

Mendocino County Homeless Services

Continuum of Care

Board Meeting Minutes

Date: Monday, April 15, 2019

Time: 1:30 pm - 3:30 pm

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

	A. Call to Order & Introductions
	09 of 12 board members present marked by ✓ on the board roster below. Others present on sign in sheet. 1:36 Heather called the meeting to order. Quorum present.
	B. Public Comment
	<p>1. Chris from Clean River Alliance spoke on a homeless trash removal program on the Russian River water bed since 2016 and 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. Email: chris@cleanriveralliance.org, (707) 322-8304, offered to do a follow-up presentation in May. Partners: Inland Winter Shelter, Plowshares, MCAVHN, and Mendo Recycle.</p>
	C. Approval of March 18, 2019 Minutes
	Sage Wolf made a motion to approve March 18, 2019 meeting Minutes. Second made by Jackie Williams. Rollcall vote taken: Yay = 9, No's = 0, Abstentions = 0. Motion carried.
	D. Reports
	<p>1. Update from Ad Hoc Cmte on Homelessness Definitions – Carla Harris</p> <ol style="list-style-type: none"> Corrections: <ol style="list-style-type: none"> Families with children experiencing homelessness should be 1a. Homegrown experiencing homelessness should be 1b. New to Mendocino should be 2. Non-HUD individuals should be 3. Footnotes: insert <i>diversion and</i> in front of “family reunification” AdHoc meeting attendees: Supervisor McGowan, Supervisor Gerdy, Mary Buckley, Carla Harris, Que, Sage Wolf, and Dr. Marbut by phone. Around cohort’s discussion – Committee agreed that it’s a resource allocation priorities by cohorts, (ensuring consistency in prioritizing beds in conjunction with Coordinated Entry policies) Further discussion requested by Heather – Sage mentioned that it was a smooth process around the discussion of the definitions and to note that each person experiencing homelessness has individualized needs to meet to the appropriate resources. We cannot redefine HUD’s definition. Opportunity opens up for more data collecting that will increase our data points. Angelica feels that CESH funding recipients includes in their contracts 75% of their services for established funds is “jumping the gun” and not consistent with our funding streams are asking of the agencies and going into our corporate policies. Her second comment is it consistent

	<p>numbering? Heather's comment: April 19th date vs. "new to Mendocino County" question.</p> <p>Action: Need to define "new" in Mendocino County. State "effective date" at the bottom to state a baseline of compliance.</p> <p>Revision needs to be the first of May for an Agenda item for May.</p> <p>2. Point in Time (PIT) count update – Garry Colson</p> <p>a. Due to HUD on April 30th. It was successful and great weather. Explained the numbers by how we like to see the counts. The numbers are more compatible with HMIS data.</p> <p>Action: the Board to approve it for submission to HUD.</p> <p>Motion: Judy made a motion to approve these numbers with the verification of the transitional and shelter census with the expectation that Garry will follow-up with a more thorough report to be presented to the CoC at a later date. Carla made a second.</p> <p>Discussion: That the observation count did not have a report separate from the surveys would be an improvement next year. HUD questions when the numbers change each year. The numbers can flux on any given day and that is why HUD will get away from PIT and use HMIS. The hard data will be reviewed.</p> <p>Roll Call Vote: Abstention = 3, No = 0, Yay = 6. Motion carried.</p> <p>3. Rapid Rehousing Program Presentation – Sage Wolf (Max 15 minutes)</p> <p>a. Julie Rodgers, Mendo Coast Hospitality Center presentation with Sage 2 ½ years the program began for short term housing and rental assistance. Provides financial assistance and supportive services through a Housing Navigator. Partnered across the county with MCHC and RCS built with the CoC Rapid Rehousing policies. CE process access points are through MCAVHN, MCHC and the Arbor. In 2018 fifty individuals were assisted with housing and all are still housed. Budgeting is not per person, however, \$120,000 for the coast and \$120,000 inland was the 2018 funding.</p> <p>b. Requests of CoC to look at acquiring funds for the County housing. The Rapid Rehousing funds have been cut by 50% in July due to the ESG grant reallocation to CESH. Asking the CoC to look into a landlord engagement fund for incentives and an organizing a share landlord pool.</p> <p>c. Question: Are the successes from the program being captured in the HMIS system? Answer: Yes they are.</p> <p>d. Question: Are there any homeless funds available through ESG? Answer: When you apply for ESG up to 10% of your budget can be applied to homelessness, and it was included in the CESH application.</p> <p>4. Update on who has been housed – (Max 3 minutes) tabled due to full agenda.</p> <p>5. Trainings Reminder: Coordinated Entry Training on 4-30-19 from 10am-4pm at the Willits Atlantic conference room and highly encouraged to attend if you are going to be screening and using coordinated entry. Email registration will be resent.</p>
	E. Board Protocols and Governance
	<p>1. Discussion: Lead Agency staffing update and role of the Secretary</p> <p>a. Lead Agency term has been renamed to Collaborative Applicant</p> <p>b. Discussion on whether the Collaborative Applicant holds a voting seat (HSA) or in a Secretarial position. Tammy Moss Chandler spoke that there is a request to fill Maya's position. The agency is holding the staff</p>

