



Pasco County Continuum of Care

Continuum of Care (CoC) General Membership Meeting Information and Attendance

Date of Meeting: Thursday, September 25th, 2025

Location: Harvester Community Church

Time Started: 10:05 am

Time Ended: 11:23 am

General Membership in attendance:

Ivan Abare	Julie Slauterbeck	Kristi Gates
Sara Madden	Meghan Christopher	Crystal Waddy
Seth Healy	Steve Monster	Fernando Serrano
Billy Major	Mary Treichel	Kim Kilb
MaryKate Naglitsch	Kristen Ahlberg	Whitney Johnson
Kristine Garrison	Sarah Schoenreid	Kenzie Huckleby
Bentley Bradford	Ethan Weiland	Dani Dawson
Justin McPadden	Nathan Cantie	Melissa Parks
Marilyn Matyus	Kathy MacKenzie	Letesha Ousley
Raenell Shirley	JohnPaul Comas	

Leadership Council in attendance:

Sam Picard	Elizabeth Rhodes	David Miller
Jason Saffels	Christine Long	Christa Longo
Rosanne Smithwick	Kathy Hunt	Jena Blair
Jeff Sklet	Marcy Esbjerg (Voted On)	Erica Smith
Tomi Steinruck (Voted On)	H. Triplett-Keith (Voted On)	Leesa Fryer
Hilary Bruno (Alternate)	Dinah Tandih (Alternate)	Kimberly Natal

Coalition for the Homeless of Pasco County, Inc. Staff:

Jennifer Watts	Thomas O'Connor Bruno	Erin O'Connor Bruno
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Continuum of Care (CoC) General Membership Meeting Minutes

1. **Meeting Called to Order:** (Chairperson Rosanne Smithwick) @ 10:05 am
 - a. Introduction of Leadership Council (LC) to General Membership
2. **Approval of August LC Meeting Minutes:**
 - a. Motion made by David Miller to Approve the August LC Meeting minutes;
Seconded by Jason Saffels; Approved Unanimously.
3. **CoC Committee Reports/Presentations:** Please see the PowerPoint presentations (attached), which are also being posted to the CoC website.
 - Executive Committee: Roseanne Smithwick (Chair) presented.
 - Strategic Planning: Marcy Esbjerg (Chair) presented.
 - Outreach and Unsheltered Committee: David Miller (Chair) presented.
 - Homeless Management Information System (HMIS) Committee: Sam Picard (Chair) presented.
 - Application, Project Performance, Review, and Ranking (APPRR) Committee: Thomas O'Connor Bruno (Staff) presented.
 - Coordinated Entry System (CES) Committee: JohnPaul Comas (Chair) presented.
4. **By-Name List (BNL) Report:** (Thomas O'Connor Bruno)
 - a. BNL Report explained.
 - b. In August 2025:
 - i. 536 individuals making up 387 households.
 - ii. 83 households referred to programs (21% of all households).
 - iii. There are eighteen (18) families with minors on the BNL.
 - iv. There were four (4) Veterans referred over to StVdP.
 - v. Average length of stay on the BNL is approximately four (4) months. This is a new data point added to the report.
 - vi. There were 15 temporary exits, 83 permanent exits, and 54 other exits.

5. **Annual Voting:** (Rosanne Smithwick)

