

Central Florida Commission on Homelessness

(Orange, Osceola and Seminole Counties & The City of Orlando)

Commission Meeting Minutes

March 20, 2008

Heart of Florida United Way
Dr. Nelson Ying Center, Orlando, FL

Members Present:

Ed Timberlake, Mark Brewer, Robert H. Brown, Commissioner Brenda Carey, Meg Crofton, Mayor Buddy Dyer, Gary Earl, John Hillenmeyer, Cathy Jackson, Sam Lupfer IV, Alex Martins, Craig S. Miller, Commissioner Paul Owen, and Jacob Stuart.

Members Absent:

Mayor Richard Crotty, Clarence Otis, The Honorable Belvin Perry, Jr., Tracy Schmidt, Rasesh Thakkar and Sister Elizabeth Worley.

I. Welcome and Introductions

- Ed Timberlake called the meeting to order at 9:37 a.m. and welcomed all in attendance.
- Helen Welch attended, representing the Honorable Belvin Perry, Jr.
- Timberlake introduced himself as the Managing Chair of the Commission and explained Tracy Schmidt, Chairman of the Interim Central Florida Regional Commission on Homelessness, could not be present due to previous commitments.
- Timberlake commended Schmidt for his efforts on leading the Interim Commission and the work of the Interim Commission to create a regional model to address homelessness.
- Timberlake stated the purpose of the meeting was to get acquainted, ensure all Commission members have currently available information, and to continue the momentum of the Interim Commission's work.

II. Commission Members Contact Information

- The Permanent Commission contact list is still a work in progress. Commission members were urged to review their contact information to ensure all data is correct and communicate changes to Yvonne Vassel, interim executive director.
- An updated contact list will be emailed to all Commission members.

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III. The Report of the Central Florida Regional Commission on Homelessness

- The Commission was provided with a copy of “Ten Years 2 End Homelessness”, the report of the Central Florida Regional Commission on Homelessness.
- Timberlake urged the Commission to review the report for future discussion.

IV. Ten2End Homelessness PowerPoint Presentation

- The Commission was provided with a copy of the “Ten Years 2 End Homelessness” PowerPoint presentation.
- Timberlake informed the committee that the presentation is a little dated as all Commission members are not identified, but will be updated and furnished to all Commission members.

V. Executive Director Status

- A top priority of the Commission is to hire an executive director.
- The Commission was provided with a copy of the executive director’s job description. The copy provided to the Commission is a more updated version and a slightly different version has been posted on several web sites. However, suggestions / corrections will be considered and updated on websites and an updated version has already been posted.
- CNL Financial Group has offered human resources support during the executive director search process. To date, they have reached out to several cities, such as Minneapolis, Denver, Atlanta, for networking and assistance with identifying potential candidates.
- United Way of America was contacted and although they are only available to provide assistance for United Way positions, they have offered informal support if needed. In addition, Nan Roman, President and CEO of the National Alliance to End Homelessness, cannot provide assistance during the search, but will offer recommendations on potential candidates.
- To date, 10 plus responses to the job posting have been received and some of the candidates look promising.
- Cathy Jackson suggested reaching out to Columbus, Ohio since they are a similar metropolitan area to Central Florida and would be a good model to review.

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Executive Director Status *continued*

- Gary Earl suggested hiring a staff person with start up skills for a six month to one year contract to continue the work of the Commission.
- Robert H. Brown suggested the candidate should have a background in Social Services.
- Timberlake informed the Commission of the executive director's proposed salary / benefits package, which is subject to future suggestions from the Commission. Currently, the target compensation is \$100,000 - \$125,000 a year plus a monthly car allowance of \$500. Basic relocation expenses will be provided if applicable.
- Commissioner Brenda Carey asked how the Commission plans to pay for salaries for staff. Timberlake responded that the Commission currently has over \$100,000 due to donations and funds remaining from the Interim Commission.
- Brown suggested the Commission consider hiring a temporary staff person to continue work until permanent staff is hired.
- The Commission formed a Search Committee that includes: Gary Earl, Cathy Jackson, Alex Martins, Robert H. Brown, Mayor Richard Crotty, Mayor Buddy Dyer and will be chaired by Ed Timberlake. The search committee will be tasked with screening potential candidates and selecting / hiring the permanent executive director.

