

# Mendocino County Homeless Services

## Continuum of Care

### Board Meeting Minutes

**Date:** Monday, May 20, 2019

**Time:** 1:30 pm - 3:30 pm

**Location:** Mendocino County Social Services, 747 S. State St., Big Sur Conference room

	<b>A. Call to Order &amp; Introductions</b>
	7 of 12 Board members present marked by ✓ on the Board roster below. Others present on sign-in sheet. 1:33p.m. Heather Blough called the meeting to order. Quorum present.
	<b>B. Public Comment</b>
	<ol style="list-style-type: none"> <li>1. Captain Sean Kaeser spoke about the growing homeless encampment on Airport Park Blvd. He stated that “hand-outs” are creating a larger problem for law enforcement and public health issues they are causing and confirmed by pictures of the debris.</li> <li>2. Mary Buckley announced the Empty Bowles fundraiser at Plowshares on June 1<sup>st</sup>.</li> </ol>
	<b>C. Approval of April 15, 2019 Meeting Minutes</b>
	Zenia Leyva Chou made a motion to approve April 15, 2019 meeting Minutes. Second made by Sage Wolf. Rollcall vote taken: Yay = 7, No’s = 0, Abstentions = 0. Motion carried.
	<b>D. Reports</b>
	<ol style="list-style-type: none"> <li>1. Chris from Clean River Alliance spoke on a homeless trash removal program on the Russian River water bed requests service providers to get the word out through outreach efforts and to contact him about providing orange garbage bags for Thursday trash pickup by Mendo Recycle in Mendocino County. Looking for agencies to partner up and educate the homeless in camp clean up. 120,000 pounds of material was collected in 2018. Expanded clean up coverage to Cloverdale and Healdsburg. Sharp containers are provided and batteries are kept separately. Email: <a href="mailto:chris@cleanriveralliance.org">chris@cleanriveralliance.org</a>, (707) 322-8304 Partners: Inland Winter Shelter, Plowshares, MCAVHN, and Mendo Recycle.</li> <li>2. Public comment: Appreciated the work being done. Need the service providers to lead in handling the orange bags for the homeless. <ol style="list-style-type: none"> <li>a. Sage suggested that an AdHoc committee be formed – Sage and Que will organize it and a sign-up sheet was circulated. Anyone who was not present at the meeting is to contact Sage if you are interested in participating on this AdHoc committee.</li> <li>b. <b>Action Item:</b> Homeless Clean Up AdHoc committee report out on June 17<sup>th</sup> Agenda</li> </ol> </li> <li>3. Public Comment: Is this cleanup specific to inland valley area? <ol style="list-style-type: none"> <li>a. It is river area, but it does not need to be restricted to that – to be discussed in committee</li> </ol> </li> <li>4. Public Comment: Suggestion to reach out to MCHC to see what efforts they need in this area – to be discussed in committee</li> </ol>

## E. Board Protocols and Governance

1. Discuss Annual CoC **Agenda Planning Calendar** (see agenda packet - E2 pg. 9.)
  - a. Megan commented: Regarding the June 17<sup>th</sup> meeting, note that item 3 on meeting schedule – plan and schedule developing a MCHSCoC 10-year Homelessness Abbreviated Consolidated Plan and that Tammy Moss Chandler is interested in supporting this effort. A consultant will also be involved.
  - b. Heather suggested that prep for **CoC NOFA** might be better in July and discuss it on the **July agenda**.
  - c. Sage commented that the Coordinated Entry is January annually.
2. Review of 10 Standing committees listed in CoC Governance Charter
  - a. After discussion it was decided that the active committees need to remain and others become AdHoc. Charges to the Charter are as follows:
    - HMIS and Performance Measurement committee to combine as one standing committee
    - Shelter and Solutions standing committee
    - Membership standing committee
    - Coordinated Entry Discharge Planning standing committee
    - PIT to become AdHoc
    - Application Review to become AdHoc (active in sending RFP's)
    - Families & Children's, TAY, and Elders committees to become working groups – suggestion was made to make them one Special Age Populations work group, it would be any one of the populations being focused on.
      - Comment: the homeless elderly are looking out for children and are sometimes more aware than their parents and those two groups are working together
    - Strategic Planning to be a standing committee
      - Comment: Angelica feels there is a need to have a Strategic Planning Committee
      - Comment: A Strategic Plan may help in deciding which applications to fund.
    - Sage mentioned that the Charter was changed to CoC Board members not being able to be Chair on a committee to avoid duplicate voting as a member on a committee and as a Governing Board member. In addition, to get other non-Board members involved. The CoC is a working Board and it is challenging to disallow a Governing Board member from being the Chair of a committee.
      - Sage made a Motion to direct Megan to make the amendments to the CoC Charter and present the revised Charter at the June 17<sup>th</sup> CoC meeting. Second made by Carla.
      - Wynd made a Motion that Megan remove the qualification for a CoC Board member to not hold a Committee Chair as is stated in the CoC Governing Charter. Second was made by Blythe.
        - Megan will remove the restriction in the Governance Charter to read "members or Board members may serve as Chair on a committee".

