

CCICH Homeless Advisory Board
Contra Costa Inter-jurisdictional Council on Homelessness
Special Meeting
October 7, 2013

Attendance: Doug Stewart, Sean Connors, John Garth, Dorothy Sansoe, Stephanie Batchelor, Robin Heinemann, Stephan Peers, Brenda Kain, Janet Kennedy, Lavonna Martin, Jay Lee, Amanda Stempson

I. Amendment of Bylaws Re: Committee Seats (Action Items)

- Housing Provider Seat: in talks with Housing Authority
- East County At-Large and West County At-Large seats are unfilled
- Discussion: amendment of bylaws to
 - Dorothy: under the Mattie Act, Board of Supervisors must appoint named persons to the seat; could convert to Ex Officio Seats, so that the consumers appointed by the Consumer Board could do everything except vote (could express how they would vote), could send different consumers as needed
 - Stephanie: getting more former consumers involved, referred by Anka, Rubicon, and others, making it easier to fill the seats
 - Lavonna: want to create a board where everyone is fully engaged and equal; want consumers to have an official vote
 - Consumers can be former or current
 - Consumer Board: meets once a month, Executive Committee has the responsibility to hear the updates of the Consumer Board
 - Could have Stephanie (as representative of Consumer Board) and two consumers
 - Dorothy: can have an appointed alternate who counts towards the quorum, but has to be named; would also have to change the bylaws
 - Lavonna: could have a Consumer Advocate seat
 - Janet: could add “or consumer advocate” to definition of consumer
 - Lavonna: but, don’t want all advocates on the board—want some consumers
 - Dorothy: could have an alternate designated to stand in for Consumer 1 or Consumer 2
 - Sean: when I graduate the program, I’ll be an advocate or a consumer?
 - Lavonna: both advocate and consumer; consumer is defined as current or former, so Sean could still serve in Consumer Seat if graduated—just need lived experience
 - Jay: could consider reducing the number of seats to make quorum easier, but HUD recommends having an odd number of seats—so, if we reduce the number of seats, then we should probably remove two seats
 - Lavonna: could make all three County-specific seats At-Large, and then reduce from 4 to 3

- Dorothy: could remove Behavioral Health Provider seat, but make an effort to appoint a BH provider to one of the at-large seats
 - Stephan: could change to Faith Community Seat
- **Motion to make the following changes to the bylaws:**
 - **East County at Large Seat becomes At Large 1**
 - **West County at Large Seat becomes At Large 2**
 - **Central County at Large becomes At Large 3 (Currently filled by Janet Kennedy)**
 - Remove **At Large Seat**
 - **Nominate Stephan Peers to move to Faith Community Seat**
 - Consumer 3 Seat becomes **Consumer Advocate**
 - Remove **Behavioral Health Seat**
 - Add **Alternate Seat** who can stand in for either Consumer 1 or Consumer 2 seats
 - **Motion: Dorothy**
 - **Second: Stephanie**
 - Discussion:
 - John: 13 is a taboo number in many places, government military
 - Jay: but, with alternate, it is 14
 - **Motion approved unanimously**
- Dorothy: we can stagger terms if we want seats to expire at different times
 - Jay: this is a recommendation by HUD
 - Jay: 2-year term and alternating would be easier
 - Dorothy: just have to remember to do this every two years; have to submit a new application to reapply
 - Lavonna: my office will notify board members when they need to reapply
 - Dorothy: anyone who is nominated for at Large seats representing the entire county has to go to an additional committee; will push through for first meeting in November
 - No motion to change terms at this time

II. **Open Seat Applications: Teri House, Doug Stewart, John Garth, Michael Pollard, Sean Connors (Action Items)**

- **Motion to nominate Teri House for At-Large 2 Seat**
 - Discussion:
 - Has lived experience of homelessness
 - Has been involved with CCICH for years
 - **Motion: Doug**
 - **Second: Robin**
 - **Approved unanimously**
- **Motion to nominate Doug Stewart for Non-Profit Homeless Services Provider Seat**
 - Discussion:
 - Works for Central County Outreach
 - Has been involved with CCICH for years

