CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING MINUTES

The Contra Costa Council on Homelessness provides a forum for communication and coordination about the implementation of the County's Strategic Plan to prevent and end homelessness, and for orchestrating a vision on ending homelessness in the County, educating the community on homeless issues, and advocating on federal, state, and local policy issues affecting people who are homeless or at-risk of homelessness. The Council provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Items may be taken out of order based on the business of the day and preference of the Council.

Date, Time: Thursday, August 1, 2019, 1:00 – 3:00 pm

Location: 50 Douglas Drive, 2nd Floor, Martinez, CA

Council Member Attendance: Manuel Arredondo, Doug Leich, Lindy Lavender, Candace Collier, Lynn Peralta, Leslie Gleason, Teri House, Deanne Pearn, Bradley Lindblom, Tony Ucciferri, Alejandra Chamberlain, Gabriel Lemus, Dan Sawislak, Patrice Guillory, Tracy Pullar, Manjit Sappal

Absent: None

Staff Attendance: Dana Ewing, Lavonna Martin, Erica McWhorter, Contra Costa Health Services (H3); Emily Firgens, Amanda Wehrman, HomeBase

Public Attendance: Christine Zavala, Dannette McCain, Dawn Morrow, John Eckstrom, James Warley, Linda Casey, Lauren Sadler, Trudie Giordano, Andrea Foti, Connie Casto, Art Rogers, Susan Padan, Rey Javier, Mary Terjeson, Steve Hill, Karen Erickson, Colleen Isenberg, Michael Fischer, Sibby Lee, Reggie Sironen, Gerald Richards, Tom Tamura, John Alcorn, Mike Williams, Jill Ray, Claude Battaglia, Dena Betti, Sara Cortez, Carey Gregg

1. **Welcome and Introductions**

2. **Public Comment**
   a. Jill Ray - Supervisor Anderson is in the last stages of finalizing the temporary home for Trinity until their new, permanent location is finalized.

3. **Approve Minutes (Action Item)**
   a. Motion made by Leslie Gleason
   b. State of Motion:
      ● We move to adopt the minutes from the June 6th Council on Homelessness Meeting

c. *Discussion*
   - None.
   - *The Council moved to approve.*
d. *Procedural Record:*
   - *Motion made by Leslie Gleason*
   - *Seconded by Lynn Peralta*
   - *AYES:* Candace Collier, Teri House, Gabriel Lemus, Bradley Lindblom, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Lindy Lavender, Doug Leich, Lynn Peralta, Dan Sawislak, Tony Ucciferri, Tracy Pullar
   - *NOES: None.*
   - *ABSTAINS: Deanne Pearn*
   - *ABSENT:* Manuel Arredondo, Manjit Sappal
e. *MOTION APPROVED*

4. **ESG Written Process (Action Item)**
   a. Presented by Gabriel Lemus
   b. Changes to the process so that it also now includes the county process
      - Now the process combines both County and State ESG.
      - Additional comments and revisions that better reflect the process.
   c. Doug: ESG = Emergency Solutions Grant
   d. Gabriel, previously also called the Emergency Shelters Grant
      - It funds emergency shelters, street outreach, rapid rehousing, and prevention.
   e. Revisions:
      - Last paragraph, first page: Read so that it includes both the state and county process "The document summarizes…for the State ESG program and the County ESG program"
      - Second page, top: similar edit to the one made above, need to include county along with state. "Interested in applying for State & County allocations…"
      - Page 2, Item 6A: Similar edit. "Contra Costa County CoC authorizes the Council on Homelessness to review …. And approve State and County funding"
   f. Motion Made By: Gabriel Lemus
   g. Motion: Approve ESG Written Process Document
   h. State of Motion:
      - Move to approve the ESG Written Process Document with the corrections made
   i. *Discussion*
      - Leslie: For the review criteria, does HUD require this to be fleshed out? How will points be determined?

