

ADVISORY BOARD  
MEETING MINUTES

**Meeting Date: January 23, 2015**

**Time: 8:30 AM – 10 AM**

**Location: 1350 Arnold Drive, Suite 202, Martinez**

**Attendance (Board Members):** Stephan Peers, Doug Stewart, Megan Monahan, Valerie Sloven, Brenda Kain, Teri House, Janet Kennedy

**Absent:** John Garth, Michael Pollard, Joseph Villarreal, Kevin Corrigan, Sean Connors

**Public Attendance:** Lavonna Martin, Tim O’Keefe, Alvin Silva, Julia Surges, Chris Withrow, Louise Bourassa, Amanda Stempson, Sophia Lai, Josh Jacobs

**1. Introduction**

- a. Call to order by Teri House

**2. Public Comment**

- a. No public comment

**3. Health Care for the Homeless Update**

- a. Alvin Silva and Julia Surges presented Health Care for the Homeless’ current projects. Projects include:
  - i. A dental program van that might be operational as soon as May 2015.
  - ii. A respite care centers dental care program coving basic exams, cleanings, fillings, and dentures.
  - iii. A mobile clinic added on site at Anka’s Multi Service Center in Antioch providing medical services on the 4th & 5th Wednesday of the month
- b. They also mentioned that the Behavioral Health Division is currently undergoing integration. In this process they have gained:
  - i. A four-hour respite clinic with a behavioral health provider once a week,
  - ii. And lab services which are currently being assessed to determine if they need to increase the services to more than once a month.
- c. They will be presenting biannually with the next presentation covering their end of the year summary this summer. They plan to cover the results of the health needs assessments that they conducted last fall.
- d. They are also running a homeless consumer advisory board. Their next two meetings will be Monday January 26, 2015 at the Grip Center in Richmond and Thursday, January 29, 2015 at the Don Brown Center in Antioch.

- i. The board has identified dental care as being a primary concern for consumers.
- e. They requested a more formal system to align Healthcare for the Homeless' clients' needs with the CCICH's objectives.

**4. Transitioning ACCESS, ACCESS Plus, and Project CHOICE (Action Items)**

- a. The board had previously approved the transfer of ACCESS, ACCESS Plus, and Project Choice to SHELTER, Inc. in July 2014, pending the outcome of SHELTER, Inc.'s due diligence review. The outcome of the review was that SHELTER, Inc. declined to take on Anka's projects.
- b. Now, Anka is looking to transfer the projects to Contra Costa Interfaith Housing (CCIH).
  - i. For the current grant year of the projects, CCIH would become a sponsor and Anka would carry out the contract.
  - ii. Anka and CCIH will develop an MOU outlining roles and responsibilities.
  - iii. During the next CoC Program Competition, the projects will officially be transferred from Anka to CCIH.
    - 1. All units will be preserved and no one would become homeless
- c. Motion
  - i. Statement of Motion:
    - 1. We move now to approve the ACCESS, ACCESS Plus, and Project CHOICE contracts transferred from Anka to CCIH
  - ii. Procedural Record
    - 1. Motion Made by: Doug Stewart
    - 2. Seconded by: Stephan Peers
    - 3. AYES: Doug Stewart, Stephan Peers, Megan Monahan, Valerie Sloven, Brenda Kain, Teri House, Janet Kennedy
    - 4. NOES: zero
    - 5. ABSTAINS: zero
    - 6. ABSENTS: John Garth, Michael Pollard, Joseph Villarreal, Kevin Corrigan, Sean Connors

**5. ESG (Action Items)**

- a. HomeBase presented on the results of the ESG rank and review panel. On January 8 a subset of the board—Doug Stewart, Janet Kennedy, and Brenda Kain—met to discuss ESG ranking. They reviewed the three applicants and reviewed them using the scoring tool from last year.
  - i. The results were as follows:
    - 1. Shelter, Inc.: Rapid Rehousing
    - 2. Shelter, Inc.: Homeless Prevention
    - 3. Trinity Center: Emergency Day Shelter
- b. Motion
  - i. Statement of Motion:

