

LEE COUNTY  
CONTINUUM OF CARE RETREAT  
GOVERNANCE BOARD  
Meeting Minutes for May 10, 2017

Members Present:

Janet Bartos, Lee County Homeless Coalition  
Rosemary Boisvert, SalusCare  
Sherri Campanale, Housing Authority of the City of Fort Myers  
Shannon Cherizier, Salvation Army  
Daisy Ellis, Salvation Army  
Becky Madsen, Housing Authority of the City of Fort Myers  
Geoffrey Majon, CASL  
Carolyn Norris, Home Ownership Resource Center  
Sharon Rozier, City of Ft. Myers Community Development  
Heidi Shoriak, Lee Memorial Director, Care Management  
Matt Visaggio, Visaggio & Co.  
Amy Yearsley, City of Cape Coral Dept. of Community Develop.  
Robin Jewett, Human Services Coordinator

Staff Present:

Denise Bell, Contract Specialist  
Mrs. Sutton, Grants Coordinator

**I. Welcome and Introductions:**

Mr. Matt Visaggio, Co-Chair, called the meeting to order at 10:07 a.m.; introductions were made.

**II. Approval of February 8, 2017 Minutes:**

ACTION:

Ms. Janet Bartos made the motion to accept the February 8, 2017 minutes.  
Ms. Rosemary Boisvert seconded the motion. Motion passed unanimously.

**III. COC Written Standards Approval**

Mrs. Mrs. Sutton briefly reviewed the COC Written Standards and asked for discussion. No comments were made.

ACTION:

Ms. Amy Yearsley made the motion to accept the COC Written Standards Approval.  
Ms. Carolyn Norris seconded the motion. Motion passed unanimously

**IV. Review and Discussion - 10:15 – 11:00**

*Mrs. Sutton, Lee County Human and Veteran Services*

- a. Ranking and Review Procedures –review & approve (update, if necessary)

Mrs. Sutton stated that anything changed at this meeting will be in effect as of the 2018 funding competition.

Discussion ensued regarding opening the CoC ranking and review process to the public to make the process more transparent. Additional discussion was had regarding allowing service providers (applicants) to be present at the ranking and review meeting to answer questions regarding their application.

The Board Agreed that adjusting the ranking and review process to make it more open and transparent was acceptable.

Discussion was held regarding the CoC Project Application Ranking Tool. The Board offered suggestions regarding improving the tool to include:

- i. Weighted scoring based on evaluation criteria, and
- ii. Establishing a minimum score for each section of the evaluation criteria.

Mrs. Sutton will develop a draft and present to the Board prior to the 2018 funding competition.

- b. Reallocation Procedures – review (update, if necessary)
- c. Minimum Score for Renewal – discuss and create

Discussion ensued regarding providing the governing board with quarterly project performance information. The board requested to begin reviewing projects for reallocation in November each year, and to develop an appeal process for involuntary reallocation.

Mrs. Sutton will develop a draft and present to the Board prior to the 2018 funding competition. Ranking Tools – review and discuss

#### **V. General Discussion**

Matt Visaggio asked the Board to provide success stories. Janet Bartos spoke of the success of the Prescription for Change event. Discussion ensued regarding other success stories including: the City of Fort Myers' neighborhood stabilization area, the rapid re-house successes at the Salvation Army, the attainable action collaboration taking place in Cape Coral, and TBRA program successes. Matt also challenged the board to ride Lee Transit bus system to better understand client's daily activities.

#### **VI. Review Project Performance and Funding –11:15 – 12:00**

*Mrs. Sutton, Lee County Human and Veteran Services*

- a. CoC & ESG Funding – review and discuss

2016 CoC and ESG funding was discussed, as well as anticipated funding for the 2017 CoC competition and the 2018 HUD budget.

- b. CoC & ESG Project Performance (Monitoring Reports) – review and discuss

The Board reviewed project performance for all CoC and ESG funded projects using the monitoring summary sheet.

- c. Project Performance Standards for 2017 – discuss and create

Based on past project performance, the Board established the following performance measures for all CoC and ESG funded projects:

- i. 65% of persons in ES,SH, TH, or PH-RRH should be exited to permanent housing destinations
- ii. 45% of persons in CoC and ESG funded programs should maintain OR increase their income
- iii. No more than 35% of persons who were exited from CoC and ESG funded programs should return to homelessness within 1 year

- d. Renewal, Reallocated, & New Projects– review and discuss

The board reviewed the 5 new and 5 renewal CoC project application summaries for the upcoming funding competition. The Board was advised that one of the new project applications was being considered for another funding source, and would not be submitted to the Ranking and Review Committee. One additional new project application was not received by the deadline, and therefore was not reviewed by the Board. All new and renewal project applications will be ranked and reviewed by the Lee County Homeless Coalition Board, as they have been designated as the Ranking and Review Committee by the CoC Board.

***Matt Visaggio adjourned the meeting for lunch at 12:36 p.m.***

***Matt Visaggio reconvened the meeting at 1:36 p.m.***

**VII. Review and Discussion – 1:00 – 1:45**

*Mrs. Sutton, Lee County Human and Veteran Services*

Matt Visaggio asked the Board for suggestions regarding the governing board, the CoC, and the community. The following items were suggested:

1. Research and develop tiny houses/community
2. Increase Shelter Beds
3. Encourage co-op living and RSO unit development
4. Increase community collaboration, sharing and presence of the CoC in the community

**VIII. Sub-Committee & Task Force – New Design**

*Janet Bartos, Lee County Homeless Coalition*

Janet Bartos advised the Board of the new design for sub-committees and task forces, which will go into effect July 1, 2017. The new design will be voted on at the June Coalition Meeting.

**IX. General Updates and Discussion**

Brief discussion was held regarding the CoC Strategic Plan

Mrs. Sutton presented the new Coordinated Entry Policies and Procedures for the board to review and vote on at the August meeting

Mrs. Sutton advised the Board about the upcoming General Membership meeting which will be held at the July Homeless Coalition meeting. All Board members are encouraged to attend. One New Member, Jaime from the Affordable Homeownership Foundation, will be joining the Board at the next meeting, and /leadership nominations are currently being accepted. A new chair and vice chair will be selected at the August Board meeting.

Janet Bartos made the nomination of Matt Visaggio for the Board Chair position. Matt Visaggio nominated Janet Bartos as Vice Co Chair. Additional nominations will be accepted through July.

**X. Adjourn – 1:37 p.m.**

*Matt Visaggio, Board Chair*