

Lee County Continuum of Care (CoC)

Governing Board Meeting Minutes

Lee County Human & Veteran Services

October 8, 2025, 11 am-12 pm

Members Present: Michael Overway – Lee County Homeless Coalition
Jessica Turner – The Collaboratory
Mary Grubbs – JFCS
Terry Baah-Acheamfour – The Salvation Army
Caitlyn Roberts – Human & Veteran Services
Erin Dallacosta – Lee County School District
Rae Nicely – Lehigh Community Services
Kimberly Dextre – Career Source
Keila Santiago – United Way
Heather Cross - CPE
Diana Giraldo – City of Fort Myers
Joseph Rea – Centerstone
Blossom Kapper- Veterans Affairs
Alex Olivares – Catholic Charities

Human & Veterans Services Staff Present:

Kayla Towle
Joan Hoxter
Claudia Bretz
Julie Boudreaux
Lisa Moisan
Annette Gies
Robert Gies
Clara Sanchez
Ana Estrada
Amber Robinson
Christopher Molloy

Others Present: Johnnie Johnson
Tremeka Murph

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I. Call to Order

Jessica Turner, Chair, and Joan Hoxter, HVS

a. Welcome and Board Roll Call

- Joan went over the list of attendees in the Teams chat and verified a quorum.

b. Members Absent with/without Excuse.

- Carolyn Johnson – Goodwill - absent without excuse.
- Daniel Kruse – Providence Family Life Center – absent with excuse.
- Carl Baxter – BCW Enterprises and Consulting – absent with excuse.
- Dr. Tom Felke – FGCU – absent without excuse.
- Therese Everly – CASL – absent with excuse.
- John Tanner – McGregor Clinic – absent without excuse.
- Jennifer Nelson Lastra – Cape Coral City Council woman - absent without excuse.

II. Action Required

Jessica Turner, Chair

a. Approval of Meeting Minutes (August) & (September)

ACTION: Michael Overway motioned to approve, and Erin Dallacosta seconded the meeting minutes for August 13th. Erin Dallacosta motioned to approve, and Joseph Rea seconded the meeting minutes for September 10th.

b. Changes to CoC Governing Board application and process

- Joan advised that the Governance Charter needs to be updated. New members would be voted on by the general membership, and the Governing Board will have final approval.

c. Revisions to non-voting members, conflict of interest forms, and process

- Joan went over the revised application and conflict-of-interest forms and the process of filling out the form.
- Alternate member information will now be included on the application, and the Board will also approve them. Approved alternates may serve in place of a Board member when that member is absent.
- All board members will have voting rights. Non-voting membership will no longer exist. Human & Veteran Services, Catholic Charities, and CASL will now be able to vote. Members must disclose any conflicts of interest before related discussions or votes take place. Members representing agencies that receive County funding must abstain from voting on any ranking or financial matters.

ACTION: Jessica motioned to accept the changes to the Governing Board documents. The motion passed with unanimous agreement from all Board members.

ACTION: Alex from Catholic Charities and Terryn from the Salvation Army motioned to accept the conflict-of-interest form. The motion passed with unanimous agreement from all Board members.

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III. New Business

a. *Updates to Governance Charter*

- Joan will be removing “funded agencies must abstain from voting”.
- The “new member voting order” will be revised.

b. *Coordinated Entry Committee updates*

- Amber Robinson will be the chair of the Coordinated Entry Committee.
- Per Amber, they’re still coordinating the meeting.
- Therese Everly, Terry Baah-Acheamfour, Kayla Santiago, and Joseph Rea will be part of the coordinated entry committee.

c. *LEEding the Way Home -Common Language-Storytelling regarding people struggling to stay housed*

- Jessica Turner invited Heather Cross, Erin Dallacosta, Tom Felke, and Michael Overway to review the suggestions and expressed interest in participating in a task force focused on supporting efforts to help individuals remain housed.
- Jessica Turner went over the LEEding the Way Home document and outlined the values regarding service to clients.

d. *LEEding the way Home Task Force updates*

- Jessica Turner will be getting with the task force team to solidify the draft document for LEEding the way Home.

e. *Replacement for Chair of the Legislative Committee and Nominating Committee*

- Jessica Turner mentioned Carolyn Johnson resigned from the Nominating Committee.
- Jessica Turner will continue receiving nominees for the Nominating Committee.
- The Legislative Committee is in need of a Chair.

f. *Survey data*

- Jessica Turner did a survey for the resource committee and removed all the identifying information. She created a spreadsheet to organize feedback and make it more useful.

g. *Strategic Plan*

- Amber Robinson, the Coordinated Entry Supervisor, is in a master’s program at UCF. Julie Boudreaux approved through our legal department that, as a school project, Amber and her project group could work with Kayla and Joan to update our current 10-year strategic plan.
- They’re doing a 3-year strategic plan with an annual action plan.

h. *Sunshine Law*

- Diana Giraldo asked if the Sunshine Law applied to the CoC Governing Board.
- According to Joan Hoxter’s research, we are not required to comply with the Sunshine Law because this is not a board of any state, county, municipal, or political subdivision, and CoC funding decisions are not binding without further BoCC approval.

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Public Comment:

Adjourn - Next CoC Governing Board Meeting is November 12, 2025, at 11 AM

Jessica Turner, Chair

- Jessica Turner adjourned the meeting.

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Meeting minutes and agendas are posted on our website: <https://www.leegov.com/dhs/partner>