1. We move to adopt the project rankings proposed by the ESG review and rank panel, for submission to the state HCD.
- ii. Procedural Record
  1. Motion Made by: Stephan Peers
  2. Seconded by: Brenda Kain
  3. AYES: Stephan Peers, Brenda Kain, Doug Stewart, Megan Monahan, Valerie Sloven, Teri House, Janet Kennedy
  4. NOES: zero
  5. ABSTAINS: zero
  6. ABSENTS: John Garth, Michael Pollard, Joseph Villarreal, Kevin Corrigan, Sean Connors

## 6. PIT Count Methodology (Action Items)

- a. HomeBase presented the new methodology for the 2015 PIT Count seeking approval for the changes.
  - i. Sheltered Count:
    1. Providers that use HMIS will pull data directly from the system, which covers roughly 90% of Contra Costa's providers.
    2. Those not HMIS will complete individual PIT surveys with clients and this data will be entered into HMIS.
  - ii. Unsheltered Count:
    1. Street outreach: this methodology is mainly unchanged, as teams will continue to go out and survey people in encampments. However, the teams will continue to ask the survey questions for three days following the night of the count.
    2. Site based count: a major change to the methodology is rather than implement a vehicular observation tally count, which did not result in any detail, volunteers will engage in a multi-day services count and survey of all people who enter service sites.
      - a. We will de-duplicate the information through name, birthdate, and last four of their SSN.
- b. Motion
  - i. Statement of Motion:
    1. We move to approve the 2015 Point in Time Count Methodology
  - ii. Procedural Record
    1. Motion Made by: Doug Stewart
    2. Seconded by: Stephan Peers
    3. AYES: Doug Stewart, Stephan Peers, Valerie Sloven, Brenda Kain, Teri House, Janet Kennedy
    4. NOES: zero
    5. ABSTAINS: Megan Monahan
    6. ABSENTS: John Garth, Michael Pollard, Nishant Shah, Joseph Villarreal, Kevin Corrigan, Sean Connors

## **7. Zero: 2016 Update**

- a. Lavonna Martin presented on the Zero: 2016 initiative from Community Solutions. The goal is to identify our chronically homeless and veteran homeless populations so that we can match them with housing options over the next two years.
  - i. It was discussed that veteran status is not determined by how a veteran exited the military, despite other definitions
  - ii. The VI-SPDAT will be used to index clients' housing needs

## **8. CoC and HMIS Governance Charters (Action Items)**

- a. HomeBase presented on behalf of the HMIS governance charter workgroup. They worked on the drafted HMIS changes from April to September to comply with HUD requirements.
  - i. Board will review the documents in more depth before voting in February
- b. The board revisited the governance charter's CCICH Board Membership seats and areas of representation discussed during the October board retreat.
- c. Current seats:
  - 1. Housing Provider
  - 2. At-Large No. 1
  - 3. At-Large No. 2
  - 4. At-Large No. 3
  - 5. County Government 1
  - 6. County Government 2
  - 7. Health Care Representative
  - 8. Law Enforcement Representative
  - 9. Non-Profit Developer or Homeless Service Provider
  - 10. Faith Community Representative
  - 11. Consumer 1
  - 12. Consumer 2
  - 13. Consumer Advocate
  - 14. Consumer Advocate - Alternate
  - 15. Consumer - Alternate
- d. Proposed seats:
  - 1. Public Housing Provider
  - 2. Community Member 1
  - 3. Community Member 2
  - 4. Community Member 3
  - 5. Local Government 1
  - 6. Local Government 2
  - 7. Health Care Representative
  - 8. Public Safety Representative
  - 9. Homeless Service Provider
  - 10. Faith Community Representative
  - 11. Consumer/Consumer Advocate

