

ADVISORY BOARD
MEETING MINUTES

Meeting Date: March 11, 2014

Time: 3:00pm – 4:30pm

**Location: 1350 Arnold Drive, Suite 202, Martinez CA
(County Homeless Program Conference Room)**

Attendance: Brenda Kain, Teri House, Doug Stewart, Dorothy Sansoe, Sean Connors, John Garth, Stephan Peers

Absent: Nishant Shah, Stephanie Batchelor, Janet Kennedy, Robin Heinemann, Michael Pollard

Public Attendance: Lavonna Martin, Rita Irvani, Amanda Stempson, Megan Monahan, Valerie Sloven, Joseph Villarreal, Dana Wenter, Tim O’Keefe

I. Introductions

II. Public Comment

III. NOFA CoC Application Process Survey

- a. Four of eight HUD funded agencies responded to survey
- b. Strengths of process
 - i. Clarity of application
 - ii. TA workshop
 - iii. Quality of communication
 - iv. Leveraging
- c. Areas for improvement
 - i. Understanding HUD funding priorities
 - ii. Sufficient time to write feedback on CoC application
 - iii. Support on understanding HUD rules, project reallocation, and correcting GIWs
 - iv. HomeBase knowledge on HUD rules and regulations, local priorities and processes
 - v. Transparency and inclusivity in developing the review and rank tool
- d. Feedback and Suggestions
 - i. Review guidance in advance, abbreviate the presentation, and allow for Q&A afterward
 - ii. Discussion and presentation of local funding priorities during the TA workshop
 - iii. Presence of Acting Director at TA workshop

- iv. PEST tool: great for single adults, challenging for families because not built to reflect children
 - 1. Need to work on report to better reflect families with children
- v. R&R perhaps should be two days long
- vi. Length of R&R presentation should be by project, not agency
- vii. R&R panel needs more time to review the project applications
- viii. Do more thorough orientation of R&R panel before the day of the review
- ix. R&R Panel should visit the projects over the course of the year
- x. Communications: want to use the Homeless Programs website more
 - 1. Currently being revamped
 - 2. Will be adding logos for all providers with links to their websites
- xi. Need to discuss reallocation process sooner

IV. ESG Coordination Update

- a. Homeless Programs met with ESG and CDBG last week to discuss how to better coordinate and leverage dollars, develop a clear strategy
- b. Staff recommendations are being drafted
- c. Will start coordination of communication immediately
 - i. Lavonna has been invited to start attending the CDBG Consortium meetings as a voice around homelessness; next meeting March 27th
- d. Alignment of Con Plan processes with strategic planning
 - i. Teri will be presenting on Con Plan planning at the March 14th CCICH meeting

V. Strategic Planning (Action Items)

- a. Background
 - i. Ten Year Plan ends in June 2014
 - ii. Began to meet around strategic planning update last summer, but paused during NOFA process
 - iii. Is an update to the existing plan, not a new plan—not reinventing the wheel
 - iv. Strategic Plan informs all federal funding decisions for community
 - v. Five key modules
 - 1. Housing
 - 2. Coordinated Intake & Assessment
 - 3. Prevention, Services and Other Supports
 - 4. Performance Measures
 - 5. Communication
 - vi. Four key stakeholder groups
 - 1. Leadership
 - 2. Program Staff
 - 3. Consumers
 - 4. Targeted Community Groups

- vii. Want to leverage existing groups to gather information by getting onto the agendas of existing meetings for program staff and consumers
- viii. Will leverage Con Plan planning process, including a survey being released in April, to ask questions about homelessness
- ix. Want to complete update by October 1st
- b. Issue: Approval of Strategic Planning Ad Hoc Committee
 - i. Statement of Motion:
 - 1. That the Advisory Board create an ad hoc committee for the development of the strategic plan, bringing together various stakeholder groups
 - ii. Discussion of Motion:
 - 1. Schedule of Meetings: 1st Thursdays, 10-11:30 am, Homeless Programs conference room
 - 2. Want the people who participate to be informed about the issue—will ask CCICH membership to participate
 - 3. Should have Board members chairing and participating
 - 4. Shift: this is a product and ownership, driven by CCICH Advisory Board, rather than HUD Grantees
 - 5. Need multiple CCICH Board members involved, and include consumer advocates
 - 6. Coordinated and managed by CCICH Board, but driven by members of the workgroup
 - 7. Need to ensure geographic diversity of input
 - 8. Should be a standing agenda item at future Advisory Board meetings
 - iii. Final Motion, as Voted By Board
 - 1. That the Advisory Board create an ad hoc committee for the development of the strategic plan, bringing together various stakeholder groups and appointing three of our members to serve on the committee: Teri House, Doug Stewart, and Brenda Kain
 - iv. Procedural Record
 - 1. Motion Made by: Dorothy Sansoe
 - 2. Seconded by: John Garth
 - 3. AYES: Brenda Kain, Teri House, Doug Stewart, Dorothy Sansoe, Sean Connors, John Garth, Stephan Peers
 - 4. NOES: none
 - 5. ABSTAINS: none
 - 6. ABSENTS: Nishant Shah, Stephanie Batchelor, Janet Kennedy, Robin Heinemann, Michael Pollard