1. Gabriel: We can flesh this out during the competition. Don't want to codify this so we don't have to keep approving this document. We will present criteria when we select the committee.
   j. *Procedural Record:*
      - *Motion made by Gabriel Lemus*
      - *Seconded by Tony Ucciferri*
      - *AYES:* Candace Collier, Teri House, Gabriel Lemus, Bradley Lindblom, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Lindy Lavender, Doug Leich, Lynn Peralta, Dan Sawislak, Tony Ucciferri, Deanne Pearn, Tracy Pullar
      - *NOES: None.*
      - *ABSTAINS: None.*
      - *ABSENT:* Manuel Arredondo, Manjit Sappal
   k. *MOTION APPROVED*

5. **Council on Homelessness Governance Charter & Bylaws**
   a. Presented by Amanda Wehrman, Homebase
   b. An Ad Hoc Governance Charter and Bylaws Committee reviewed the changes and the changes were posted 2 weeks ago
   c. Changes to note:
      - Collapsed the bylaws and charter into one document
        1. Governance Charter is the foundational document that established the Council on Homelessness
        2. Bylaws: How we carry out the business of the Council
      - Cleaned up the consistency of the document and clarified H3's role and naming conventions
      - Transparency & Equitable Practices Section
        1. Refreshed the language and encouraged thinking about equity and transparency in how the Council and the larger CoC functions
        2. More inclusive language
      - P.10 Selection of Council Members
        1. List at the top of page 10 was refreshed to reflect the language in the HUD CoC NOFA
      - P.11 Retooled how we structured the section. No major changes around eligibility but more around how its drafted.
      - P. 12 Updated information about the standing committees
        1. Information now reflects the committees that are currently standing
        2. Still have ad hoc committees as needed
      - Clarification around H3's role on staffing and record keeping
      - Cleaned up the Code of Conduct

- Last page is a timeline of the Council of Homelessness in its various iterations since 1986
  d. Doug: I was on the Ad Hoc Committee that worked on this.
    - One of the clean-up items was in Section 9, top of p.12
    - Used to say that an amendment required a majority vote of the Council but then said 2/3s. We kept 2/3s as it is the higher bar
      1. Until this is passed and approved, both bars apply. So need to hit the higher bar. Which means we need 12 yes votes from the Council.
  e. Leslie: With respect to committee membership, who keeps track that the required members are participating
    - Lavonna: As staff to the Council, it will be H3's job
  f. Motion made by Teri House
  g. State of Motion:
    - We move to approve the changes to the Council on Homelessness Bylaws and Governance Charter.
  h. *Discussion*
    - There is the option to make further changes if necessary.
    - No further discussion
  i. *Procedural Record:*
    - *Motion made by Teri House*
    - *Seconded by Gabriel Lemus*
    - *AYES:* Candace Collier, Teri House, Gabriel Lemus, Bradley Lindblom, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Lindy Lavender, Doug Leich, Lynn Peralta, Dan Sawislak, Tony Ucciferri, Deanne Pearn, Tracy Pullar
    - *NOES: None*
    - *ABSTAINS: None*
    - *ABSENT:* Manuel Arredondo, Manjit Sappal
  j. *MOTION APPROVED*

6. **System Report Out: 2019 Point-in-Time Count (PIT) Count, System Mapping Meeting, Performance Measures Committee, Other Updates (Action Item)**
   a. Introduction: Lavonna Martin, H3
     - This item is to give updates on the community's system of care and what we've been up to the last few months
       1. Working on PIT Report Out, Annual Report, attending conferences and educating about best practices, preparing for using HEAP dollars, growing our team. We're thinking about how to build capacity internally to grow our system of care
       2. Going to do a cursory overview of the Point-in-Time Count -- will give a more in-depth report out on Aug 20 meeting.