- a. Lead Agency/Collaborative Applicant:
 - i. Motion made by David Miller to award the Lead Agency/Collaborative Applicant status to the Coalition for the Homeless of Pasco County; Seconded by Marcy Esbjerg; Approved Unanimously.
- b. Lead Agency for the Homeless Management Information System (HMIS):
 - i. Motion made by Jason Saffels to award the HMIS Lead Agency status to the Coalition for the Homeless of Pasco County; Seconded by Christa Longo; Approved Unanimously.
- c. Charter and Addition of Seats to LC:
 - i. Charter is on the CoC website. Jennifer Watts reported that the Leadership Council is a group of appointed and elected positions.
 - ii. Twenty-five (25) seats that have been outlined but need adjustment.
 - iii. Motion made by Sam Picard to approve Charter edits and make disaster funding seat permanent; Seconded by Christine Long; Approved Unanimously.
- d. Leadership Council / Executive Committee Slate: Jennifer Watts discussed adding a seat for an At-Large Member to the Leadership Council.
 - i. Motion made by Christine Long to add an At-Large seat to the Leadership Council. Seconded by Christa Longo; Approved Unanimously.
- e. Leadership Council At-Large Seat:
 - i. Motion made by Hilary Bruno to name Marcy Esbjerg to the At-Large seat of the LC; Seconded by MaryKate Naglitsch; Approved Unanimously.
- f. Executive Committee: Jennifer Watts introduced the new Leadership Council seats.
 - i. New Representation:
 - 1. Tomi Steinruck – Veteran Provider
 - 2. Heather Triplett-Keith – Local Law Enforcement
 - 3. Jason Thomas – Youth Provider
 - ii. Continued Representation:
 - 1. All other Seats will remain.
- g. Executive Committee: A small group selected from the Leadership Council. Slate presented:
 - 1. Chair: Rosanne Smithwick
 - 2. Vice-Chair: Geoff Harlan
 - 3. Secretary: Christa Longo

4. At-Large: Liz Rhodes

5. At-Large: Marcy Esbjerg

- ii. Motion made by Christine Long to accept the slate of candidates for the Executive Committee; Seconded by Jason Saffels; Approved Unanimously.

6. 2025-2026 CoC Calendar: (Jennifer Watts)

- a. The CoC Annual calendar will be published on the CoC website. Some meetings are in-person, and some are virtual; the key at the bottom indicates this information. The General Membership meetings in November and December are combined into one meeting in early December.

7. Old Business:

- a. **Pasco Hope:** Danielle Husband (Catholic Charities) sent information to Jennifer Watts to report.

- i. Pasco Hope is continuously accepting intakes and discharging individuals.
- ii. Three (3) households were discharged this week.
- iii. They continue to work with outreach and BNL to get people in.

- b. **Town Hall:**

- i. The County Government is hosting the Town Halls.
- ii. The first one was September 23rd and there was a great turnout and was positive.
- iii. The next one is September 30th at 5:30 pm at Saint Leo University; Pasco Hope is presenting at both.

- c. **2025 NOFO:**

- i. Thomas O'Connor Bruno reports that nothing has been posted as of yet.
- ii. CoC builds for permanent and supportive housing is on pause due to a lawsuit between the National Alliance to End Homelessness (NAEH) and the Department of Housing and Urban Development (HUD).
- iii. There are rumors of a special NOFO coming out, but nothing is confirmed.
- iv. A regular NOFO would be announced first before anything else. As soon as anything is released, information will be dispersed.

8. New Business:

- a. CM Supervision Training: This training will occur on September 29th at the Pasco County Utilities Building.
- b. Jennifer Watts: The training schedule has been released, but it will be resent via Constant Contact as the specific dates approach.

9. Business from the Floor:

- a. Thomas O'Connor Bruno: The HMIS System (Clarity) will be updated on October 1st, 2025, to follow all the new HUD Data Standards.

- b. Dinah Tandih: Pasco County Health Department released its annual report.
- c. Erin O'Connor Bruno: Coalition for the Homeless of Pasco County is working to update all of the resources available to the public on the Continuum of Care website. Please email Erin directly at erin@pascohomelesscoalition.org if you have any resources that need to be added, updated, or removed.

10. Announcements:

- a. Jeff Sklet: Pasco County Housing Authority reported that the new Housing Inspection company will begin work on October 1st, 2025.

11. Public Comment:

- a. None.

12. Future Meetings:

- a. Leadership Council: October 30th, 2025, Virtual (Zoom) at 10 am.

13. Adjourn:

- a. Motion made by Jason Saffels to adjourn at 11:23 am; Approved Unanimously.



