**Executive Committee Meeting Minutes**

**Continuum of Care of Naples/Collier County-FL606**

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| 3:00pm Thursday, April 2, 2015Hunger and Homeless Coalition, Naples, FL |
| **Attendees** |
| Dannielle Brun, H&M/CSSWFL; Sandra Marrero, The Shelter for Abused Women & Children; Jessica Wasko, Providence House; Rene Givens, CCHHC; Angela Fisher, CCHHC; Robyn Quataert, United Way; Pamela Baker, Youth Haven; Tom Wedlock, Collier County Sherriff’s Office |
| **Prepared by** |
| Jessica Wasko, Providence House |
| **Agenda** |
| **Old Business**I. PIT/HIC UpdateII. Standing Committee Chair Vacancies**New Business**I. HMIS Transition PlanII. 10 Year Report Card/ReviewIII. Next CoC Membership Meeting  |
| **Old Business** |
| 1. PIT/HIC Update
	1. All of the received data for the point-in-time count is recorded, but the data is still needed from 2 agencies.
	2. The data now includes 206 unaccompanied youth not living with a biological parent, but does not indicate where the youth reside.
	3. Youth data was expanded to include parenting youth.
2. Standing Committee Chair Vacancies
	1. Membership committee – Robyn Quataert, United Way, agreed to co-chair the membership committee with Angela Fisher.
	2. Data/HMIS committee – The challenges with filling the Data/HMIS committee chair was discussed. Dannielle Brun proposed that we suspend the committee during the transition time and the executive committee agreed that the Data Committee should be resumed when the transition is complete.
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| **New Business** |
| 1. HMIS Transition Plan
	1. The Hunger and Homeless Coalition will distribute a draft of the job description for the HMIS administrator for review by the Executive Committee. The job description will be adjusted as needed. Upon approval, the job will be posted and open for applications. The Executive committee is welcome to participate in the interview process.
	2. The Hunger and Homeless Coalition is considering to establish the HMIS administrator as a staffed position at the HHC. They are seeking a candidate who can manage both the technical and interpersonal skills that are needed. Input will be sought from the current administrator, Michael Porpora, on what the job entails (full vs. part-time, administrative vs. outreach). Another option may be to separate the roles and hire a contractor for the administrative position.
	3. The Hunger and Homeless Coalition will propose a 90-day extension plan of Michael’s contract to aid the transition process in which the role of the HMIS Administrator will be audited.
	4. Starting May 1, 2015, any call regarding HMIS should be directed to the Hunger and Homeless Coalition for proper record keeping.
2. 10-year Plan Report Card/Review

a. The purpose of the review is to evaluate the original 10-year plan goals, identify what has been accomplished, and identify what still needs to be achieved.b. In the May full membership meeting, Rene Givens will make a presentation and provide lists of goals and objectives. |
| **Announcements** |
| * Dannielle Brun will identify possible dates to visit the Charlotte and Lee County to identify best practices for Continuum of Care.
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| **Next Meeting** |
| General Membership Meeting on May 7, 2015 at 3pm, Career Source of Southwest Florida, Naples |
| **Adjourned** |
| 4:00pm |