

# **Mendocino County Homeless Services Continuum of Care Board and Full Membership Meeting Agenda**

**Date:** Monday, October 21, 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**

Verify a quorum is present in order to conduct business  
(*One half of voting members plus one*)

**B. Public Comment**

MCHSCoC welcomes public comment on non-agendized items.

**C. Approval of Minutes**

September 16, 2019 minutes

**D. Reports and Presentations**

1. Standing Committee Report – Strategic Planning (Dan)
2. Standing Committee Report – Shelter & Solutions (Angelica)
3. Standing Committee Report – Coordinated Entry/Discharge Planning (Sage)
4. Standing Committee Report – Membership Committee (No Update)
5. Standing Committee Report – HMIS / Performance Measurement (Brian)
6. Ad Hoc Committee Report – 2019 PIT Count Ad-Hoc Committee (Veronica)

**E. Board Protocols and Governance**

1. 2019 Housing Inventory Count (HIC) Report (Veronica)
2. Possible **Action:** Accept nominations for the vacant MCHSCoC Board seat for Homeless or Formerly Homeless Transition-Age Youth
3. MCHSCoC Leadership Discussion

**F. Funding**

1. California Emergency Solutions & Housing (CESH) – State funds – Update on Homeless Housing, Assistance and Prevention (HHAP) Program (Megan)
2. Emergency Solutions Balance of State Grant (ESG BOS) – no update
3. Homeless Emergency Aid Program (HEAP) – no update
4. Family Unification Program (FUP) – Federal Funds – no update
5. Housing & Urban Development CoC Notice of Funding Availability (NOFA) – Federal Funds – Updates on 2019 CoC Program NOFA and HMIS Capacity Building Grant (Veronica)
6. Other

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Thank you and welcome!*

**G. Projects**

**H. Announcements**

1. 2019 Federal Permanent Housing Conference –Hollywood, November 19-20 (Veronica)
- 2.

**I. Adjourn**

Confirm next meeting date and agenda items

Next Meeting date: November 18, 2019 at Social Services

<b>Dan McIntire – RCHDC (Co-Chair)</b> Organization Representing a Housing Developer	<b>Jacque Williams – Ford Street Project (Co-Chair)</b> Org. Addressing Needs of Persons with Chronic Substance Abuse
<b>Lisa Judd – Community Development Commission</b> Public Housing Authority	<b>Carla Harris – Mendocino Coast Hospitality Cntr</b> Shelter Representative - Coast
<b>Diana Clarke – Ukiah Senior Center</b> Org. Addressing Needs of Seniors	<b>Sean Kaeser – Ukiah Police Dept.</b> Organization Representing Law Enforcement
<b>Judy Albert – Project Sanctuary</b> Org. Addressing Needs of Victims of Domestic Violence	<b>Sandra Stolfi – Veterans Administration</b> Org. Addressing Needs of Veterans
<b>Grace Peeler-Stankiewicz – MCAVHN</b> Org. Addressing Needs of Persons with HIV/AIDS	<b>Que B. Anthnoy</b> Homeless or Formerly Homeless Individual
<b>Zenia Leyva Chou – Mendocino Cmty Health Clinics</b> Org. Providing Health Care Services to the Homeless	<b>Lindsey Spencer – Adventist Health</b> Org. Addressing Needs of Chronically Homeless
<b>Wynd Novotny – Manzanita Services</b> Org Addressing Needs of Persons with Serious Mental Illness	<b>Sage Wolf – Redwood Cmty Services</b> Shelter Representative – North/ Inland
<b>Karen Lovato – HHSA</b> County of Mendocino Health and Human Services Agency	<b>Blythe Post – MCOE</b> Organization Serving the Needs of Children
<b>Amanda Archer – MCYP</b> Org. Addressing Needs of Unaccompanied Youth or TAY	<b>Veronica Wilson – HHSA</b> Collaborative Applicant / Administrative Entity CoC Secretary (non-voting)
<b>Open</b> Homeless or Formerly Homeless Transition-Age Youth	

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Thank you and welcome!*

# Mendocino County Homeless Services Continuum of Care Board and Full Membership Meeting Minutes

**Date:** Monday, September 16, 2019

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

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

**A. Call to order** Co-chair Dan McIntire called the meeting to order at 1:30 p.m.

1. Co-Chair Meeting Process Overview:
  - All support staff will be seated on the side of the room.
  - Public comment will be presented from the podium, addressing the co-chairs.
2. Verify a quorum is present in order to conduct business
  - Roll call of the Board was taken by Dennie Sunbeam: 13 members out of 17 were in attendance including Jody Johnson who was present as the alternate for Karen Lovato. Quorum is present.
  - Sage Wolf and Zenia Leyva Chou arrived after roll call was taken.
  - Lindsey Spenser was absent and no alternate was present.

**B. Public Comment** Co-Chair Dan McIntire called for public comment.

1. Mo Mulheren addressed the Co-Chairs at the podium and spoke about the Homeless Trash Pickup Pilot Program and asked for volunteer support from service providers and church groups, community organizations and individuals to help pick up trash one day per week for two hours. She indicated that you will need a pickup truck to hold 3-5 bags of trash. Handout fliers were passed. Her contact number is 707-391-3664.