12. Business Representative
13. Behavioral Health Representative
14. Education and Vocational Services Representative
15. Affordable Housing Developer
16. Consumer/Consumer Advocate - Alternate

e. Motion

- i. Statement of Motion: We move to make the following changes to the seats for CCICH board membership:
  1. Add "Public" before "Housing Provider"
  2. Change "At-Large" to "Community Member" for the three "At-Large" seats
  3. Change "County" to "Local" for the two "County Government" seats
  4. Change "Law Enforcement" to "Public Safety" for the "Law Enforcement Representative
  5. Delete "Non-Profit Developer or" from the "Non-Profit Developer or Homeless Service Provider" seat
  6. Replace the two "Consumer" seats and one "Consumer Advocate" seat with a "Consumer / Consumer Advocate" seat, noting that the consumer or advocate filling this seat should have a lived experience of homelessness
  7. Add "Business Representative" seat
  8. Add "Behavioral Health Representative" seat
  9. Add "Education and Vocational Services Representative" seat
  10. Add "Affordable Housing Developer" seat
  11. Replace the "Consumer Advocate – Alternate" and "Consumer – Alternate" seats with one "Consumer/Consumer Advocate – Alternate" seat who can represent the "Consumer/Consumer Advocate" appointee in their absence
- ii. Procedural Record
  1. Motion Made by: Teri House
  2. Seconded by: Doug Stewart
  3. AYES: Teri House, Doug Stewart, Megan Monahan, Valerie Sloven, Brenda Kain, Janet Kennedy
  4. NOES: Stephan Peers
  5. ABSTAINS: zero
  6. ABSENTS: John Garth, Michael Pollard, Joseph Villarreal, Kevin Corrigan, Sean Connors

**9. CCICH Branding (Action Items)**

- a. The board discussed changing the name of the Contra Costa Interagency Council on Homelessness.
- b. Motion

- i. Statement of Motion: We move to change the name of the Contra Costa Interagency Council on Homelessness to the Contra Costa Council on Homelessness, with the board to be referred to as the Contra Costa Council on Homelessness Executive Committee
- ii. Procedural Record
  - 1. Motion Made by: Doug Stewart
  - 2. Seconded by: Teri House
  - 3. AYES: Doug Stewart, Teri House, Megan Monahan, Valerie Sloven, Brenda Kain, Janet Kennedy, Stephan Peers
  - 4. NOES: zero
  - 5. ABSTAINS: zero
  - 6. ABSENTS: John Garth, Michael Pollard, Joseph Villarreal, Kevin Corrigan, Sean Connors
- c. The board was presented with two logos to use for Council on Homelessness branding—one teal and one gold.
- d. Motion
  - i. Statement of Motion: We move to adopt the teal logo
  - ii. Procedural Record
    - 1. Motion Made by: Teri House
    - 2. Seconded by: Doug Stewart
    - 3. AYES: Teri House, Doug Stewart, Megan Monahan, Valerie Sloven, Brenda Kain, Janet Kennedy, Stephan Peers
    - 4. NOES: zero
    - 5. ABSTAINS: zero
    - 6. ABSENTS: John Garth, Michael Pollard, Joseph Villarreal, Kevin Corrigan, Sean Connors

**10. CCICH 2015 Meeting Schedule (Action Items)**

- a. The board discussed the meeting schedule for 2015.
- b. Motion
  - i. Statement of Motion: We move to set the quarterly general membership meetings to the 3rd Fridays of the month starting in April
  - ii. Procedural Record
    - 1. Motion Made by: Teri House
    - 2. Seconded by: Doug Stewart
    - 3. AYES: Teri House, Doug Stewart, Megan Monahan, Valerie Sloven, Brenda Kain, Janet Kennedy, Stephan Peers
    - 4. NOES: zero
    - 5. ABSTAINS: zero
    - 6. ABSENTS: John Garth, Michael Pollard, Joseph Villarreal, Kevin Corrigan, Sean Connors