	<p>position. It is not typical for the staff position to hold the Chair role. She went on to explain different agencies who could hold the Chairman role. She also clarified the three officer designees in the Charter are the Chair, Vice Chair, and Secretary as a voting member on the Board. This is not to be confused with what Dennie does for the CoC, this would be an administrative role.</p> <ul style="list-style-type: none"> c. The consensus was positive around the clear separate roles of HHSA as secretary and another HHSA voting seat as a non-chair role. d. Other government agencies such as... Do we call it law enforcement? <p>2. Discussion and Possible Action: Review Board vacancies and agree on a plan for nomination and voting.</p> <ul style="list-style-type: none"> a. Families with Children – not by age b. Shelter Seats – Do Inland and Coast only <p>Motion: Paddy made a motion to direct staff to change the Charter to rewrite: the Shelter Seats to Inland and Coastal Shelter Representatives, and to rewrite the charter in compliance with regulations to have the Collaborative Applicant an administrative supporting position as Secretary in a non-voting role, to keep the HHSA Board member voting seat position, and the designated other government agency as law enforcement. Sage second the motion. Paddy revised her motion above to include the Housing Developer as a voting Board member seat.</p> <p>Discussion: add seat for Housing Developer. It would help create housing partnership.</p> <p>Vote by Roll Call: No = 0 Abstentions = 0 Yay = 9. Motion carried.</p> <p>Action: Staff is to rewrite a draft of the changes to the Charter to be presented to the CoC Board at the next Board meeting in May for a possible vote by the full membership on June 17th.</p> <p>3. Discussion and Possible Action: Consider and develop a resolution process to support and document funding decisions made by the MCHSCoC.</p> <p>Motion: Paddy made a motion to approve a resolution process to document funding and policy decisions by the Continuum of Care. Judy made the second.</p> <p>Discussion: clarifying that these would be prepared as part of the Board Packet</p> <p>Roll Call Vote: No = 0, Abstentions = 0, Yay = 9. Motion carried.</p> <ul style="list-style-type: none"> • Public Comment: question around the discussion of the charter and voting, which was clarified that the charter requires full membership present to vote on changes to the charter. <p>4. Veterans Administration announces the appointment of Sandra Stolfi fill the remainder of the term of the CoC Board seat.</p> <p>Action: Garry to follow-up with a membership packet for Sandra to complete.</p>
	F. Funding
	<p>1. <u>California Emergency Solutions & Housing (CESH)</u> – State funds</p> <ul style="list-style-type: none"> a. Round II funding announced. Application due date is May 6, 2019. <ul style="list-style-type: none"> 1) This date is no longer valid, the revised date is June 28th. 2) Question presented by Heather: Do you want to combine the two rounds of funding and award the applications that are submitted based on previous process? <p>NOFA – of the new funding 20% to bring the CoC into compliance with CPD1710 which is identifying a process that explains how our coordinated entry is done. Includes the</p>

Cultural Competency raining the CoC attended on 4/29/19 and data gathering for homeless prevention activities. There is a 40% threshold on the number 4, support of activities on the second round of funding that cannot exceed the total percent of funding. The Application Committee will need to make a decision on how to process the apps.