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Executive Committee

- ▶ Chair – Rosanne Smithwick
- ▶ Meeting – First Wednesday of Every Other Month
- ▶ Who is on the Committee?
 - ▶ Chair, Vice-Chair, Secretary and 2 "at Large" voting members of the CoC, and 2 non-voting members - the lead agency CEO and the outgoing CoC Chair.
 - ▶ These meetings are open meetings. General membership and the general public are able to attend.
- ▶ Areas of focus:
 - ▶ The Executive Committee is empowered to act on behalf of the full CoC Leadership Council between meetings of the full Council, in cases of emergency, or as directed by the CoC Leadership Council.
 - ▶ To respond to Leadership Council requests, inquiries, or direction, to encourage/enhance cooperation and collaboration between helping agencies, examine/propose suggested strategies, provide information, or respond to provided information.

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Executive Committee

- ▶ Successes from 2024-2025
 - ▶ Enhanced, expanded committee structures and work groups.
 - ▶ Scheduled CoC meeting locations and dates.
- ▶ Plans for 2025-2026
 - ▶ Review Charter and make updates.
 - ▶ Pursue a Public Relations/Media Committee formation.
- ▶ Recommendations for the Committee Going Forward
 - ▶ Increase coordination amongst committees/work groups.

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Strategic Planning Committee

- ▶ Chair – Marcy Esbjerg
- ▶ Meeting – 2nd Thursday at 10 AM
- ▶ Areas of focus:
 - ▶ To assist the Board to coordinate the implementation of a housing and service system for those experiencing homelessness.
 - ▶ Conduct an annual gaps analysis.
 - ▶ Recommendations to the Council for updates to the Strategic Action Plan.
 - ▶ Assess needs for outreach, engagement, coordinated assessment, shelter, housing and services based on best practices.
 - ▶ Consult with state and local government ESG recipients for ESG allocations.

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Strategic Planning Committee

- ▶ Successes from 2024-2025
 - ▶ Coalition becomes a Link Agency and partners with housing developers to provide affordable housing units to households exiting homelessness – Tanager Square
 - ▶ Master Leasing Program debuts with funding from Pasco County Community Development
 - ▶ Produced one written good news story and shared one verbally; recruited volunteers to speak at Commission meeting
 - ▶ Developed orientation guide for council members
 - ▶ Training schedule developed; poverty simulation kick-off
 - ▶ By Name List report and numbers released monthly
 - ▶ Developed monitoring plan and schedule for subrecipients

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Strategic Planning Committee

- ▶ Plans for 2025-2026
 - ▶ Discharge Planning Working Subcommittee
 - ▶ 3 minute presentations to the Board of County Commissioners; consistent messaging/storytelling
 - ▶ Full year of training for service providers and council members
- ▶ Recommendations for the Committee Going Forward
 - ▶ Extend Strategic Action Plan through 2026
 - ▶ Institute a meeting for committee chairs to facilitate coordinating assignments in Strategic Action Plan for other committees

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Outreach and Unsheltered Committee



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Outreach & Unsheltered Committee

- ▶ Chair – David Miller
- ▶ Meeting – 3rd Wednesday Every Month at 10 AM
- ▶ Areas of focus:
 - ▶ To coordinate Outreach efforts within Pasco County.
 - ▶ To gather emergency supplies for Outreach Teams.
 - ▶ Review relevant data and strategize solutions for engagement and connecting unsheltered households to services and housing.

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Outreach & Unsheltered Committee

- ▶ Successes from 2024-2025
 - ▶ Expanded outreach coverage into rural Pasco areas.
 - ▶ Initiated cross-training between agencies specifically housing agencies.
 - ▶ Conducted the 2025 Point in Time (PIT) Count.
- ▶ Plans for 2025 – 2026
 - ▶ Build an outreach volunteer corps (including faith-based groups)
 - ▶ Train teams on trauma-informed engagement.
- ▶ Recommendations for the Committee Going Forward
 - ▶ Figure out how fund/staff/implement a 24/7 crisis outreach line with coordinated dispatch.
 - ▶ Formalize data collection to link unsheltered counts with PIT & BNL
 - ▶ Increase collaboration with law enforcement, emergency services, and libraries.