**C. Approval of Minutes**

1. Approving the CoC August 19, 2019 minutes:
  - Co-Chair Jacque Williams called for a motion to approve the Minutes from August 19, 2019.
    - Blythe Post made a motion to approve the Minutes from the CoC Board meeting on August 19, 2019. The motion was second by Sage Wolf.
    - Co-Chair Dan McIntire called for public comment: Brian Klovski, staff, noted a correction on page 12 where the word “Health” was omitted from the title of the board position held by Karen Lovato.
    - Blythe Post amended her motion to approve the minutes from the CoC Board meeting on August 19, 2019 to include the omitted word Health. The amended motion was second by Sage Wolf.
    - Co-Chair Jacque Williams asked for public comment on the minutes. No public comment.
  - Co-Chair Dan McIntire called for a roll call vote, taken by Dennie Sunbeam:
    - Yes = Dan McIntire, Lisa Judd, Diana Clarke, Judy Albert, Grace Peeler-Stankiewicz, Zenia Leyva Chou, Wynd Novotny, Jody Johnston, Amanda Archer, Jacque Williams, Carla Harris, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post.

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- No = 0
- Abstain = Sean Kaeser
- Absent = Lindsey Spencer
- Motion passed.

#### D. Reports and Presentations

1. Standing Committee Report – Strategic Planning by Veronica Wilson:
  - First committee meeting took place on August 27<sup>th</sup> and established the committee's Chair as Dan McIntire of RCHDC, Co-Chair as Shannon Riley, City of Ukiah, and Reporter as Veronica Wilson, HHSA. The focus of the meeting was about what their charge is. A consultant, Mari Rodin assists them by facilitating the meeting to create a Strategic Plan by December 15<sup>th</sup>. Next meeting will be a two hour work plan session on September 18<sup>th</sup> from 9:00 a.m. – 11:00 a.m. at the Grace Hudson Museum meeting room.
2. Standing Committee Report – Shelter & Solutions
  - No Report
3. Standing Committee Report – Coordinated Entry/Discharge Planning by Sage Wolf
  - The committee met two weeks ago. The focus of the committee is cleaning up the data on coordinated entry, and on the transition to Service Point. Brian Klovski has been working on compliance with coordinated policies. The committee is working on standardizing a screening enrollment process and re-screenings. In regards to discharge planning, the committee needs direction from the CoC which will be requested at a future CoC meeting.
4. Standing Committee Report – Membership Committee by Veronica Wilson
  - The committee has not met. Tentative meeting date is November 20<sup>th</sup> at 3:30 at HHSA Joshua Tree conference room. If anyone is interested in being on this committee please send Veronica an email.
5. Standing Committee Report – HMIS / Performance Measurement by Brian Klovski
  - Brian is the Chair of the committee and currently is focused on the coordinated entry transition. The committee met three weeks ago. The HMIS and agency administrator training for the new coordinated entry system is scheduled for September 23<sup>rd</sup> – 26<sup>th</sup> at 501 Low Gap in the Information Services Training room. There are five agencies who currently use the system. Note in the board packet page 13 open enrollments, board packet page 14 – 16 shows how many new enrollments there were in the last month.
6. Co-Chair Jacque Williams asked for public comment on any of the Standing Committee reports – No public comment.
7. 2019 CoC Program Funding Recommendations Ad-Hoc Committee Report and Recommended **Action**: Disband 2019 CoC Program Funding Recommendations Ad-Hoc Committee by Veronica Wilson
  - The Ad-Hoc committee met to rate and rank the two renewal applications from the CDC. The Ad-Hoc committee has concluded its purpose for being created.

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- Co-Chair Jacque Williams called for a motion to disband the Ad-Hoc committee.
  - A motion to disband the Program Funding Recommendations Ad-Hoc committee was made by Judy Albert. The motion was second by Grace Peeler-Stankiewicz.
  - Co-Chair Jacque Williams called for public comment. No public comment.
  - Co-Chair Jacque Williams called for a roll call vote, taken by Dennie Sunbeam:
    - Yes = Dan McIntire, Lisa Judd, Diana Clarke, Judy Albert, Grace Peeler-Stankiewicz, Zenia Leyva Chou, Wynd Novotny, Jody Johnston, Amanda Archer, Jacque Williams, Cara Harris, Sean Kaeser, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
    - No = 0
    - Abstain = 0
    - Absent = Lindsey Spencer
  - Motion passed.
8. 2019 PIT Count Ad-Hoc Committee – Review 2019 PIT Summary Report and Recommended **Action**: Disband 2019 PIT Count Ad-Hoc Committee and appoint 2020 PIT Count Ad-Hoc Committee
- Veronica Wilson reported that yearly HUD mandates Mendocino County conduct a census of sheltered and unsheltered homeless population called the Point in Time Count (PIT). The PIT is done the last 10 days in January and takes a very long time to process the surveys and tally sheets. A preliminary report was made to this board at the April 2019 board meeting. However, through the assistance from HUD TA, it was researched more deeply and discovered that some data was not included in that April report. See pages 17 - 44 in the board packet, noting that wildfire survivors living in FEMA-supplied housing were not included in the April report, nor Project Sanctuary or RCS. After accounting for these omissions, the numbers of homeless individuals increased by 140 individuals. Page 18 reflects the April report. Pages 19 - 44 are direct downloaded reports from HUD pages. Pages 19 - 23 are excerpts from the 2019 HDX competition report showing the last four PIT counts to note the trend. Pages 24 - 44 are the report for the 2019 count.
  - Sage Wolf mentioned that she has not received a report on the Housing Inventory Count (HIC) and requests that it is included in the 2020 PIT count.
  - Veronica Wilson stated she was unaware it had not previously been reported and will include the HIC report on the October Board meeting agenda.
  - Judy Albert asked for clarification of what the HIC represents
  - Veronica Wilson clarified that the HIC represents the capacity available to serve the homeless population: emergency shelters, transitional housing, permanent housing, and permanent supportive housing slots through all agencies and providers regardless of funding source.
  - Veronica Wilson responded to Judy Albert asking about the billing for the housing and Veronica Wilson answered that the Competition Report analyses