- Motion: Robin
- Second: Stephan
- Approved unanimously
- Motion to nominate John Garth and Sean Connors for Consumer Seats 1 and 2
 - Motion: Dorothy
 - Second: Doug
 - Approved unanimously
- Motion to nominate Michael Pollard for Consumer Alternate Seat
 - Motion: Janet
 - Second: Dorothy
 - Approved unanimously
- Motion to nominate Stephanie Batchelor for Consumer Advocate Seat
 - Motion: Dorothy
 - Second: Doug
 - Approved unanimously
- Motion to modify the bylaws to reflect the changes to reflect the seat nominations as we just approved them
 - Motion: Dorothy
 - Second: Doug
 - Approved unanimously

III. 2013 NOFA Process and Approval (Action Item)

- Jay: HUD Grantees recommended some minor changing scoring sheets
- Lavonna: at HUD Grantees meeting, discussed how community needs continue to change; with Strategic Plan up for renewal right now, don't want to make changes to scoring before that process happens; should hold off for now, and make changes to scoring next year to reflect Strategic Plan as updated
 - Will analyze the progress made during the past ten years
- Stephan: feedback on the Review & Rank FY2012 process
 - Many of the information from the binders was unnecessary; to dig into what was critical, there is a better way to get the summaries in front of us; want a little history of who these people are, who the "sacred cows" are
 - There should be a summary right up front; spent a long time talking about what our goals were, what goals we're allowed to talk about; don't want to make mistakes in ranking and voting; a description of goals and ranking would be helpful so personal bias doesn't come into play; describe CoC priorities
 - Did not like the way the meeting ended, with Homeless Programs taking the extra cuts—need to have that conversation much earlier in the day instead of at the end of the day when everyone wants to come home
 - Lavonna: it did work out this time; remember that my role is to work on behalf of the Continuum, not the County
 - Should have a pre-discussion about those groups, do a review before we meet with the providers so we know what to ask

- Want a better discussion of de-obligated funds, so we all know what we're talking about
- Written feedback: never scheduled a post-mortem with the providers to give them comments on how to improve; should schedule now
- Lavonna: we did make a commitment that the CCICH Executive Committee becomes our Review & Rank; orientation needs to happen given that this is a change from how we used to do Review & Rank; need to prioritize an orientation; will ask for 5 CCICH Executive Committee members to participate
- Stephan: 13 people is too many, 5 was a good group
- Lavonna: anyone who wants to do it, can do it, as long as they don't have a conflict (e.g., Doug is planning to apply for a new project)
- Jay: changes already made, will drastically reduce the amount of information sent to the R&R Panel; will be compiling project summaries into one document by HomeBase; template has already been changed and consolidated (around 10 pages)
 - HomeBase will compile numerical information into one sheet
 - Scoring sheet will be more detailed, instead of having to refer to another sheet
- Stephan: need a cover sheet that identifies goals and priorities
- Stephan: have an in-person orientation ahead of time
 - Lavonna: used to do this two or three days before (2 hours); got out of the habit due to same people doing R&R each year; but now need to revisit orientation
 - Janet: I don't mind participating in an orientation even as an experienced R&R member; is good to think about all the things we're not looking at
 - Brenda: we might have made assumptions about what everyone knew; is hard to pass that information on to someone else if you don't think about it; so, orientation explaining this would be helpful to refocus those of us who have been doing it for a long time while putting some fresh blood into it
 - Stephanie: I'd like to volunteer and know what I'm talking about by attending an orientation
 - Robin: I'm on the same page, want to learn more about Review and Rank
 - Dorothy: would be good to have a consumer voice on the R&R Panel
- Interested in serving on the Review & Rank Panel:
 - Stephanie
 - Sean
 - John
 - Robin
 - Janet
 - Stephan
 - Brenda
 - Note: will be narrowed down to 5 names based on availability to attend the orientation and the R&R meeting
- **Jay: summary of recommendations** of the changes to make to this year's R&R process

- Orientation: will explain de-obligated funds, details of project summaries, leverage, more background on why we've been giving points a certain way in the past
- Will create a feedback form
- Will provide blank project summary
- Will streamline project summaries
- Will develop a set of standardized questions to ask each provider, and then open it up to additional questions
- Will table leverage and community needs scoring changes until next year
- Will incorporate history of program into program summary
- **Motion to accept Jay's recommendations**
- **Motion: Dorothy**
- **Second: Stephan**
- **Approved unanimously**

