



CoC Governance Board Meeting Minutes

Call to Order

Chair Christina Coulson called to order the regular meeting of the CoC Governance Board at 9:00 a.m. on August 26, 2024 at Polk State College.

Roll Call

The following persons were present:

- Christina Coulson, Chair
- Jessica Henderson
- Guy LaLonde
- Mary Beth Moore
- Rev. Robert Moses
- Ray Steadman
- Amy Wiggins
- Yolonda Williams
- Cate Igo

Approval of Minutes

Jessica Henderson emailed the May 20, 2024, HCPC Governance Board meeting minutes to Board members in May. Members requested she re-email them for future approval. Jessica Henderson said she would resend them and, in the future, will send them in the days immediately preceding the meeting and bring paper copies.

New Business

- **Upcoming Notice of Funding Opportunity (NOFO)**
 - Jessica Henderson led a discussion of the Department of Housing and Urban Development two-year NOFO. She explained that is a competitive grant and all HCPC COC members apply through a consolidated application. To apply for funding an agency must:
 - Be a member of the HCPC
 - Create an e-snaps account on the HUD Exchange (e-snaps is the electronic Continuum of Care (CoC) Program Application and Grants Management System that HUD's Office of Special Needs Assistance Programs (SNAPS) uses to support the CoC Program funding application and grant awards process for the CoC Program.)
 - Complete the NOFO application in e-snaps by 10/25/24 at 12:00pm. (Late applications will not be accepted.)
 - HCPC will attach additional documents and data to the group application by the deadline.
 - Members asked questions about the grant process and if funds would be distributed to individual agencies or to the HCPC for disbursement. Jessica explained that the NOFO

targets all aspects of affordable housing, encouraged everyone to apply, and said she would inquire about the distribution process and report back to the Board.

- Jessica shared that there are two other NOFO's currently available and information about them was emailed to the COC membership.

- **Committee Reports**

- Christina Coulson requested reports from the Governance Board Committees.
 - Capacity Building Committee – Jessica Henderson reported on behalf of the committee. They are in the process of creating the training schedule required by HUD. They created a partnership with Tri-County Human Services to offer a workshop on trauma-informed care. Details will be provided in a future meeting.
 - Public Relations – Rev. Robert Moses reported on behalf of the Committee. The committee needs the HCPC COC Annual Plan and 2024 – 2029 Strategic Plan to proceed with a marketing/public relations plan. The Committee will create a fact sheet to help educate community members and leadership about homelessness in Polk County. To assemble the fact sheet the committee will need data and information from the COC membership.
 - Membership Committee – Rev. Robert Moses reported on behalf of the Committee. They have not held a meeting. Christina Coulson shared that a new member orientation was discussed last year but never completed. She encouraged the Committee to consider completing it if they feel it has value. Some members shared that the HCPC COC is not widely known in the community and an orientation video might help with public relations and member recruitment.
 - Planning Committee – Jessica Henderson reported on behalf of the Committee. The 2024 Annual Plan and 2024-2029 Strategic Plan need to be completed. The deadline for the 2024 Annual Plan was July 24, 2024. Jessica shared Strategic Objectives previously created. After lengthy discussion, the Board agreed the objectives should be approved with possible future modifications due to the expired deadline. Rev. Robert Moses made a motion to approve. Motion 2nd by the member from Polk County BOCC. Amy Wiggins called for a vote. The Board unanimously approved. Members requested Jessica collaborate with other COC's in Central Florida for strategic planning examples to guide the work of the Planning Committee.
 - Project Selection Committee – Yolonda Williams reported on behalf of the committee. The Committee just completed an application for funding review. The timeline for turnaround was 72 hours. Proposal financial data was inconsistent. Some applicants included independent financial audits, while others included only letters from the HCPC. One application was received late. The Committee unanimously agreed to enforce the application deadline and elected not to accept the application. For future application review the Committee requested a much longer turnaround time, and an advance meeting to discuss pertinent information and application rubrics. Jessica asked for additional members to volunteer for the Committee as well.

- **Point In Time (PIT) Count**

- Jessica Henderson shared the PIT Count will be conducted on January 16, 2024. HCPC is seeking volunteers and Captains in preparation. Training will be over the next few months to ensure accuracy of the count and safety of volunteers. Jessica is working with Luke Simmons, Outreach Coordinator, to create the Count areas. Counts will be conducted in the morning and evening to capture a wider and more accurate representation of homeless residents. Each COC member is required to secure representative volunteers to assist with the count. Volunteers must be 18+ years of age. Yolonda Williams shared that Marriott Vacation Club will generously donate hygiene kits again this year for use during the Count. She will coordinate student volunteers to build the kits around the Martin Luther King, Jr. Day 2025.

- **Discussion of Concerns**

- Mary Beth Moore asked if there had been any further discussion on House Bill 1365 (HB 1365). HB 1365 prohibits municipalities from allowing people to sleep or camp in public places, such as parks and on the beach. Starting January 1, 2025, the law will allow people to file lawsuits against local governments if they fail to remove homeless people. Jessica Henderson shared that Luke Simmons has been conducting coordinated entry with residents in encampments to help them potentially find stable lodging. Guy LaLonde shared there has been some debate on interpreting HB 1365. The City of Lakeland Police Department is allocating two Liaison Officers to assist homeless residents. He stated the City now has a 'plan of action' related to HB 1365 and already has a 'no camping' policy. Public meetings will be held to discuss their roles and get community feedback. Jessica shared the HCPC is tracking encampments closely at this time.

Next Meeting

- The next meeting of the CoC Governance Board will be held on the Lakeland campus of Polk State College on Tuesday, November 12, from 9:00am to 11:00am. The address is 3425 Winter Lake Road, Lakeland, Florida 33803. The meeting room is TBD and will be shared via email prior to the meeting.

Adjournment

- Motion to adjourn by Rev. Robert Moses.
- Meeting adjourned at 10:30am by Christina Coulson.