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the PIT, HIC and HMIS data that have been reported to HUD, like a performance measurement report.

- Sage mentioned that the HIC assessment form is provided to all agencies, but if the information is not reported to HUD through HMIS, then it is not counted. She would also like a compilation of what has been reported from Veronica.
- Jacque reminded everyone that the numbers change for multiple, complex reasons but this analysis has not happened yet.
- Brian Klovski stated that there was an analysis done between the 2018 and 2019 numbers decreasing. The reason being that there was a fairly large encampment on tribal land that is no longer being counted due to no permission being granted to enter by the tribe. Also noted that none of the sheltered PIT count data is available through HMIS at this time, but transferring to the new system will hopefully change this.
- Co-Chair Jacque Williams asked for public comment on the PIT report. No public comment.
- Co-Chair Jacque Williams asked for a motion to disband the PIT Ad-Hoc committee.
- Sage Wolf made a motion to disband the 2019 PIT Ad-Hoc committee and appoint the 2020 Ad-Hoc committee. The motion was second by Blythe Post.
- An amended motion was made by Sage Wolf to disband the 2019 PIT Ad-Hoc committee and establish a new 2020 PIT Ad-Hoc committee. The amended motion was second by Blythe Post.
- Jacque Williams asked for public comment. No public comment.
- Jacque called for a roll call vote, taken by Dennie Sunbeam:
  - Yes = Dan McIntire, Lisa Judd, Diana Clarke, Judy Albert, Grace Peeler-Stankiewicz, Zenia Leyva Chou, Wynd Novotny, Jody Johnston, Amanda Archer, Jacque Williams, Carla Harris, Sean Kaeser, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
  - No = 0
  - Abstain = 0
  - Absent = Lindsey Spencer
- Motion passed.
- Co-Chair Jacque Williams asked for volunteers to join the 2020 PIT Ad-Hoc committee: **Volunteers:** Tony Marsh/RCS, Grace Peeler-Stankiewicz/MCAVHN, Drew Iacomini-Hair/FSP, Maya Stuart/AVH, Carla Harris/MCHC, Amanda Archer/MCYP, Joseph Ditto/Willits-Manzanita

## E. Board Protocols and Governance

1. Recommended **Action:** Review and approve modifications to the MCHSCoC Board Governance Charter. Categories proposed for modification include the following:
  - Increase maximum number of board members per committee (IV.C.1.)
  - Revised HMIS / Performance Improvement Committee description (IV.C.6.)
  - Add “/Administrative Entity” to Collaborative Applicant seat name (VII.A.1.)

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- Veronica Wilson – see page 51-C in the board packet. Note the Charter stated two board members for committees or work groups. Change is “CoC Board quorum minus one.”
- The Co-Chairs called for discussion.
  - Sage Wolf found the wording confusing. Dan McIntire and Sage discussed the wording and came to a consensus that reads: “Standing committees are comprised of CoC general members. CoC Board members may participate on committees up to a maximum of a CoC Board quorum minus one.”
  - Megan reminded all that if you are not a member of the strategic planning committee to please contact Veronica or herself before attending due to a Brown Act precedence. *\*See Announcements at end of minutes for further clarification.*
  - Wynd Novotny stated there is a lot of work in this committee where there is less than a quorum, and then could conduct a special meeting where everyone works together to obtain buy-in and question the committee.
- Veronica Wilson – See Page 54 of the board packet for the next change to the Charter. Revising the title and description of the “Homeless Management Information Services / Performance Improvement Committee” to “Homeless Management Information Services / Measurement Committee”, was presented to the CoC in August and was approved. The background is that the CoC Board consolidated the HMIS and Performance Measurement committees into one committee.
- Veronica Wilson – See Page 60 of the board packet. Name change to expand the HUD title of the CoC board member “collaborative applicant”. State Housing and Community Development terms it to be an “Administrative Entity”. Also to state that this is a non-voting member of the board.
- Sage Wolf found an edit to be made in the Charter on page 48 of the packet, item 6, first line in the definition of “herself or himself” needs to read “themselves”.
- The Co-Chairs called for public comment. No public comment.
- Co-Chair Jacque Williams called for a motion.
  - Que B Anthnoy made a motion to include Sage Wolf’s amendment to the recusal process as stated in the updated CoC Charter. The motion was second by Zenia Leyva Chou.
- Co-Chair Jacque Williams called for a roll call vote, taken by Dennie Sunbeam:
  - Yes = Judy Albert, Que B Anthnoy, Amanda Archer, Zenia Leyva Chou, Diana Clarke, Carla Harris, Lisa Judd, Sean Kaeser, Dan McIntire, Wynd Novotny, Grace Peeler-Stankiewicz, Blythe Post, Sandra Stolfi, Jacqueline Williams, Sage Wolf
  - No = 0
  - Abstain = Jody Johnston
  - Absent = Lindsey Spencer
- Co-Chair Jacque Williams called for public comment. Sage Wolf asked if anyone has found how the CoC Board votes on Board members and general

