Y Outreach Ministries
Hershorn, Michael	The Lord's Place
Jones, Yolanda	CROS Ministries
Lawson, Zenita	YWCA
McNair, Sonya	Families First of PBC
Meisel, Jason	Coalition for Independent Living Options
Miller, Jo	PBC Housing & Community Development
Nugent, Irvine	Vita Nova
Osborne, Lorayne	Family Promise of North Palm Beach County
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, Maite	Coalition for Independent Living Options
Reyes-Coles, Tomas	The Vets Place
Samuel, Patina	Area Agency on Aging
Scott, Cassandra	Salvation Army
Sherman, Paul	Jerome Golden Center for Behavioral Health
Skolnick, Gail	PB Recovery Coalition
Smith, Sherrian	YWCA
Spencer, Kathy	Gulfstream Goodwill
Stechnij, Susan	The Everglades Inn
Sullivan-Lovell, Alma	Children's Home Society
Tippett, Wendy	Adopt-A-Family
VanBiesen, Charisse	Department of Children and Family Services
Zettle, Cheri	AVDA

1. Call to order/roll call – Matt Constantine opened the meeting and welcomed everyone. Attendees introduced themselves. Agency attendance was taken. A quorum was established. Chris Harris, Chair, arrived after the Member Presentation and continued with the agenda.
2. Approved Minutes - A motion was made to approve the minutes from the August 25<sup>th</sup> meeting. It was seconded and unanimously approved.
3. Recommendation for members of the Executive Committee to remain the same for the upcoming year.
  - a. Margaret McFadden, TDA Consultant provided Technical Assistance for HUD on September 8<sup>th</sup> and 9<sup>th</sup>, 2011, to the HHA Executive Committee and the general HHA membership. Based on the consultant's recommendations, a motion was made for current members of the Executive Committee to remain in place for the upcoming year to ensure continuity in order to implement the necessary actions needed for compliance with the HEART Act. It was seconded and the motion was unanimously approved.
  - b. No election for membership to the HHA Executive Committee took place
4. HMIS Committee
  - a. Margaret McFadden recommended that a permanent HMIS Committee be formed. It will be responsible for ongoing monitoring and oversight of HMIS and performance measures. The committee will answer directly to the HHA Executive Committee. The committee's responsibilities will include (but not be limited to):
    - i. The creation of a Policy and Procedure Manual defining the duties of the HMIS provider referencing applicable Codes of Federal Regulations (CFR's) and subsequent revisions;
    - ii. Monitoring the HMIS provider for compliance with these policies and procedures and data quality;
    - iii. The creation of Memorandums of Agreement between the HMIS Lead Entity and the CoC and the creation of Memorandums of Agreement CoC Lead Entity and the HHA Executive Committee;
    - iv. The creation of Memorandums of Agreement between HMIS and Contributing Homeless Organizations (CHO's);
    - v. Monitoring of CoC Performance and Project Performance for federal and State funding.
  - b. The following people volunteered to be on the committee: Irvine Nugent (Vita Nova), Maite Rayes-Coles (CILO), Mary Cauthen (YWCA).
5. Sub Committee Reports: Michele Carter
  - a. CMIS – Chris Harris
    - i. Training for individual programs is available.
    - ii. Contact Chris if you have report requirements.
  - a. Discharge Planning – no report
  - b. Emergency Response System and Homeless Prevention System – Georgiana Devine reported that a Universal Application is being created to create a single point of access to a centralized emergency response system and homeless prevention system.
  - c. Performance Measures – Irvine Nugent reported that 12 performance measurements and definitions have been identified. Goals for each measurement have been established. Measurements will be used by CMIS.

- d. New Members – Larayne Osborne reported:
    - i. A manual to educate new HHA members has been written.
    - ii. Samples for an HHA logo and tag line for HHA are available.
    - iii. New HHA website – [www.HHAPBC.org](http://www.HHAPBC.org)
  - e. Unmet Needs – Kathleen Herd reported that the committee will meet on Oct. 20, 9:30-11:00, at Goodwill, to discuss the scope of the Unmet Needs Committee. Additional members of the committee are invited to attend.
6. 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 - Marilyn Munoz submitted a written report in her absence.
    - i. The Policy and Legislative Committee meets the 2<sup>nd</sup> Wednesday of the month from 11:30 a.m. to 1 p.m. for whom ever is interested. There are three legislative items of interest:
      - 1. Tax credits for employers who hire homeless,
      - 2. Seniors with homestead assessment limitations,
      - 3. Advocating that the Sadowsky Trust Funds get allocated to housing not the general fund.
    - ii. In addition, the committee will be researching and taking action on the issue of identification and voters registration for the homeless.
  - c. There are two homeless or formerly homeless seats on the HAB that are open. If anyone has a recommendation, please forward the name and contact information along with a brief bio on the person to Marilyn.
  - d. Project Homeless Connect is 9/23 at the Salvation Army in Lake Worth.
  - e. The Mapping of Srvices project by Barry University MSW Inters has been completed. Kudos to Cassandra Scott for leading that effort.
  - f. Congratulations to Center for Family Services for a wonderful and insightful article in Sunday’s Palm Beach Post helping to bring awareness of the new face of homelessness in Palm Beach County.
7. Member Presentation – Coalition for Independent Living Options (CILO) – Maite Reyes-Coles – Mission is to provide people with disabilities resources to be independent.
8. New Business
- a. Susan Buza, 211 PB/TC, reported that on Oct.1, all calls relating to homelessness will be referred to the PBC Homeless Hotline, 561-514-5401. Calls can be made after 2:00 p.m. for appointments the next day. This is a temporary measure until the Homeless Resource Center opens.
9. Old Business –
- a. Georgiana Devine reported that the assessment tool has been in place for a year. Contact Georgiana for suggestions for revisions.
  - b. Complete the HMIS survey ASAP so it can be used for strategic planning.
10. Announcements – send info to Carol Shaffer, [Cshaffer@PBCGov.org](mailto:Cshaffer@PBCGov.org) for distribution.
11. Adjourn

Next Meeting: Oct. 27, 2011