	<ul style="list-style-type: none"> <li>○ Megan to change the name of the Application Review committee to be the Funding Recommendation committee.</li> <li>• Comment: You can restructure at any time</li> <li>• Comment: Any thought to also changing how many committee a Board member can serve on?</li> </ul> <p>3. Clarify the process in which Governing Board nominations are made and when the voting process is done. For all seats except for two seats, all are appointed by the organizations Executive Director. Only at open membership meetings - when a seat is not designated to an organization, then there is a nomination process to be voted on per ballots.</p> <ul style="list-style-type: none"> <li>a. Organization serving the needs of Families with Children</li> <li>b. Organization addressing the needs of Seniors</li> <li>c. Organization representing Law Enforcement</li> <li>d. Organization representing a Housing Developer</li> <li>e. Homeless or Formerly Homeless Transition-Age Youth</li> </ul> <p>Public Comment: Captain Kaeser recommends to pitch the CoC to the E-Board, every third Tuesday. Normally the Chair of the CoC would make a pitch and Heather would like a person to accompany her. Brian volunteered to assist.</p> <ul style="list-style-type: none"> <li>1) Nominations: Don would need to be designated by an organization to be the senior representative and Que would like to be on the Seat of the formerly homeless. <ul style="list-style-type: none"> <li>a. Heather will talk to Don about it.</li> </ul> </li> <li>2) Heather nominated city of Ukiah as the Organization Law Enforcement seat</li> <li>3) Brain nominated RHD for the Housing Development organization</li> </ul> <p>4. <b>Action Item:</b> direction for Megan to get all Board seats in line with the members serving them at the June meeting.</p>
	<b>F. Funding</b>
	<p>1. <b>California Emergency Solutions &amp; Housing (CESH)</b> – see pg. 20 of the Board packet</p> <ul style="list-style-type: none"> <li>a. HMIS qualification broken out \$98,000 – are those funds used by the County for HMIS</li> <li>b. NOFA brings the CoC into compliance and does not specify how it is spent</li> <li>c. Blythe made a Motion to approve the resolution and that the AdHoc committee would need to have a more in depth conversation as to the use of the HMIS funds. Second made by Zenia. Rollcall vote taken: Yes = 3 Abstentions = 4. No's = 0 Motion passed.</li> </ul> <p>1b. Direct CoC temporary Secretary, Megan Van Sant, to include language in CESH-funded Contracts requiring contractors to collect client data as categorized in the Definitions of Homelessness document.</p> <ul style="list-style-type: none"> <li>a. Sage made a Motion to direct <b>Megan include language in CESH-funded Contracts requiring contractors to collect client data as categorized in the Definitions of Homelessness document.</b> Second was made by Zenia. Board members oral vote: 7 yes. No opposed. No Abstentions.</li> </ul>
	<b>G. Projects</b>
	<p>Carla - Homeless definitions: feedback received and review pg. 26</p> <p>1. Resource allocation #3 bullet question regarding in Mendocino County months</p>