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meetings in the Charter. Megan Van Sant suggested that the Membership Committee address it to develop a policy and procedure.

- Motion passed.
2. Recommended **Action**: Review and Approve Master Calendar for Committees
- Veronica Wilson formatted a master committee meeting calendar included in the board packet and posted on the website. See page 62-73, which include the annual schedule and summary of the five standing committees, work groups and Ad-Hoc committees.
  - Veronica asked that Committee Chairs who change their meeting date or time notify her to update the calendar for the public **before your agenda is finalized**.
  - Co-Chair Jacque Williams called for public comment. No public comment.
  - Co-Chair Jacque Williams called for a motion to approve the Master Calendar for Committees
    - Que B Anthnoy made a motion to approve the Master Calendar for all Committees. The motion was second by Grace Peeler-Stankiewicz.
  - Co-Chair Jacque Williams called for a roll call vote, taken by Dennie Sunbeam:
    - Yes = Dan McIntire, Diana Clarke, Judy Albert, Grace Peeler-Stankiewicz, Zenia Leyva Chou, Jody Johnston, Wynd Novotny, Amanda Archer, Sandra Stolfi, Jacque Williams, Carla Harris, Sean Kaeser, Sage Wolf, Blythe Post
    - No = 0
    - Abstain = 0
    - Absent = Lindsey Spencer
  - Motion Passed.
3. Possible **Action**: Accept nominations for the vacant MCHSCoC Board seat for **Homeless or Formerly Homeless Transition-Age Youth** – The person needs to complete an application but can be nominated today. Que B Anthnoy nominates 21 year old Marcus Milberger.

## F. Funding

1. California Emergency Solutions & Housing (CESH) – State funds – no update
2. Emergency Solutions Balance of State Grant (ESG BOS) – no update
3. Homeless Emergency Aid Program (HEAP) - State Funds – Project Status Update
  - Megan Van Sant stated that this is the first update since the project was approved. See page 74 of the Board packet and the chart on page 76 was reviewed and discussed. Note that the allocation of \$4.9 million, of which 50% needs to be contracted by June, 2020 and spent by June, 2021.
    - Mendocino County Office of Education \$135,000 – no issues with their progress
    - Mendocino Coast Hospitality Center \$38,740 – still working on painting part

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- Redwood Community Services \$621,788 – funds will be spent in time
- Project Sanctuary \$132,720 – permits have delayed their project but not derailed it.
- City of Fort Bragg \$3,000,000 – to meet the 50% in contract, this contract needs to be in place ASAP. The project was to support 20 units in a larger project by developer Danco. The tax credits were not awarded in March. Zoey Fernandez, Program Specialist with HHSA, has been assisting with the contracting process. HHSA County Counsel will be providing further support. The permits and plans are approved, the financing is not secured. If this project cannot be completed by the time deadline, the money will revert back to the state unless the CoC reallocates these funds.
  - Megan Van Sant asked for any questions from the board:
    - ❖ Diana Clarke asked if there any provisions if the City of Fort Bragg hasn't met the deadline that the grant funds can be available to be awarded to an existing award.
    - ❖ Megan welcomes direction from the CoC and feels that by March 2020 the CoC Board needs to have a confirmation that the contract will be signed by the June 2020 deadline and funding spent by June 2021.
    - ❖ Dan McIntire stated that the tax credits were applied for in the March round and Danco did not get any due to their tiebreaker score not being high enough, and applied again in July for the second round of tax credits. They will apply again in March of 2020. If anyone wants more explained on how tiebreakers work, Dan is available for more information.
    - ❖ Wynd Novotny asked for a process to be in place for when the funding doesn't work out and develop a contingency plan to avoid it going back to the state.
    - ❖ Jacque Williams responded to Wynd Novotny that the Board will need to move on a plan for future securing of future funding stream projects are successful in their intention to be completed.
    - ❖ Megan Van Sant also mentioned in light of full transparency that Marie Jones was the contact person for the City of Fort Bragg and is no longer there, which has added to the delays. The communication has shifted to the Fort Bragg City Manager. The City floated an idea for the City to purchase the land, which is a slightly different scenario than what was originally proposed. Megan still feels positive about the project.
    - ❖ Wynd Novotny stated concerns that we create an Ad-Hoc so that it exists for the possibility of projects not getting funded.
    - ❖ Jacque Williams remarked that the purpose of Megan's report is to keep the board aware of the progress of the projects, the timeline deadlines and the amount of money that is at stake.