3. In addition, we're also working to understand gaps in our system. Working with state TA providers to support:
    a. 1) Systems Mapping
    b. 2) Integrating Rapid Rehousing (RRH) in Coordinated Entry (CE)
    c. 3) System Performance Measures
4. Going to ask that the Board have a special meeting in a few weeks to bring this forth.

b. Dana Ewing, PIT Count Overview
   ● Sharing PIT data with service data to give a bigger picture of what is happening
   ● Purpose for the PIT Count
      1. Required to conduct annual sheltered counts & biennial unsheltered counts. Contra Costa conducts both counts every year.
      2. Inform federal & state funding
   ● Sheltered Count: 100% HMIS coverage rate this year
   ● Unsheltered Count:
      1. Surveys conducted at service & community sites
      2. Collect observations for the first night of count, led by CORE
   ● Results
      1. 2018-2019
         a. 3% increase
         b. 668 in shelters, 11% families
         c. 1,627 people unsheltered, 3% families
      2. One-third of the people served in a year are identified via PIT
   ● California One-year shifts
   ● Subpopulations
      1. 29% of adults report having a disability
      2. 114 Vets (14% increase in one year)
      3. Age breakdown
         a. No minors were unaccompanied
   ● Shelter Capacity
      1. Much higher need for single adult shelter beds
      2. Smaller need for shelter beds for families (but still there)
   ● Wrap-up
      1. Report online
      2. Dive into shifts around subpopulations & regional differences
   ● Questions:
      1. Tracy: We do the count every year but it's hard to compare that to the other counties since they need to compare between 2017 and 2019.

  a. Dana: We're diving into that. Can look at 5-year data. Will look across county and Bay Area.

  b. Lavonna: Reason that Contra Costa does a count every year, is that so we aren't surprised

    i. Know our shift happened between 2017 and 2018, did work between 2018 and 2019 to keep increase to ~3%

    ii. Will provide context for much of this in a few more weeks

  c. Dana: Data is only as good as the data collection. Integrate into our service data to give a better picture of what is happening.

  d. Lavonna: Only a one day count strips the context away.

2. Community member: What is meant by shelter?

  a. Lavonna: So shelter, by HUD's definition, is a location that is a temporary destination -- typically 18 months or less. It can also be for one-night.

3. Doug: What struck me is the slide with the comparison of the year to year changes between counties. Is it typical to have such big differences?

  a. Dana: Missing the raw numbers and also context. All surrounding counties around Pasadena saw increases.

    i. Data is from Hub for Urban Initiatives

4. Teri: Of this data the one that strikes me is San Diego. They've been working hard, and got special funding

5. Tony: Does Vet by-name list align with this?

  a. Tracy: It's surprising that it's increased more than the overall number - we've really concentrated on this

    i. We know who the 114 vets are because we have a by-name list

    ii. Lavonna: the PIT count is a third of the by-name list

  b. Tony: from a planning perspective, thinking about VASH, good to know how many people are out there, which funding can address these numbers

  c. Lavonna: You also have to remember inflow vs. outflow - as people are impacted by housing crisis, there needs to be an opportunity to quickly exit homelessness.

  d. There are new veterans coming in each month, can't think of these as static numbers

6. Why was there a 3% increase?

  a. Lavonna: that analysis will be put into context at our August 20th meeting and in our annual report

    b. There have been changes to our system of care over the past year that may have impacted the numbers

    c. Dana: Our service data gives us more context as well

c. System Updates
- Presented by Erica McWhorter, H3
- Capacity Building (TAC TA funded by the state)
    1. System Resource Map: Snapshot of our resources in our community right now; will share more at August 20th meeting.
    2. CE integration of RRH (CE implementation Phase II)
    3. Performance Measurement and Monitoring: not just HUD's metrics, but related to local needs, helping us to understand gaps and inform funding needs; establish baselines about expectations and ongoing standards for providers and system.
- Action: Approve special meeting to discuss the Contra Costa CoC System resource map to be held on August 20, 1-3 pm at 50 Douglas

d. Motion made by Tony Ucciferri

e. State of Motion:
- We move to hold a special meeting to discuss the Contra Costa CoC System Resource Map on August 20, 1-3 pm at 50 Douglas

