Suncoast CoC Leadership Council

CoC Leadership Council Meeting

March 11, 2021, 3:30 p.m. – 5:00 p.m.

Remote Meeting Via Zoom

I.	Welcome and Introductions	Kevin Stiff
II.	Public Comment	Kevin Stiff
III.	Approval of Minutes – January 14, 2021	Kevin Stiff
IV.	Discussion / Action Items	All Present

• Empty Leadership Seats – Shelter and RRH

• Governance Charter / Policy and Procedure Updates

• CSIS System Options and Funding Discussion

V.	General Announcements/Meeting Schedules	Kevin Stiff
VI.	Adjourn	Kevin Stiff

Agenda is subject to change without prior notice.

Leadership Council 2021 Meeting Schedule		
Date	**Time**	**Location**
Thursday, March 11th	3:30 PM – 5:00 PM	Zoom teleconference
Thursday, May 13th	3:30 PM- 5:00 PM	TBD
Thursday, July 8th	3:30 PM- 5:00 PM	TBD
Annual CoC/Leadership Council Wednesday, August 11th	9:00 AM – 10:30 AM	TBD
Thursday, September 9th	3:30 PM – 5:00 PM	TBD
Thursday, November 11th	3:30 PM – 5:00 PM	TBD

CoC Leadership Council Meeting Minutes

Date: March 11, 2021

Hosted Via: Zoom

Attendees:

Name	Affiliation
Bellamy, Reggie	Manatee County Government
Cliatt, Tarnisha	Manasota Black Chamber of Commerce
Cutsinger, Ron	Sarasota County Goverment
Diegert-McClean, Ginger	Lived Homeless Experience
Eller, Scott	Community Assisted Supportive Living (C.A.S.L.)
Fiory, Myra	Central Behavioral Health Network
Hays, Jessica	S.P.A.R.C.C. Family Services
Johnson, Chris	Suncoast Partnership to End Homelessness
Richardson, Lue	Veteran's Affairs
Roseboro, Jane	Centerstone
Russel, William	Sarasota Housing Authority
Sakes, Dawn	More Too Life
Showers, Julia	The Salvation Army Manatee
Stiff, Kevin	Sarasota Law Enforcement

Representatives: Cheryl Clunk, Harvest House; Hollie Mowry, Gulf Coast Community Foundation

Suncoast Partnership Staff:

I. **Welcome and Introductions**

A quorum was certified at 3:36 p.m.

II. **Public Comment**

Scott Eller shared there are leases at Arbor Village not being renewed due to non-compliance, and two leaseholders are seeking treatment in order to maintain their housing at Arbor Village. Scott also shared an update on the relationship between CASL, First Step, and Centerstone that provide ongoing support to leaseholders at Arbor Village.

III. **Approval of Minutes – January 14, 2021**

Meeting minutes from January 14, 2021 were sent out electronically prior to this meeting. Scott Eller made a motion to approve these minutes and Julia Showers provided a second, with no discussion the minutes passed unanimously.

IV. **Discussion / Action Items**

Empty Leadership Seats – Shelter and RRH

Currently the seats for an Emergency Shelter and Rapid Rehousing representative are unfilled. The Governance Charter states, "If an elected seat [is open], the seat will remain open until the next Annual CoC Meeting." Chris is inquiring if the current members feel there is enough representation on the council currently to leave the seats open until the August 11, 2021 Annual CoC Meeting.

Scott Eller stated without these seats being filled, how are we effectively advocating for these components; Scott added it may be beneficial to approach agencies to fill these seats prior to the Annual CoC Meeting. Chris stated during the election process for the Rapid Rehousing seat, Michael Raposa of St. Vincent de Paul Cares had applied to fill the seat.

Additionally, there are members currently on the council who can look the scope of Emergency Shelter: The Salvation Army Manatee, Harvest House, and Catholic Charities.

Chris stated the Governance Charter would need to be revised if the council decided to move forward with filling the open seats prior to Annual Meeting. Scott Eller made a motion to approach other agencies to fill these seats, Tarnisha Cliatt provided a second, and the motion passed unanimously.

Governance Charter / Policy and Procedure Updates

A summary of the changes to the Governance Charter was sent out electronically prior to the meeting. Lue Richardson stated her concern lies with the addition of Pasco County HMIS and asked if our CoC was currently sharing HMIS information with Pasco, to which Tara Booker shared this is not happening.

Cheryl Clunk stated the concern for Harvest House is there are issues with the uploading of the Universal Release of Information (UROI) may be difficult for agencies in areas with sketchy internet connectivity. Harvest House would also like more consideration taken when sharing client information in meetings. Chris Johnson stated the UROI in place was developed so we can share information and across agencies, and when files are not properly uploaded in our system, it can create issues of compliance with local, state, and federal funders. Tara Booker stated fortunately the two software providers we are looking to move towards allow for electronic signatures for the releases of information.

Scott Eller made a motion to approve the Governance Charter and CSIS Policy and Procedures, Jessica Hays provided a second, and the motion carried unanimously.

CSIS System Options and Funding Discussion

Brandon Bellows shared with the council a breakdown of the feedback and benefits of the two software providers, Clarity/Bitfocus and Caseworthy. Brandon stated either product would be an effective switch for the CoC. Brandon expressed there are many similarities between the two, but many end users provided feedback on the interface of Caseworthy was more friendly than Clarity/Bitfocus. The Releases of Information can also be added electronically and at varying levels, agency and CoC. Clarity/Bitfocus does not have the workflow capabilities that make data entry for the users more streamlined. Clarity offers the option of adding the Community By-Name List within the HMIS/CSIS system.

Scott Eller shared his data entry specialist favored Clarity/Bitfocus and asked if there was one that was favored over another, to which Brandon stated we only received feedback from a dozen end users and they were in favor of Caseworthy. Brandon stated he favors Clarity/Bitfocus, but either will be better than what we are currently using.

Scott Eller provided a motion on moving forward with Clarity/Bitfocus as the new software vendor, Jane Roseboro provided a second to the motion.

Chris Johnson opened the motion to a discussion asking if we can continue posting video recordings for training opportunities with Clarity/Bitfocus, to which Brandon stated we would still be able to do this. Brandon stated as we continue to fulfill HUD required reporting, our current provider falls behind in maintaining these reports and Clarity/Bitfocus keeps these reports up-to-date and available.

Julia Showers asked the difference in costs for the service providers; Chris shared the amount breakdown would not change for the first two years for service providers because of the additional funds coming down to the CoC. After two years, we will need to review the price structure to determine if it would need to change to meet the needs.

Scott Eller pointed out the cost over the lifespan of the software would be moot because of the increased efficiency behind the new software and users utilizing it. Cheryl Clunk added to the end users, including herself, Caseworthy had more of a friendly interface, but between Caseworthy and Clarity/Bitfocus if the functions and applications of Clarity/Bitfocus are greater, she defers to Brandon's opinion.

Ron Cutsinger asked if the negotiation process had reduced the costs, to which Brandon stated the amounts shared are the final amounts after lengthy negotiations with both providers. Brandon stated both began with around $240,000 and both companies continued to reduce the amounts and Brandon continues to negotiate with providers.

With no additional discussion, the motion presented by Scott Eller and seconded by Jane Rosenboro to move forward with Clarity/Bitfocus as the new software vendor was approved unanimously by the Leadership Council.

V.   General Announcements/Meeting Schedules

Scott Eller shared there will be a one-year celebration for Arbor Village apartments and encouraged members of the council to attend.

VI.   Adjourn

The meeting was adjourned at 4:35 p.m.