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- Rural Communities Housing Development Corporation \$983,415 – Megan feels that it seems likely they will be awarded tax credits for the second phase of the project. She is hoping that the contract language being developed for the City of Fort Bragg will be replicated in the RCHDC contract and that both contracts are developed in a timely manner.
- Co-Chair Dan McIntire asked for any other board member questions.
  - Sage Wolf asked about all of the contracts in place for development to create housing for homeless, etc., and how does it get worked into having a lasting commitment from the projects.
  - Megan Van Sant responded to Sage that she too had concerns and it will be drafted in the contract language to continue to honor the intention of the funding.
  - Jacque Williams mentioned that Unity Village was built twelve years ago with the understanding that those apartments would always be for homeless families, contracted by with an easement between Ford Street and the City of Ukiah. There are conventions that can be placed to secure the intention of the funding.
  - Dan McIntire spoke about the tax credits and how they lock into a “promise” for 15 years, and to score more points the project will keep the conditions of housing for 55 years. In twelve years, they buy the partnership out and renew the process for another 55 years. It’s tied into IRS regulations.
  - Megan Van Sant is aggressively recruiting for those who have more experience and knowledge for guidance on this process
  - Shannon Riley remarked that the City of Ukiah has some creative models and welcomes a conversation with Megan on both of these projects after the meeting.
  - Public Comment: Maya Stuart of Adventist Health UV asked Dan when he usually knows about the March tax credit and what is the turnaround for them to give you a yay or nay?
  - Dan McIntire said that he will know in May, funded in Sept and shovel dirt March 1<sup>st</sup>.
  - Maya Stuart suggested that May would be a better drop dead date to determine if there needs to be a reallocation of the funds awarded to RCHDC. Would it be unfair to ask Danco for a March deadline mentioned by Megan, which is prior to when they would know the outcome of the tax credit in May?
  - Dan McIntire stated that you can review the historical published list of tiebreakers in March which will indicate the probability of funding, as in below 30% will be unfunded.
  - Megan Van Sant added that she is not sure if Danco will be applying for the March tax credit or other funding mechanisms.

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- Jacque Williams feels that what the board is learning that an Ad-Hoc committee may likely be established at the next board meeting.
4. Family Unification Program (FUP) Federal Funds – no update
5. Housing & Urban Development CoC Notice of Funding Availability (NOFA) – Federal Funds – HMIS Capacity Grant Update and Recommended **Action:** Review, Rank and Approve FY 2019 CoC Project Listing to HUD for CoC funding
- Veronica Wilson stated that the 2019 CoC Funding Ad-Hoc committee met to rate and rank the renewal and new projects that the CoC received for funding. See the Staff Report on page 82 of the board packet. The CoC received three applications: two are CDC renewal projects (coordinated entry and supportive housing TRA), and a HHS CoC Planning Project Grant. Per regulations and the NOFA, CoC Planning Projects are excluded from the rating and ranking process.
  - The Ad-Hoc committee rated both renewal projects the same score of 90 each. The board is tasked with positioning them one and two. The CoC grant is always the last. See page 83 of the board packet. Veronica went further to explain the way HUD breaks up the money for Tier 1 (non-competitive) and Tier 2 (competitive) using a visual aid.
    - The permanent supportive housing (PSH) grant funds a portion of program participants' rent
    - Coordinated entry funds a system that creates a list of who needs housing that housing programs can identify their next enrollee from
  - Sage Wolf stated she thinks that the Tier 2 coordinated entry is a specific project that the CDC is doing and not just about the assessments and was wondering if Lisa could share the details.
  - Veronica asked Lisa Judd if she and Todd Crabtree, CDC Executive Director, agreed on how they would adjust the dollars. When the CDC submitted their applications when they were at the 100% renewal rate from last years, but HUD has reduced budgets by 6%. The original amount that CDC requested was \$1,100 over Tier 1, which means that if we rated the PSH first then 100% of the coordinated entry would go into the competitive Tier 2.
  - The Funding Recommendations Ad-Hoc Committee had some concerns and called CDC to make them aware of the situation and they were not aware of the 98,000 over Tier 1. Todd agreed to reduce both by \$50,000 so they will both fit into Tier 1.
  - TRA new amount is \$1,443,927 and Coordinated Entry new amount to be \$93,312.
  - Projects can straddle funding, making part of it competitive, which does not guarantee it to be funded.
  - Board now needs to decide which project is rated number one and the other number two based upon what are the needs for our local community.