VI. CCICH Board Applications (Action Items)

- a. Rita should have all of them for the April 14th Family and Human Services Cmte meeting (currently have all but three)

- b. Dorothy: by April 7th, need letter from staff recommending the appointments and all applications, then will put on agenda of committee, then go to Board of Supervisors for approval
- c. No approval required for renewal applications, but do have to take action on vacant seats
- d. Stephanie Batchelor is resigning her Consumer Advocate seat
 - i. Joseph Villarreal, Executive Director, Housing Authority of Contra Costa County – Housing Provider Seat
 - ii. Megan Monahan – Consumer Advocate Seat
- e. Issue: Vacant seats with applications for consideration by the Board:
 - i. Motion
 - 1. Statement of Motion
 - a. That the CCICH Advisory Board recommend Megan Monahan for appointment to the Consumer Advocate Seat by the Board of Supervisors
 - 2. Discussion of Motion
 - a. Review of application
 - 3. Procedural Record
 - a. Motion Made by: Sean Connors
 - b. Seconded by: Dorothy Sansoe
 - c. AYES: Brenda Kain, Teri House, Doug Stewart, Dorothy Sansoe, Sean Connors, John Garth, Stephan Peers
 - d. NOES: none
 - e. ABSTAINS: none
 - f. ABSENTS: Nishant Shah, Stephanie Batchelor, Janet Kennedy, Robin Heinemann, Michael Pollard
 - ii. Motion
 - 1. Statement of Motion
 - a. That the CCICH Advisory Board recommend Joseph Villarreal for appointment to the Housing Provider Seat by the Board of Supervisors
 - 2. Discussion of Motion
 - a. Review of application
 - 3. Procedural Record
 - a. Motion Made by: Sean Connors
 - b. Seconded by: Dorothy Sansoe
 - c. AYES: Brenda Kain, Teri House, Doug Stewart, Dorothy Sansoe, Sean Connors, John Garth
 - d. NOES: none
 - e. ABSTAINS: Stephan Peers
 - f. ABSENTS: Nishant Shah, Stephanie Batchelor, Janet Kennedy, Robin Heinemann, Michael Pollard

VII. CoC Governance (Action Items)

- a. Stephan: I have experience on how public corporations are governed; can share information on how we function
 - i. Will incorporate his experience into this process
- b. Attendance requirements
 - i. Have had difficulty moving forward
 - ii. Should be an option to excuse absence for good cause
 - iii. 3 missed meetings in a year is not too harsh
- c. HomeBase will be covering this piece by piece to fully develop the governance charter—standing item on Board agenda for most of the rest of this year
- d. Should by-laws and charter be separate?
 - i. Charter should tell the Board what we should be doing—should be a separate document from the by-laws
- e. Should it address whether CCICH Board members sit on other
 - i. Could nominate members to attend other meetings, without including it in charter
 - ii. Can also do so informally without being nominated
 - iii. Should have a moment in the Board meetings to report out on other meetings Board meetings have attended
- f. Subcommittees report-outs need to be discussed
 - i. HMIS Policy, HUD Grantees, etc.
 - ii. Need to list in charter
- g. May need to do meetings 3-5 to incorporate these expanded agendas
- h. Performance monitoring

VIII. CCICH Full Membership Meeting Agenda

- a. New HUD representative, Kimberly Ferguson, will be introduced
- b. Dana Wenter is new data evaluator, and will present some data as a part of the Strategic Planning process update
- c. Consolidated Planning introduction by Teri
 - i. Where money comes from
 - ii. Consolidated Plan process
 - iii. Public participation
 - iv. Partnering with Strategic Planning
 - v. Survey to be released
- d. Stephan: if you put dollar amounts on these things, what does it add up to?
 - i. Ties into charter discussion—how do we want to spend our resources?
 - 1. What do we care about, influence, control?
 - ii. Lavonna: can share information about what federal money is coming down to the local level, and state funding; local and private funding is more difficult to capture

IX. Next Steps

- a. Submit Board Applications to the Family and Human Services Committee of the Board of Supervisors

- i. Action Required: Collect Board Applications from remaining CCICH Advisory Board members
 - ii. Deadline for Action: April meeting of the Family and Human Services Committee
 - iii. Responsible Person: Rita Iravani
- b. ESG coordination staff recommendations report at April meeting
 - i. Action Required: Draft staff recommendations on ESG coordination
 - ii. Deadline for Action: April 8th CCICH Advisory Board Meeting
 - iii. Responsible Person: Lavonna Martin
- c. Analysis of Federal and State Funding Dollars
 - i. Action Required: Draft analysis of federal and state funding coming into Contra Costa County to inform CoC governance and strategic planning
 - ii. Deadline for Action: April 8th CCICH Advisory Board Meeting
 - iii. Responsible Persons: HomeBase (Amanda Stempson, Jay Lee)
- d. Next Meeting
 - i. Date: April 8, 2014
 - ii. Time: 3:00 pm – 5:00 pm
 - iii. Location: Homeless Program Conference Room, 1350 Arnold Drive, Suite 202, Martinez CA