

Board of Directors Meeting (HCPC)
328 West Highlands Drive
Lakeland, FL 33803

Our Mission:

Teaming up to make homelessness rare, non-recurring and short lived.

January 8, 2020

Meeting started at 3:00pm

Meeting Adjourned 3:35pm

Board Members Present: Mike Brown, Annie Gibson, Cedric Cox, Al Kirkland and Jane Freeman. Others present were Ron Daniel, Sherrita Denson and Laura Lee Gwinn, our Executive Director

Call to order was done by Mike Brown

The October 16, 2019 minutes were reviewed. A motion was made by Mike Brown to accept minutes as written This was seconded by Cedric Cox. Minutes passed unanimously.

Old Business

None

New Business

- Election for expiring Board Seats

*President: Mike Brown

*Secretary: Jane Freeman

*At-Large Member: Cedric Cox

All 3 of the above wanted to be reelected and there were no new candidates.

A ballot sheet was passed out and members voted. Votes counted and tallied.

The above were voted in for another term in their current positions.

- Personnel change

*Sandy Hurst, (coordinated entry supervisor) is no longer working for HCPC as of the beginning of December. She was given severance pay for the next pay period. Amber Davis who is our HMIS support coordinator will be helping to take over some of the duties Sandy had. Amber will be the coordinated entry lead. Laura Lee will be hiring someone to do the other half of Ambers job and to do DCF billing and other billing. Will be a Position will full time. Currently one of the coordinated entry specialists are coming into the office once week to help.

- Point in time count (Sherrita)
Currently have 82 volunteers that have signed up for the Point in Time Count. Final training will be January 16th at 9am and 2 pm. Will ask CoC member again for volunteers. The incentive for being a PIT volunteer is we are helping to end homelessness in Polk County.
- Annual budget review/approval
 - *This includes annual pay raises, roughly 3%,
 - *Expenses; health insurance went down, and equipment expense will go up time to refresh our PC's.
 - * Income: planning increased, state contact admin decreased, City of Lakeland money increased.
 - * Have a net budget increase of approx. \$5500

*City of Winter Haven wants to do something to help homeless families. They are supporting, "Heart for Winter Haven". Laura Lee has been meeting with them. They are in the MOU process now. They will be doing prevention, rapid rehousing, refurbish on old housing. The city wants to give HCPC \$5000 to offset the cost of HMIS expenses. HCPC is going to start looking for bigger space. HCPC would like at least A 1500 sq. feet space to lease. Laura Lee will start working on a plan.

A motion was made by Al Kirkland to approve the Budget. This was seconded By Mike Brown. Motion passed unanimously.

- Mentoring request for Brevard County CoC
The Florida Coalition has asked if we would provide some guidance and help mentor Brevard County CoC. This is a single county CoC, and they lost their Executive Director last year. They currently have a new one but needs some guidance. This is a good opportunity for HCPC and will only make everybody stronger.
- CoC Annual Meeting will be next week January 15, 2020. This is review of past performance/ accomplishments and what we plan on doing this coming year. Will also do reelection of some of our governance board.

A motion was made by Annie Gibson to adjourn meeting. This was seconded by Cedric Cox. Meeting Adjourned.

Submitted by,

Jane Freeman
Secretary HCPC