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- Sage Wolf said that it sounds like PSH is ranked 1
- Co-Chair Jacque Williams said that dollars that serve people are viewed differently than dollars that are operational.
- Co-Chair Jacque Williams called for a motion.
  - Sage Wolf made a motion to rank the CDC projects with the PSH Project Application ranked number one and the Coordinated Entry Project Application ranked number two and move to approve the CoC funding planning grant. The motion was second by Que B Anthnoy.
  - Co-Chair Dan McIntire asked for public comment. No public comment.
  - Co-Chair Dan McIntire called for a roll call vote, taken by Dennie Sunbeam:
    - ❖ Yes = Dan McIntire, Diana Clarke, Judy Albert, Grace Peeler-Stankiewicz, Zenia Leyva Chou, Wynd Novotny, Amanda Archer, Jacque Williams, Carla Harris, Sean Kaeser, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
    - ❖ No = 0
    - ❖ Abstain = Lisa Judd, Jody Johnston
    - ❖ Absent = Lindsey Spencer
    - ❖ Motion passed

6. Other: None

**G. Projects - None**

**H. Announcements**

1. At the October 21, 2019 MCHSCoC Board Meeting, there will be time devoted to MCHSCoC Leadership Discussion
2. Co-Chair Dan McIntire announced that the co-chairs will be reaching out to all the organizations and what services you provide to the homeless.
3. Co-Chair Jacque Williams added that the combined experience in this group is everything we need and how we all add value.
4. *\*Note: Megan attended a Brown Act training and learned that there is no cap on the number of board members who can attend a committee meeting. Board members who are not on a committee may make comments during public comment called by the Chair of the committee.*

**I. Adjourn**

- Confirm next meeting date and agenda items
- Next Meeting date: October 21, 2019 at Social Services
- Co-Chair Dan McIntire adjourned the meeting at 3:20 p.m.

<b>Dan McIntire – RCHDC (Co-Chair)</b> Organization Representing a Housing Developer	<b>Jacque Williams – Ford Street Project (Co-Chair)</b> Org. Addressing Needs of Persons with Chronic Substance Abuse
<b>Lisa Judd – Community Development Commission</b>	<b>Carla Harris – Mendocino Coast Hospitality Cntr</b>

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Public Housing Authority	Shelter Representative - Coast
<b>Diana Clarke – Ukiah Senior Center</b> Org. Addressing Needs of Seniors	<b>Sean Kaeser – Ukiah Police Dept.</b> Organization Representing Law Enforcement
<b>Judy Albert – Project Sanctuary</b> Org. Addressing Needs of Victims of Domestic Violence	<b>Sandra Stolfi – Veterans Administration</b> Org. Addressing Needs of Veterans
<b>Grace Peeler-Stankiewicz - MCAVHN</b> Org. Addressing Needs of Persons with HIV/AIDS	<b>Que B. Anthnoy</b> Homeless or Formerly Homeless Individual
<b>Zenia Leyva Chou – Mendocino Cmty Health Clinics</b> Org. Providing Health Care Services to the Homeless	<b>Lindsey Spencer – Adventist Health</b> Org. Addressing Needs of Chronically Homeless
<b>Wynd Novotny - Manzanita Services</b> Org Addressing Needs of Persons with Serious Mental Illness	<b>Sage Wolf – Redwood Cmty Services</b> Shelter Representative – North/ Inland
<b>Karen Lovato</b> County of Mendocino Health and Human Services Agency	<b>Blythe Post - MCOE</b> Organization Serving the Needs of Children
<b>Amanda Archer - MCYP</b> Org. Addressing Needs of Unaccompanied Youth or TAY	<b>Veronica Wilson - HHSA</b> Collaborative Applicant / Administrative Entity CoC Secretary (non-voting)
<b>Open</b> Homeless or Formerly Homeless Transition-Age Youth	

*Public Comment for items NOT on the agenda will be heard following the Call to Order. Public Comment for agenda items will be heard at the time that the item is discussed. Maximum of 3 minutes per speaker and 12 minutes per topic. Thank you and welcome!*

## 2019 Housing Inventory Count (HIC)

Year	Proj. Type	Organization Name	Project Name	HMIS Proj ID	Geo Code	Bed Type	Target Pop.
2019	PSH	CDC-Community Development Commission	CDC S+C TRA	N/A8	69045		NA
2019	PSH	CDC-Community Development Commission	VASH Vouchers	N/A9	69045		NA
2019	TH	Federal Emergency Management Agency	FEMA Direct Housing	4344	69045		NA
2019	TH	Ford Street Project	FSP TH-133	N/A10	69045		NA
2019	ES	Mendocino Coast Hospitality Center	Extreme Weather Shelter	N/A11	69045	Facility-based beds	NA
2019	ES	Mendocino Coast Hospitality Center	Hospitality House-Shelter	N/A12	69045	Facility-based beds	NA
2019	TH	Mendocino Coast Hospitality Center	MCHC-TH	N/A13	69045		NA
2019	ES	Mendocino County Youth Project	Respite Shelter	n/a7	69045	Facility-based beds	NA
2019	ES	Project Sanctuary	DV Shelter	N/A	69045	Facility-based beds	DV
2019	TH	Project Sanctuary	DV TH	N/A1	69045		DV
2019	ES	RCS-Redwood Community Services	Emergency Shelter	N/A5	69045	Facility-based beds	NA
2019	RRH	RCS-Redwood Community Services	Rapide Re-Housing	n/a6	69045		NA
2019	TH	RCS-Redwood Community Services	RCS TH	n/a4	69045		NA
2019	TH	Redwood Quality Management Company	Valley House	N/a2	69045		NA
2019	ES	Redwood Quality Management Company	Whole Person Care	N/A3	69045	Facility-based beds	NA