	<p>or less.</p> <p>2. Que and Sage did not see the updated definition. With this revision there is a date taken out of the document that would address the six months or less question.</p> <p>3. Family could be 1b. Homegrown and Local Individuals Experiencing Homelessness descriptions (see pg. 26)</p> <p>4. Item 3. New-to-Mendocino County individual's last bullet: Individual has been residing in Mendocino County or six months or less?</p> <p>5. Action: delete the question mark on Item 3</p> <p>a. Blythe made a Motion to approve the definition of homelessness under it being a working document that can change at any time it is not effectively working and be brought before the CoC for approval. A Second was made by Sage. Show of hands to approve the resolution. No opposition. No Abstentions. Resolution is passed.</p>
	<b>H. Announcements</b>
q	<ul style="list-style-type: none"> <li>Blythe Post announced the list serve project</li> <li>Wynd Novotny announced that she has returned to the CoC Board seat, Org. Addressing Needs of Persons Seriously Mentally Ill that Paddy Michalski temporarily filled.</li> <li>Megan announced that HHSA is looking to hire a part-time position for about 4 months to be a presence at Willow Terrace while residence or settling in. Please let Megan know of your interest.</li> <li>Brian announced that RCHDC rejected the Phase 2 HMIS due to structure of documents. HUD reject 90% of their applications. Corrections will be made and resubmitted.</li> </ul> <p><b>NOTE:</b> HUD data will be released and available to the public once HUD completes its processing.</p> <p><b>June Agenda Items Requested:</b></p> <ul style="list-style-type: none"> <li>Sage requested Winter Shelter 18/19 experience and data report 5 mins.</li> <li>Carla Coastal Winter Shelter 18/19 experience and data report 5 mins.</li> </ul> <p><b>Public Question</b> regarding a status report of move ins Willow Terrace. Possibly Behavior Health would have data. Add to July CoC meeting agenda.</p>
	<b>I. Adjourn</b>
	3:28p.m.
<p>Next Meeting of <b>MCHS CoC Board meeting – June 17, 2019</b></p> <p><b>Location:</b> Social Services, 747 S. State St., Big Sur Conference room</p> <p><b>Please Note: No video conferencing is available for any public participation</b></p>	

## CoC Board Roster

<b>Judy Albert – Project Sanctuary</b> Org. Addressing Needs of Victims of Domestic Violence	<b>Blythe Post – MCOE</b> ✓ Org. Addressing Needs of Unaccompanied Youth or TAY
<b>Heather Blough – CDC</b> ✓ Public Housing Authority, MCHS CoC <b>Co-Chair</b>	<b>Carla Harris – Mendocino Coast Hospitality Cntr</b> ✓ Shelter Representative - Coast
<b>Open</b> Org. addressing needs of Seniors	<b>Waiting on appointment</b> Collaborative Applicant
<b>Jacque Williams – Ford Street Project</b> Org. Addressing Needs of Persons with Chronic Substance Abuse	<b>Sandra Stolfe – VA</b> ✓ Org. Addressing Needs of Veterans
<b>Libby Guthrie - MCAVHN</b> Org. Addressing Needs of Persons with HIV/AIDS	<b>Donald Damp</b> Homeless or Formerly Homeless Individual
<b>Zenia Leyva Chou – Mendocino Cmty Health Clinics</b> ✓ Org. Providing Health Care Services to the Homeless	<b>Sage Wolf – Redwood Cmty Services</b> ✓ Org. Addressing Needs of Chronically Homeless
<b>Wynd Novotny - Manzanita</b> ✓ Org. Addressing Needs of Persons Seriously Mentally Ill	<b>Amanda Archer – MCYP</b> Shelter Representative – North/ Inland
<b>Open</b> Shelter Representative - South	<b>Open</b> Organization serving the needs of Children (0-5)?
<b>Waiting on appointment</b> County of Mendocino HHSA	<b>Open</b> Other Government Agency in Mendocino that is the authoring agency of the consolidated plan and/or addresses the needs of the homeless
<b>Open</b> Homeless or formerly homeless TAY	