



## OFFICE OF MAYOR DONNA DEEGAN

### HOMELESSNESS INITIATIVES COMMISSION

### EMERGENCY/SPECIAL MEETING MINUTES

Friday, July 25, 2025

Time: 11:00 a.m. – 11:30 a.m.

#### **Committee Members**

##### **PRESENT:**

Shantel Davis, Chair  
Christopher Crothers, Vice Chair  
Jitan Kuverji, Secretary

Rev. Katie Moorehead Carrol  
Dr. Megan Allyse  
Jolita Wainwright

Commander James Ricks (Liaison)

##### **ABSENT:**

Council Member Jimmy Peluso (Liaison)

Capt. Jennifer Parramore (Liaison)

##### **COJ Support Staff:**

Kaylee Jones (HCDD)  
Shannon McGillis (OGC)

Neolita Maharaj (HCDD)

##### **Guests Present:**

John Wyche, Citizen  
Carol Register, City Council Aide

Jake Gordon, DVI  
Joshua Hicks, HCDD

**Meeting called to order by Christopher Crothers, Vice Board Chair, at 11:01. a.m.**

#### **I. Public Comments**

John Wyche:

- Expressed appreciation to the Commission for their time and service.
- Shared personal stories of families experiencing homelessness and how he was able to assist them.
- Mentioned he encouraged those he helped to share their experiences with City Council.

#### **II. Consultant – RFP Update:**

- Christopher Crothers: Reviewed the agenda and outlined next steps: finalize negotiations and award the top-ranked proposal.
- Jolita Wainwright: Raised concern that the top-ranked proposer lacks experience with people with disabilities, particularly those in wheelchairs. Wants clarity on their relevant experience.



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- *Dr. Allyse*: Noted this issue could be addressed through the strategic plan and emphasized the need to include it explicitly.
- *Dr. Allyse*: Stressed the importance of resource mapping and identifying all potential funding sources.
  - *Christopher Crothers*: Clarified that funding source identification and resource mapping are included in Phase 1.
- *Jitan Kuverji*: Raised concerns about high operating and administrative costs.
  - *Christopher Crothers*: Suggested expectations (e.g., operating costs) can be addressed post-award.
- *Rev. Katie Moorehead Carroll*: Felt the proposal was strong and the timeline met expectations.
  - *Christopher Crothers*: Interested in negotiating a lower cost (~\$260k) and exploring an expedited one-year plan by ordinance deadline.
  - *Shannon MacGillis*: Proposed a compromise: expedite the one-year plan, allow more time for the five-year plan.
- *Dr. Allyse*: Recommends that the contract be “milestone reimbursable”.
  - Commission supports this recommendation.
- *Dr. Allyse*: Voiced concern about the firm not being local and said in-person presence in Jacksonville is essential. The second-ranked firm has more Florida-based staff.
  - Commission supports this recommendation.
- *Christopher Crothers*: Voiced that the proposal outlines a checklist of items for the strategic plan but lacks a clear vision for the desired future state. It also does not include an assessment of existing city departments, which is necessary to understand how government operations should evolve.
  - *Rev. Katie Moorehead Carroll*: Agreed with including a vision for ideal government structure but questioned whether a deep analysis of current city department operations is necessary.
- *Shantel Davis*: Recommended Neighborhoods and Counsel begin securing budget appropriations.
- *Shantel Davis*: Suggested another meeting to define negotiation priorities. Recommended the meeting to take place next week.

### **Motion & Vote:**

- *Dr. Allyse*: Moved to approve awarding the top-ranked proposer and begin negotiations, with fallback to the second-ranked, then third-ranked firm, if needed.



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- Key negotiation points:
  - Possibility of the one-year plan to be completed by Dec. 31
  - Milestone-based payments
  - Scope to include:
    - Emergency bed needs assessment
    - Efficient government structure outline
    - Focused solutions for people with disabilities
- *Rev. Katie Moorehead Carroll*: Seconds the motion.
- **Outcome:** Motion passed.

**Meeting adjourned** at 11:30 a.m.

Upcoming meetings:

**Thursday, 07 August 2025 (1PMish)** – Council Workshop budget hearings in Council Chambers.

**Friday, 08 August 2025 – 11AM** will be the workshop, see attached.

**Monday, 11 August 2025 - 9AM** Board meeting.



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### CERTIFICATION

**Homelessness Initiatives Commission  
Special Meeting 25 July 2025**

**Recorded, Transcribed and Submitted by:**

  
\_\_\_\_\_  
Kaylee Jones, HCDD  
Homelessness Initiatives Commission

**Approved by:**

  
\_\_\_\_\_  
Jitan Kuverji, Secretary  
Homelessness Initiatives Commission