## 2019 Housing Inventory Count (HIC)

Organization Name	Project Name	Veteran Beds HH w/ Children	Youth Beds HH w/ Children	CH Beds HH w/ Children	Veteran Beds HH w/o Children	Youth Beds HH w/o Children	CH Beds HH w/o Children	CH Beds HH w/ only Children
CDC-Community Development Commission	CDC S+C TRA	0	0	0	0	0	0	0
CDC-Community Development Commission	VASH Vouchers	67	0	0	41	0	0	0
Federal Emergency Management Agency	FEMA Direct Housing	0	0	0	0	0	0	0
Ford Street Project	FSP TH-133	0	0	0	0	0	0	0
Mendocino Coast Hospitality Center	Extreme Weather Shelter	0	0	0	0	0	0	0
Mendocino Coast Hospitality Center	Hospitality House-Shelter	0	0	0	0	0	0	0
Mendocino Coast Hospitality Center	MCHC-TH	0	0	0	0	0	0	0
Mendocino County Youth Project	Respite Shelter	0	6	0	0	0	0	0
Project Sanctuary	DV Shelter	0	0	0	0	0	0	0
Project Sanctuary	DV TH	0	0	0	0	0	0	0
RCS-Redwood Community Services	Emergency Shelter	0	0	0	0	0	0	0
RCS-Redwood Community Services	Rapide Re-Housing	0	0	0	0	0	0	0
RCS-Redwood Community Services	RCS TH	0	0	0	0	15	0	0
Redwood Quality Management Company	Valley House	0	0	0	0	0	0	0
Redwood Quality Management Company	Whole Person Care	0	0	0	0	0	0	0
		Sum : 67	Sum : 6	Sum : 0	Sum : 41	Sum : 15	Sum : 0	Sum : 0

## 2019 Housing Inventory Count (HIC)

Organization Name	Project Name	Year-Round Beds	Total Seasonal Beds	Overflow Beds	HMIS Overflow Beds	PIT Count	Total Beds	Utilization Rate
CDC-Community Development Commission	CDC S+C TRA	136				175	136	129%
CDC-Community Development Commission	VASH Vouchers	108				97	108	90%
Federal Emergency Management Agency	FEMA Direct Housing	65				65	65	100%
Ford Street Project	FSP TH-133	33				15	33	45%
Mendocino Coast Hospitality Center	Extreme Weather Shelter	0	20			20	20	100%
Mendocino Coast Hospitality Center	Hospitality House-Shelter	20	0			13	20	65%
Mendocino Coast Hospitality Center	MCHC-TH	29				21	29	72%
Mendocino County Youth Project	Respite Shelter	6	0	0	0	3	6	50%
Project Sanctuary	DV Shelter	14	0			9	14	64%
Project Sanctuary	DV TH	41				41	41	100%
RCS-Redwood Community Services	Emergency Shelter	54				31	54	57%
RCS-Redwood Community Services	Rapide Re-Housing	20				20	20	100%
RCS-Redwood Community Services	RCS TH	49				25	49	51%
Redwood Quality Management Company	Valley House	9				0	9	0%
Redwood Quality Management Company	Whole Person Care	10				4	10	40%
		Sum : 594	Sum : 20	Sum : 0	Sum : 0	Sum : 539		

## Continuum of Care **Housing** for the Homeless

Housing Type	Unit/Beds	Participants Served
<b>Emergency Housing</b>		
*Mendocino Coast Extreme Weather Shelter	20 seasonal beds	seasonal beds for individuals
Mendocino Coast Hospitality House-Shelter	20 beds	Individuals and families
Mendocino County Youth Project - Respite Shelter	6 beds	TAY HH w/children
Project Sanctuary - DV Shelter	14 beds	Female HH Ind & Families Fleeing DV
*Redwood Community Services - Emergency Shelter	54 seasonal beds	seasonal beds for individuals
Redwood Quality Management Corp. - WPC	10 beds	Individuals w/ SMI
<b>Transitional Housing</b>		
Federal Emergency Management Agency	65 beds	Temporary Disaster Relief - All HH Types
Ford Street Project	33 beds	Families w/Children Only
Mendocino Coast Hospitality Center	29 beds	Individuals and families
Project Sanctuary	41 beds	Female HH Ind. & Families Exp. DV
RCS-Redwood Community Services	49 beds	34 Individuals 15 TAY HH w/Children
Redwood Quality Management Company	9 beds	Valley House - Individuals w/ SMI
<b>Rapid Re-Housing</b>		
RCS-Redwood Community Services	20 units	VI-SPDAT Score 4-7
<b>Permanent and Permanent Supportive Housing</b>		
CDC-Community Development Commission	136 units	Disabled Individuals and Families w/ VI-SPDAT Score 8+ (9+ for Families)
CDC-Community Development Commission	108 units	67 Vet HH w/ Children 41 Vet HH w/o Children
Willow Terrace	37 Units	Individuals w/ SMI

## Request from Dan and Jacque

In preparation for our October meeting, we would like to suggest that we reframe the work we do, and propose we look at the Coc as a large, integrated change management process. We are working together to impact a large multi-faceted cultural problem, and it can seem overwhelming or unrealistic at times. And, we are a small group! But remember the best remedies for large challenges begin with a small dedicated group.

