

Board of Directors Meeting (HCPC)

Conference Call: 605-313-4490, Access Code 364453

Our Mission:

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

April 8th, 2020

Meeting started at 3:00pm

Meeting Adjourned 3:50pm

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 January 2020 minutes were reviewed. A motion was made by Jane Freeman to accept minutes as written This was seconded by Al Kirkland. Minutes passed unanimously.

Old Business

- Point in Time Count (Sherrita Denson)
Point and Time Count was done January 23, 2020. We ended up with 190 unsheltered. Last year we had 114. WE had 80 volunteers this year. We covered Lakeland, Auburndale, Winter Haven, Bartow, Mulberry and Bradley, Ft Meade, Lake Wales, Haines City and some in between area.

New Business

- HCPC staff are forced to work from home due to COVID-19
 - *Staff meetings are Monday, Wednesday and Friday along with other Meeting when needed. Doing Microsoft Teams Video Staff meeting. Keeps everyone informed and lines of communication open.
 - *Online bill pay
Everything is being paid online to avoid contact.
 - *Staff Check mail, and office every Tuesday. Video conference Laura Lee Then she advises what to do with the mail. This keeps things down to a Minimum. Staff has been advised to wipe things down when they come and go. There is one staff member who has been out 3 days with a fever. She does coordinated entry.
 - *We have a new CE process, as many sites have closed. Some provider informed us we could no longer use their facility as they were

closed to the Public. Then we had one CE staff who were pregnant and one with elderly parents. These employees could not take the chance of exposing themselves to the virus. Staff is working on a process so we can move forward. The big reason we don't do CE over the phone is confidentiality. There is a potential for fraud as you do not know who you are taking to. You also can not get a signed release of information. We share a lot of information on HMIS and we need the client to understand that. Without a signature that a "dangerous game to play". Staff has come up with a solution, for a small fee we can add the ability to record parts of our phone calls so we can do coordinated entry on the telephone. At the beginning when the assessment starts we will let the client know this part of the assessment is going to be recorded. We will read our release of information statement to them, they give their verbal consent. Once we have their consent, we stop the recording and continue. We can also save the recordings in case there is ever a dispute.

There is some extra funding (Relief Money) coming into the county which is directly related to COVID-19. We have changed our incoming call process. We have increased our staff and they are dedicated to answering calls strictly about COVID-19. Ex: Caller is not homeless but lost their job and can't pay their rent and may become homeless, they would be eligible for relief money. There is going to be a lot need in the community for this funding.

- Staff is providing weekly updates of provider resources to CoC. Things are changing daily on who can provide what services around the community. Food banks have changed, shelter operations have changed. Our staff check in weekly to all providers and are maintaining a list. The list is then sent out to the CoC to show what services are currently available. Normally this is left up to United Way as they are a referral service but today, we just can't have too much information. Its important that everyone knows what everyone else is doing.
- Weekly shelter report to State Emergency Management
Every Friday a report is sent up to the State Emergency Management and let them know how many people are in our shelters, how many beds are available and what the needs are. So far there are no positive COVID-19 cases in our shelters. Biggest need right now is food. Food resources around the county are slowing down. There is some concern about that. Shelters do need mask. Shelters are Talbot House, Light House and Salvation Army Lakeland and Winter Haven.
- Planning is underway with local agencies for non-congregate shelters. In shelters following guidelines, it can be a serious situation to have 50 people in

in one room. They (FEMA) are encouraging non con-congregate shelters so people have their own space whether indoors or outdoors. For FEMA to approve this you need to develop a plan and it has to come from the county health department. Laura Lee has been working with local county people they are not responding so she has reached out to City of Lakeland and their emergency manager is very interested. She's ready to go and plan. She is going to try and work with people above her to get this going. She will write the plan and the city of Lakeland will provide a park (Freedom Park) for this. We can put up approx. 100 tents. They will have to bring in portable toilets and hand washing station. There are outreach people who are willing to provide food. Before this is started the County needs to approve this. If approved by the county, then the city will take the lead on this.

- Request: Cell phone, internet reimbursement for staff.
We need to consider some reimbursement for staff who use their own cell phone and wi-fi. After discussion it was voted on that that board agreed to pay a maximum of \$100 per month for cell phone and internet for staff. It was also agreed that we would reimburse the staff member for installation of their internet. This will be effective for 3 months then discussed again at next board meeting in August.
- CoC will receive significant extra funding through Cares Act. Funds will help with evictions prevention, foreclosure prevention etc. Funds will come through the State to us. ESG will be getting an extra approx.1 million. There is a lot of funding that will be available. Funds will help with outreach and other programs.
- Website design
Our website is old and outdated and created years ago. We have been talking about redoing our website for years. Laura Lee put out a call for a website Designers to give us a quote. She has found one. She will redesign our website and will train our staff how to maintain it ourselves. She will also move us from the Current web host (which we pay over \$100 per month to have our site hosted) to something like Go Daddy which is less than \$20.00 per month and this Designer will handle all of this. Will cost \$3500. Other web designers who responded gave estimates ranging from \$6000 to \$20,000.

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

Submitted by,

Jane Freeman
Secretary HCPC