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Homeless Management Information System (HMIS) Committee

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HMIS Committee

- ▶ Chair – Sam Picard
- ▶ Meeting – TBD (Recruiting Members & selecting meeting schedule)
- ▶ Areas of focus:
 - ▶ Oversee Homeless Management Information System (HMIS) operations.
 - ▶ Improve data quality, timeliness, and coverage.
 - ▶ Support CoC reporting (LSA, SPM, PIT/HIC, System Dashboards)
 - ▶ Longitudinal System Analysis (LSA)
 - ▶ System Performance Measures (SPM)
 - ▶ Point in Time (PIT)
 - ▶ Housing Inventory County (HIC).

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HMIS Committee

- ▶ Successes from 2024-2025
 - ▶ Data cleaning processes set up.
 - ▶ Implemented and continuously improved BNL Reporting
- ▶ Plans for 2025–2026.
 - ▶ Complete full HMIS policies & procedures update.
 - ▶ Develop quarterly data quality reports to committees/agencies.
 - ▶ Pilot automation of coordinated entry referrals.
- ▶ Recommendations for the Committee Going Forward
 - ▶ Secure continued funding for long-term HMIS staffing & licenses.
 - ▶ Establish annual refresher trainings on data entry.
 - ▶ Standardize use of case notes across providers.

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Application, Project Performance, Review, and Ranking (APPRR) Committee

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APPRR Committee

- ▶ Chair – TBD
- ▶ Meeting – TBD (Recruiting Members & Selecting Meeting Schedule)
- ▶ Areas of focus:
 - ▶ Review and rank project applications based on performance for funding opportunities.
 - ▶ Monitor funded projects against HUD and CoC standards.

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APPR Committee

- ▶ Successes from 2024-2025
 - ▶ Conducted transparent review & ranking for FY2024 CoC NOFO.
 - ▶ Developed new performance scorecards aligned with HUD System Performance Measures (SPMs)
 - ▶ Beginning monitoring of HUD CoC Projects.
- ▶ Plans for 2025 – 2026
 - ▶ Provide technical assistance workshops for applicants.
 - ▶ Create annual performance monitoring tool linked to HMIS.
- ▶ Recommendations for the Committee Going Forward
 - ▶ Ensure consistency and transparency in scoring.
 - ▶ Build pipeline for new project applicants.
 - ▶ Strengthen collaboration with the Strategic Planning Committee to align project funding with identified gaps.
 - ▶ Expand use of objective HMIS data in ranking process.

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Coordinated Entry System (CES) Committee

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Coordinated Entry Committee

- ▶ Chair
 - ▶ JohnPaul Comas – Metropolitan Ministries
 - ▶ Melissa Giles – Coalition for the Homeless of Pasco County
- ▶ Committee meets monthly
 - ▶ Second Wednesday each Month at 1:00 pm on Teams

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Coordinated Entry Committee

Key Functions:

- ▶ **Design and Oversight:** Develop and maintain policies and procedures for the CES.
- ▶ **Assessment and Referral:** Manage access points and ensure standardized assessments are conducted.
- ▶ **Evaluation and Performance Monitoring:** Review system performance, evaluate outcomes, and make adjustments as needed.
- ▶ **Collaboration:** Work with local organizations, including those not funded by HUD, to ensure broad participation and coordination.

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Coordinated Entry Committee

Plans for 2025/2026

- ▶ Update and distribute marketing materials to all audiences.

Recommendations for the Committee Going Forward

Increase Outreach and Engagement

- ▶ Improve visibility of access points across the county.
- ▶ Share success stories through social media (with client consent)

Enhance Data Quality and Utilization

- ▶ Strengthen HMIS data entry protocols through trainings.

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Coordinated Entry Committee

Recommendations (continued)

Improve Assessment and Referral Processes

- ▶ Standardized trainings for assessors. Host regular refresher training.

Strengthen Governance and Oversight

- ▶ Clarify roles and responsibilities within the committee.

Expand Housing Resources

- ▶ Explore creative housing solutions (e.g., shared housing, landlord engagement strategies).

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