VI. Partnership with Heart of Florida United Way

- In cities where other homelessness initiatives are at work, United Way is often a partner in the initiative, playing a variety of roles. Locally, the Commission will enter into a memorandum of understanding with Heart of Florida United Way.
- Heart of Florida United Way will provide housing for Commission staff at no cost. In addition, Heart of Florida United Way will add Commission staff to their payroll and provide benefits (the cost of which will be reimbursed by the Commission).
- Heart of Florida United Way will also be the fiscal agent for the Commission. An account for the Commission has been opened with Seaside National Bank and Trust.
- Robert H. Brown informed the commission that Heart of Florida United Way will also provide marketing / communications support.

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VII. Organizational Structure

- The Commission is a public / private organization with no legal standing. Timberlake is in the process of filing for 501(c)(3) status, which will allow the Commission to become an official organization. Filing fees will not be great, less than approximately \$2,500. Lowndes, Drosdick, Doster, Kantor & Reed is providing pro bono services to assist with this task.
- Timberlake suggested the Commission have a Board of Directors for incorporation. The Board should include the four jurisdictions, Timberlake, and business members of the Commission. The business representatives on the Board will include John Hillenmeyer, Craig Miller, Alex Martins, Sam Lupfer IV, Meg Crofton, Clarence Otis, and others. There should be approximately 15 members on the Board.
- The Interim Commission suggested creating several Advisory Councils to include representation from the philanthropic and the faith-based communities. Mark Brewer agreed to lead the development of the philanthropic advisory council. Timberlake will recruit the chair for the faith-based advisory council.

VIII. Financial Update

- CNL has contributed \$100,000 to the Commission, Disney has contributed \$50,000, and the Interim Commission has transferred \$11,000 for a total of \$161,000. Our thanks to CNL and Disney as their early support is greatly appreciated.
- The Commission's budget must be addressed and developed by June. However, local jurisdictions will be approached for support as soon as possible with "place holders" in their respective budgets for discussion.
- A large philanthropic foundation in Denver has expressed a level of interest in taking on some issues in Central Florida. This is promising for Central Florida as this foundation has invested large amounts of funding through Mile High United Way in Denver.
- Commissioner Carey asked to be informed of any grants available that Seminole County Government could possibly match, such as Federal grant opportunities.
- It was suggested that information regarding programs and projects that are under consideration be gathered to assist with seeking grants and support from private foundations.

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Financial Update *continued*

- Support from the other business representatives on the Commission would also be greatly appreciated as the Commission will begin to ask the local Central Florida business community for support as well.
- The Commission will also give further consideration to using in-kind staff / loaned executive(s) to further the Commission's work until permanent staff is hired.

IX. Recommended Committee Structure

- Timberlake recommended the Commission continue with the committees formed by the Interim Commission: Housing, Assessment and Health, Prevention and Self-Sufficiency, and Supportive Systems and Community Assets.
- Timberlake recommended two other committees be formed: Communications Committee and the Global Financial Strategy Committee. Schmidt has agreed to chair the Global Financial Strategy Committee.
- Volunteers from the Commission are needed to chair the remaining committees.

X. Prioritization

- The Commission must continue the momentum that has been established and should develop a list of current accomplishments.
- The Commission must also prioritize current tasks, as listed on the "Notes from Recent Prioritization Meetings". Timberlake, Jackson, and Alana Brenner with the City of Orlando will review the list and provide updates to the Commission.
- Alana Brenner, City of Orlando and Donna Wyche, Orange County Government have volunteered to work with the Unitarian Church and to develop a program that allows individuals to donate their federal stimulus rebates to the Commission.

XI. Meeting Schedule

- The Commission will meet every other month, on the third Thursday of the month, from 9:45 to 11:30 a.m. at the Heart of Florida United Way.
- The next meeting will occur on Thursday, May 15th.
- Subsequent meetings in 2008 are scheduled to occur on July 17th, September 18th, and November 20th.

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Meeting Schedule *continued*

- The Commission is encouraged to set aside the third Thursday of each alternate month for any Commission related committee or workgroup meetings.

XI. Open Discussion

- John Hillenmeyer shared the tri-county area has approximately 9,000 homeless individuals.
- Commissioner Carey informed the Commission that the National Association of Counties (NACo) Seminole County has a discount prescription drug program and recommends the same should be made available to the community.
- Mayor Buddy Dyer said the County and City staff are more than happy and willing to help with any administrative matters. He also thanked members of the task force for their effort.
- Timberlake reminded the members of the Commission that the four established committees of the Commission will eventually be supported by Commission staff.

XII. Adjournment

- There being no further business before the Commission, the meeting adjourned at 11:32 a.m.
- Timberlake thanked all for their participation.