f. *Discussion*

g. *Procedural Record:*
- *Motion made by Teri House*
- *Seconded by Deanne Pearn*
- *AYES:* Candace Collier, Teri House, Gabriel Lemus, Bradley Lindblom, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Lindy Lavender, Doug Leich, Dan Sawislak, Tony Ucciferri, Deanne Pearn, Tracy Pullar, Manuel Arredondo, Manjit Sappal
- *NOES: None*
- *ABSTAINS: Lynn Peralta (stepped out briefly)*
- *ABSENT: None*

h. *MOTION APPROVED*

i. Second action item to approve selection of standing members for the Performance Measures Committee
- Volunteers: Leslie, Teri, Deanne

j. Motion made by Dan Sawislak

k. State of Motion:
- We move to approve the section of standing members for the Performance Measures Committee (Leslie Gleason, Teri House, and Deanne Pearn)

l. *Discussion*

m. *Procedural Record:*
- *Motion made by Dan Sawislak*
- *Seconded by Gabriel Lemus*

- *AYES:* Candace Collier, Teri House, Gabriel Lemus, Bradley Lindblom, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Lindy Lavender, Doug Leich, Dan Sawislak, Tony Ucciferri, Deanne Pearn, Tracy Pullar, Manuel Arredondo, Manjit Sappal, Lynn Peralta
  - *NOES: None*
  - *ABSTAINS: None*
  - *ABSENT: None*
- n. *MOTION APPROVED*
- o. Third action for consideration: Approve the formation of an ad hoc Rapid Rehousing Policies and Procedures Committee to attend RRH provider meetings, and the selection of up to two Council members to serve on the Committee.
  - One first step will be to convene providers to develop policies and procedures to guide the operation of RRH as it is integrated into CE in terms of referrals, placements, etc.; current policies are not reflective of where we want to see the system go as RRH has evolved
  - Volunteer: Teri House
- p. Motion made by Tony Ucciferri
- q. State of Motion:
  - We move to approve the selection of Teri House as the representative to the RRH Policies & Procedures Committee.
- r. *Discussion*
- s. *Procedural Record:*
  - *Motion made by Tony Ucciferri*
  - *Seconded by Teri House*
  - *AYES:* Candace Collier, Teri House, Gabriel Lemus, Bradley Lindblom, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Lindy Lavender, Doug Leich, Dan Sawislak, Tony Ucciferri, Deanne Pearn, Tracy Pullar, Manuel Arredondo, Manjit Sappal, Lynn Peralta
  - *NOES: None*
  - *ABSTAINS: None*
  - *ABSENT: None*
- t. *MOTION APPROVED*

7. **FY2019 HUD Continuum of Care (CoC) NOFA Release; new project scoring tools edits; and, formation of Review and Rank Ad Hoc Committee (Action Item)**
   a. Presented by Emily Firgens, Homebase
   b. CoC Program NOFA Release Overview
      - National competition for homelessness funding with over $2.3B available across the U.S. Applications Due September 30, 2019
      - Contra Costa will apply for renewal and new project funding
        1. New projects can include: PSH, RRH, Joint TH-RRH, HMIS, and Coordinated Entry

2. DV Bonus Funding Available Again for RRH, TH-RRH, and Coordinated Entry
- Teri: does HUD still have priority populations for TH?
  1. Emily: HUD is not funding TH by itself, but rather only as a joint TH-RRH project; you can apply for it under the DV bonus (dedicated to DV population) or CoC bonus (any homeless population)

c. The 2019 CoC NOFA emphasizes:
- Evidence-based practices
- Data-driven decision making
- System performance: Investing in projects that will improve the system as a whole
- Encouraging connections to employment & increasing income
- Low Barriers to Housing: No preconditions for housing placement

d. Timeline and funding available

e. New Project Scoring Tool Edits – better align with the CoC NOFA language.