IV. Updating our Strategic Plan

a. Overview and Approval of Planning Process (Action Item)

- Lavonna: old plan is up for renewal in June 2014; we've made positive strides in addressing chronically homeless; now seeing more Veterans, families, and TAY—will need to address what we're seeing now, address in our everyday work and how we allocate funds in this community
 - Have met with Executive Directors of many of the provider agencies about how they'd like to interface in updating the strategic plan
 - There are a lot of plans going on right now in this community: school districts, libraries, Consortium Con Plans, Behavioral Health Integration, Mental Health Services Act (MHSA)—trying to avoid a duplication of efforts as community members engage in multiple processes by leveraging the other processes going on
 - Worked with HomeBase to create a framework, but this is CCICH Executive Committee's process—will serve as ambassadors to the community to get this plan done
 - **Modular approach:** looking at 5 clear areas that are aligned with HEARTH implementation; convened an initial meeting of stakeholders to get feedback on the areas to be covered:
 - Housing
 - Screening & Assessment
 - Prevention Services, and Other Supports
 - Performance Measures
 - Communication
 - Coordinated assessment will be an important feature moving forward in compliance with HEARTH

- Very different from where we focused 10 years ago, which was focused on the backend of creating housing—now, more about prevention
- Want to be more focused on data, performance measures to see how we're doing, whether we're making collective impact
- Communication with CCICH members, developing governance structure to ensure we know what we're doing in our community, communicated at every level
- Want to use **4 key stakeholder groupings** instead of a huge one-day kickoff event with everyone at the table
 - Leadership
 - Program Staff
 - Consumers
 - Targeted Community Groups
- Need leadership to inform us about what direction agencies are going in
- Leverage venues with program staff already convening
- Consumers are also already meeting in many venues that we should tap into, including our own Consumer Board
- Targeted Community Groups: trends over past few years, want to partner with, such as Flood Control District (Public Works), libraries, hospitals, etc.—want to have conversation about what they're seeing, any innovative ideas about how to address needs
- One-day engagement doesn't allow time to capture all of the things we miss at first—this modular approach with key stakeholder groups will allow us to capture everything over time
- Will look at history, pull data, synthesize input to release a new strategic plan reviewed by the Executive Committee
- Process will probably take 4-6 months
- John: does the board have the capacity to get people on the boards of these other organizations working on plans?
 - Lavonna: those meetings are open; can't ask to be on the board, but can attend those meetings and report back to CCICH; some board members are already involved, will inform process (e.g., Janet, Brenda)
- Robin: United Way is looking at Contra Costa closely
- Lavonna: funding committee is a piece we should look at, informs what the agencies do sometimes; but, many agencies are focused on doing what's good for the community, hoping the funding comes to them
- John: what about a press or visitor pass to get us into meetings?
 - Lavonna: meetings are open
- **Motion to approve the Strategic Plan Update Process as outlined in the two-page sheet**
- **Motion: Doug**

- **Second: Stephan**
- **Approved unanimously**

b. Executive Committee's Re-Envisioned Role

- Tabled until next meeting

c. Executive Committee Meeting Schedule (Action Item)

- Lavonna: currently meeting quarterly after CCICH—this doesn't give us the best opportunity to digest what's going on and be prepared to make decisions
- Discussing meeting every other month (bi-monthly) so that Executive Committee can set the agendas and get more involved
- Brenda: perhaps it should be monthly, there's a lot going on
 - Stephanie: I agree, to get things done
 - Stephan: I don't care when we meet, how often, but shouldn't decide now unless we have an allocation of responsibility—let's see what we're going to do in those meetings, put together a list of what needs to be addressed
 - Robin: we do a lot of things case-by-case in cop work, perhaps we should meet more frequently when we
 - Dorothy: for a lot of us, it's easier if it's the X day of X month—could just schedule it monthly, but cancel some meetings as needed

V. Next Steps

- **Will schedule another special Executive Committee meeting to discuss Executive Committee's role and meeting schedule**
 - Doug can't do first week of November
 - **Second week of November looks good—will send out a Doodle**