



Homeless and Housing Alliance

www.HHAPBC.org

Lighthouse for the Blind

1710 East Tiffany Drive

West Palm Beach, FL 33407

November 21, 2013 at 2:00 pm

Meeting Minutes

- 1. Call to order at 2:00pm /roll call/introductions** – Pam O'Brien (Chair) opened the meeting. Introductions conducted and agency roll call was taken to establish a quorum.

- 2. Approval of Minutes** – Pam O'Brien (Chair), informed the CoC that the minutes for October 24, 2013 meeting are not ready for review, they will be available for review at the January 23,2014 PBC-CoC meeting.

- 3. 100,000 Home Campaign-** Presented by Greg Dover, announced that the 100,000 Home Campaign is similar to the **Point & Time Count**. A sign-up form was sent around for participation in the planning of this event for the CoC.

- 4. HMIS Systems Issues- Georgiana Devine and Nancy Piontkowski**

If you are an agency that receives federal, state or other funding, you are required to enter data into the HMIS system. Performance reports are being run. Enter & Exit data as well as the Universal Data Elements must be accurate. Each time an agency receives their reports; they must review and correct them. Also discussed was the following:

- ✓ Entering time
- ✓ Use system to evaluate data
- ✓ Meeting with Bowman
- ✓ Use of data for unmet needs
- ✓ ART License
- ✓ Understanding the limitations of the system

- ✓ Asking everyone to email any outstanding Bowman system issues
- ✓ Getting the best out of the software
- ✓

5. Sub-Committee Reports –

HMIS Oversight- Georgiana and Nancy Piontkowski reported for the sub-committee.

- ✓ HMIS Licenses and how to obtain
- ✓ Determine a process to vet agencies desiring a license
- ✓ Nancy is researching to see what CoC's are doing in their communities
- ✓ Recommending that domestic violence data be locked and/or releases will be developed to determine how to handle their sensitive data. Only the programs with DV history will have access. Nevertheless, a system will be put in place for sensitive data.

Performance Measures- Nancy Piontkowski reported for sub-committee. They met and had a work group session. The sub-committee is continuing to review monthly the HUD performance reports. Performance Measure reports are provided quarterly to HMIS Oversight & monthly to provider agencies, as well, to the county. At this time only three measures are being evaluated.

New Members- Sonya McNair reported the sub-committee is planning a "NetWorking Social"; however, due to the holidays, the date has been pushed back. A Save the Date will be sent out for February 19, 2014 to RSVP for this networking social event.

Standards Policy and Procedures- Georgiana Devine, provided update sub-committee report discussing the following:

- ✓ How to prioritize for Individuals and families
- ✓ Percentage of high to low acuity with types of service needs and use of funds effectively
- ✓ Research and discussion
- ✓ SPDAT- A prioritization tool developed out of Canada. This tool was researched and is a best practice model enacted throughout the

country. The desire is to have the founder Iain to present on the model. The model theory is; instead of 1st come - 1st served, the focus will be to serve based on need

- ✓ What difficulties will be faced in adopting the SPDAT
- ✓ Training will start first with the Lewis Center staff and then there will be a Train the Trainer session for the remainder of the CoC.

HIC- Georgiana Devine reported for the sub-committee. The meeting was cancelled this month; however, the committee is continuing to work on cleaning up the chart and making sure the descriptions match.

Executive Committee- Pam O'Brien reported the executive committee voted on October 21, 2013 to split the reallocated SHP funds between the Lord's Place and Goodwill Industries.

6. Liaison Reports:

Homeless Coalition/HAB – Marylyn Munoz not present

Lewis Center - Ezra Krieg

- Homeless Awareness week kick-off
- Stats Update
 - ✓ Over 700,000 men, women and children have come through the doors of the Lewis Center
- Neighborhood Oversight Board update:
 - ✓ A Housing report was completed by Goodwill Industries and Adopt-A-Family:
 - 74 percent of individuals assessed were housed by Hot-Team
 - 94 percent of families assessed were housed after 3 months
- Phone navigation system cards are available for service providers to give to their clients. The number is 561-904-7900 and live operators will be answering from 8:00 am to 8:00 pm/ 7 days a week. Also a 1-800 number is available and or you may contact the Lewis Center by e-mail.

7. Network Sharing Old Business:

Nydia (Adopt-A-Family) – asked Jeanned' Arc Tousignant of (AAF) to speak about the rental list and services. She can be contacted at 561-838-3328.

Lord's Place – Provided an Update on the Breakfast event. CoC informed of the private donor's challenge grant that will be matched up to \$500,000.

Pam O'Brien (Chair), AVDA – introduced Penny Darling as the new AVDA Residential Services Director to CoC.

8. Old Business:

Georgiana Devine announced she wrote HUD and informed them she recognized errors in the NOFA. HUD responded and rewarded PBC 1 bonus point for leverageing. The CoC applauded Georgiana for her great work and persistence on the behalf of the PBC HHA-CoC.

9. New Business-

Pam O'Brien (Chair), announced there will be no CoC meeting or sub-committee meetings held during the month of December.

10. Meeting Adjourned @ 2:58 pm

January 2014 Meeting Dates:

- Next HHA Exec Committee –January 20, 2014 at Goodwill, Industries W.P.B, FL
- Next PBC HHA-CoC – January 23, 2014 at Lighthouse for the Blind W.P.B, FL