f. Discussion of New Project Priorities
- Council previously requested one more opportunity to look at these priorities after the release of the NOFA
- Leslie: not necessarily proposing a change now, but after this NOFA, we should look at relative point value of DedicatedPLUS and Joint TH-RRH projects - let's discuss before next year
  1. Lavonna: our system resource map will tell us what the gaps and needs are to inform future tools; unfortunately we don't have it for this year, but will have a better picture of our system's needs for future scoring tools
- Manuel: victim-centered isn't the best language
  1. Emily: this is to mirror language that HUD uses in the NOFA

g. Motion to approve suggested edits to New Project Scoring Tools

h. Motion made by Manuel Arredondo

i. State of Motion: Approve the suggested edits to the New Project Scoring Tool to better align with the 2019 CoC NOFA requirements

j. *Procedural Record:*
- *Motion made by Manuel Arredondo*
- *Seconded by Tony Ucciferri*
- *AYES:* Candace Collier, Teri House, Gabriel Lemus, Bradley Lindblom, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Lindy Lavender,

Doug Leich, Dan Sawislak, Tony Ucciferri, Deanne Pearn, Tracy Pullar, Manuel Arredondo, Manjit Sappal, Lynn Peralta
- *NOES: None*
- *ABSTAINS: None*
- *ABSENT: None*

k. *MOTION APPROVED*

l. Motion to approve the selection of Council members to serve on the Review & Rank Panel and the Appeals Panel for the 2019 CoC Program competition

m. Motion made by Gabriel Lemus

n. State of Motion: Approve Members of the Council on Homelessness Candace Collier, Teri House, Doug Leich, Bradley Lindblom, and Tracy Pullar to serve on the Review and Rank Panel. And, approve Members Lindy Lavender, Lynn Peralta, Manjit Sappal, and Tracy Pullar, who will serve as a non-voting representative from the original Review and Rank Panel, to serve on the Appeals Panel.

o. *Procedural Record:*
- *Motion made by Gabriel Lemus*
- *Seconded by Lynn Peralta*
- *AYES: Candace Collier, Teri House, Gabriel Lemus, Bradley Lindblom, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Lindy Lavender, Doug Leich, Dan Sawislak, Tony Ucciferri, Deanne Pearn, Tracy Pullar, Manuel Arredondo, Manjit Sappal, Lynn Peralta*
- *NOES: None*
- *ABSTAINS: None*
- *ABSENT: None*

p. *MOTION APPROVED*

8. **State Policy Update: 2019-2020 State Budget and Legislation**
   a. Presented by Emily Firgens, Homebase
   b. 2019-2020 State budget updates:
      - Includes over $1 Billion in funding for homelessness programs.
      - We have some information on new programs based on language in the budget and trailer bills.
      - But, still a number of details need to be worked about how the funding is administered and new programs are implemented.
   c. Overview of state funding by department (see slides for more details)
   d. Doug: for the new funding under the budget, what do we know about any process for RFPs as a CoC? How do we figure out how to spend the money?
      - Lavonna: the state needs to give us clarity on what will be required by communities; we'll know more over the next couple of months, specifically for HHAPP, which will look slightly different than HEAP

because 13 largest cities get allocations, plus Counties instead of just CoCs

    e. Lindy: do the federal changes to CalFresh fall under the policy priorities that the Board of Supervisors already enables us to look at?

- Lavonna: H3 can look at that and help with bringing a recommendation to the BoS from the Council
- Lynn is already watching this on the policy side

9. **Community Announcement**

    a. Lindy - East Bay Leadership Council philanthropy award - opportunity to nominate someone who makes donations, or a grant maker - great way to recognize generosity - go to the website and fill out the nomination form, with award breakfast in November

    b. Tracy - by name list for Veterans number is 195 as of July 12

- Teri - is veteran status self-reported in the PIT?
    1. Yes, we ask it really carefully to ensure good data quality

    c. Leslie - some of the BSCC reentry money will come to SHELTER Inc., who applied and was funded for an adult reentry program covering Contra Costa and Solano Counties, $3M over 3.5 years, housing first, coordinated entry involved

    d. Manjit - we are partnering with Bay Church Concord, plus CORE Team, County Medical to provide mobile showers starting next Wednesday by Loaves and Fishes for 4-5 hours, connect to services, haircuts, clothes, etc. - excited!

10. **Pin It**

    a. Council members - don't forget to complete your Code of Conduct forms!