3) *Those who have applied for funding who are present may make a comment but may not vote.*

- i. **Motion:** Zenia made a motion to combine the two grant opportunities and review the RFP's that have been submitted but request that we bring the delineation back to the May CoC Board meeting. Judy made the second.
- ii. **Discussion** – the first round of funding does not require a new application, the change is the second round of funding. If combining the two round doesn't allow for an opportunity to change the submitted applications to reflect the 40% threshold. Tammy Moss Chandler noted that the intent of this item was to combine the funding, and not do a second round of application.

Call for the question made by Sage

Roll Call Vote: Abstentions = 6, Yay = 3, No = 0. Motion carried.

- b. Discussion and possible **Action:** Consider combining Round One \$927,488, and Round Two \$494,582 for a total of \$1,422,070. Administrative Entity costs (at 5%) \$71,103 results in a combined total of \$1,350,966 for CESH allowable projects. (*Reminder: Total of Activity 4 - Operating Support for Emergency Housing Interventions- may NOT exceed 40% of the total funding or \$568,828.*)
- c. Recommended **Action:** Authorize Lead Agency to submit application to the state for Round Two CESH funding.

Motion: Sage made a motion to authorize the collaborative applicant to submit the application to the state for round two CESH funding. Carla made the second.

Discussion: none.

Roll Call Vote: abstentions = 2, Yay = 7 No = 0. Motion carried.

2. **Emergency Solutions Balance of State Grant (ESG BOS)** – Federal funds

- a. Notice of Funding Availability announcement and timeline. Due **5/30/19**
- b. Possible **Action:** Consider requiring all applicants to include 5% of total request for collaborative HMIS expenses.

Discussion points:

- 1) Recommendation to cover the administrative burden by HHSA.
- 2) Recipient note – setting aside \$12,000 per year that would have gone to the collaborative applicant, taking more money from the funding that would otherwise go to the ESG programs.
- 3) Would like to see the County budget required to support the CoC
- 4) Propose to table this item until we know how it will be utilized in the County.
- 5) This could be an application point.
- 6) Look at other opportunities are there rather than taking it from HMIS

	<p>7) Should be a policy across the board. Tabled for more discussion on May 20th.</p> <p>c. Possible Action: Confirm the percentage of the allocation to be set aside for non-competitive Rapid Re-Housing (RRH) program applications.</p> <p>1) Percentages for Rapid Re-Housing historically have been at 50% each. Motion: Sage made a motion for 50% to ESG and 50% to Non-Collaborative application. Paddy made the second. Roll Call Vote: Abstentions = 1, No = 0, Yay = 8. Motion carried.</p> <p>d. Recommended Action: Approve timeline and direct the Application Review Committee to review applications, rank and make recommendations to the CoC Board at the May meeting. See page 13-18. Sage asked if the Ranking and Review team is the same committee. Answer is yes. Does the R&R committee want to add some questions to get the information to rank a non-competitive application? Page 13-18 add that the Application committee is to inform the CoC of the additional information needed to rank the applications. When will the Application Review committee have the additional criteria to the potential ESG applicants by: the 4/26/19 Motion: Sage made a motion to approve the timeline as amended by April 26 with the addition of the criteria from the Rating and Ranking Committee and direct the Application Review committee to review applications and submit them to the CoC Board May 20th meeting. Second made by Jackie. Roll Call Vote: Abstentions = 1, No = 0, Yay = 8. Motion carried.</p> <p>e. <i>Reminder</i>: Application Review tools and process should be reviewed.</p> <p>3. <u>Homeless Emergency Aid Program (HEAP)</u>- State Funds - no update 4. <u>Family Unification Program (FUP)</u> - Federal Funds - no update 5. <u>Housing & Urban Development CoC Notice of Funding Availability (NOFA)</u> – Federal Funds Review funding debrief from HUD. Scoring is in the packet. a. <i>Reminder</i>: Application Review tools and process should be reviewed</p> <p>6. <u>Other</u></p>
	G. Announcements
	<ul style="list-style-type: none"> • Paddy Michalski is retiring – no date given • Heather Blough is retiring from the CDC on 8/02/19 • Construction has resumed for the Day Center • Shelter closes 5/01/19 – asking for backpacks to be dropped off at RCS • Hand Up Not Out Website is updated with screening packets
	H. Adjourn
	4:06pm
<p>Next Meeting of MCHS CoC Board meeting – May 20, 2019 Location: Social Services, 747 S. State St., Big Sur Conference room</p> <p>Please Note: No video conferencing is available for any public participation</p>	

CoC Board Roster

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