To help us focus and make best use of our time together, we have separated the issues into, Strategic, Operational, and Personal categories depicted on table below. Please review the following table and add your thoughts and impressions. Jacque (jacque@fordstreet.org) will collect the responses and prepare a combined handout for the October 21<sup>st</sup> Coc meeting.

When we look at the Coc through our own experiences, as well as the eyes of the community, what are our perceptions?

What gets in the way of making progress?

What could move us forward more effectively?

Your input is due to Jacque (jacque@fordstreet.org) by close of business Wednesday, October 16<sup>th</sup>.

**Agency Name:**

**Agency Mission:**

**Homelessness, a challenging, multi-faceted cultural problem, with many contributing factors and impacts to our communities**

Issues	Observations	Proposed remedies, ideas, solutions
<p><b>Strategic</b></p>	<p>1. There is a lack of understanding of “Why the Coc was formed?” Our purpose, and where we add value is not well understood. Community members know what a Planning Commission is, but there is confusion about the Coc.</p>	<p>1. Should we provide more background information to the community? How?</p>
	<p>2. There is confusion, even frustration on the part of some community members about why we have been charged to make funding decisions, given many of us are recipients.</p>	<p>2. Do we need to explain that the agencies providing services to the Homeless, or those at risk of homelessness are expected to avoid duplication of services, and it was a deliberate action to ask Coc to review funding in hopes we would have a greater understanding of need?</p>
	<p>3.</p>	<p>3.</p>
<p><b>Operational</b></p>	<p>1. There is more work to do then we have people and time to do it.</p>	<p>1. Organizing standard timeframes for meetings helps, do we need more participation?</p>
	<p>2. For every contributing Coc member, there are several “Monday Morning Quarterbacks, or Nay Sayers” – This is discouraging and time consuming.</p>	<p>2. Is this another broad communication need, or are there particular stakeholder groups we need to communicate with?</p>
	<p>3.</p>	<p>3.</p>
	<p>4.</p>	<p>4.</p>

<b>Personal</b>	1. Coc Members represent their agencies, who have unique missions and funding, and are also expected to have a broad understanding of needs and solutions.	1. What is the most efficient way to keep others informed of services?
	2. Coc Members are also expected to endeavor to understand and even quantify “The Mendocino Homelessness Challenge” and the impact on our communities.	2. How can we clarify the need, and effectively communicate it?
	3. CoC Members often align and are passionate about a particular sub-group of people, and this can create a sense of competition.	3. How do we build trust?
	4.	4.
	5.	5.
	6.	6.
<b>General Comments or suggestions:</b>		

## Homeless Housing, Assistance and Prevention Program (HHAP)

The Homeless Housing, Assistance, and Prevention Program (HHAP) funding. HHAP program is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. HHAP grant program is authorized by AB101, which was signed into law by Governor Gavin Newsom on July 31, 2019. This document provides an overview of the HHAP grant program, including timelines with key milestones and program deliverables.

<https://www.bcsf.ca.gov/hcfc/>

<b>Program Overview</b>	<ul style="list-style-type: none"> <li>• <b>One-time block grant (2019-20 Budget)</b></li> <li>• <b>Provides local jurisdictions with funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges</b></li> </ul>	
<b>Eligible Applicants</b>	<ul style="list-style-type: none"> <li>• <b>44 Continuums of Care</b></li> <li>• <b>13 Largest Cities, with populations of 300,000 or more (as of January 2019)</b></li> <li>• <b>58 Counties</b></li> </ul>	
<b>Funding Allocations</b>	<ul style="list-style-type: none"> <li>• <b>190 million – Continuums of Care</b></li> <li>• <b>275 million – Large Cities</b></li> <li>• <b>175 million – Counties</b></li> <li>• <b>Allocations are based on each CoCs proportionate share of the state’s total homeless population based on the homeless point-in time count (PIT).</b></li> </ul>	
<b>Key Elements</b>	<ul style="list-style-type: none"> <li>• <b>Requires a demonstration of regional coordination</b></li> <li>• <b>Mandate that at least 8% of the allocation MUST be used to establish or expand programs to meet the needs of youth experiencing homelessness</b></li> <li>• <b>Does not require a crisis shelter declaration to be a direct recipient of HHAP funds</b></li> <li>• <b>Eligible uses to be defined in the HHAP program guidance</b></li> </ul>	
<b>Important Dates</b>	<b>October 2019</b>	<b>Program Guidance Published</b>
	<b>October 2019</b>	<b>Application Map and Instructions released</b>
	<b>November-December 2019</b>	<b>Release of NOFA and Application (dependent upon the release of 2019 point-in-time count by US Housing and Urban Development)</b>
	<b>February 15, 2020</b>	<b>HHAP Applications Due</b>
	<b>April 1, 2020</b>	<b>All HHAP awards to be made</b>
	<b>May 31, 2023</b>	<b>HHAP program funds must be contractually obligated **requirements vary for counties, CoCs, and large cities**</b>
	<b>June 30, 2025</b>	<b>HHAP program funds must be fully expended</b>