



County of Riverside Continuum of Care
and Board of Governance
Planning Committee Meeting

Thursday, November 16, 2017
3:00 p.m. to 4:00 p.m.
DPSS: Children & Adult Services Office
901 E. Ramsey Street, Banning, CA 92553

Chair: Karyn Young-Lowe **Vice-Chair:** Susan Larkin

1. **Call to Order:** Welcome & Introductions
2. **Approval of Minutes:** September 21, 2017
3. **Old Business:**
 - a. Review & Approve Proposed Charter Revisions
4. **Planning Committee Member Comments**
5. **Call for Agenda Items for the Next Meeting**
6. **Announcements:**
7. **Next Meetings:**
 - **CoC Meeting:** December 13, 2017, 10 a.m. – 12 p.m.
Banning City Council Chambers, 99 E. Ramsey Street, Banning CA 92220

The 2018 Schedule of Meetings is pending approval for December 13, 2017

8. **Adjournment**



Minutes for County of Riverside Continuum of Care Planning Committee Meeting

Thursday, September 21, 2017
3:00 p.m. to 4:00 p.m.

DPSS Staff Development Office
22690 Cactus Avenue, Moreno Valley, CA 92553

TOPIC	PRESENTER	ACTION/ OUTCOME
Call to Order	Susan Larkin, Planning Committee Vice Chair	<ul style="list-style-type: none"> The meeting was called to order at 3:15 p.m.
Approval of Minutes	Susan Larkin	<i>No minutes.</i>
ACTIONS & DECISIONS	PRESENTER	ACTION/ OUTCOME
Review & Approve Proposed Charter Revisions:	Donyielle Holley, CoC Planner	<ul style="list-style-type: none"> Donyielle provided a handout to follow while discussing the proposed revisions to the Charter. <u>Page 8, Article VIII, Section 8.03</u> <i>Allow teleconferencing for standing committee members and guests to call into committee meetings? Develop policy in compliance with Brown Act regulations.</i> The committee agreed to recommend that the CoC approve teleconferencing availability for all CoC Standing Committee meetings with the understanding that the Brown Act Guidelines will apply. <u>Page 6, Article VI, Section 6.09</u> <u>Page 10, Article XI</u> <i>Allow teleconferencing for BOG members and guests to call into BOG meetings? Develop policy in compliance with Brown Act regulations.</i> The committee agreed to recommend that the CoC approve teleconferencing availability for all CoC Board of Governance meetings with the understanding that the Brown Act Guidelines will apply. <u>Page 2, Article V, Section 5.03</u> <u>Page 8, Article VIII, Section 8.02</u> <i>If (50% +1) attendance requirement remains for voting members, specify the following:</i> <ul style="list-style-type: none"> <i>Calendar year, fiscal year, or rolling 12-month period?</i> The committee agreed to recommend that all “Calendar Year” verbiage within the charter be modified to reflect “Fiscal Year”. <u>Page 8, Article VIII, Section 8.01</u> <i>Review all standing committees and responsibilities to determine if still needed.</i> Discharge Planning: The committee agreed to recommend removing Discharge Planning from the Charter as a standing committee and for the Planning Committee to complete the listed discharge planning duties through an ad hoc committee. Employment Self-Sufficiency/Mainstream Benefits: The committee agreed to recommend removing Employment Self-Sufficiency/Mainstream Benefits from the Charter as a standing

**Review & Approve
Proposed Charter
Revisions:**

committee and for the Housing Committee to complete the listed Employment Self-Sufficiency/Mainstream Benefits duties through an ad hoc committee. The Housing Committee's ad hoc would be responsible for jobs and mainstream benefits.

Membership Committee: The committee agreed to include in the charter that the Membership Committee is also responsible for nominations and elections to the CoC Board of Governance (BOG), CoC Meeting Officers, and to the Independent Review Panel (IRP). **Section 6.04 Nomination Work Group** duties shall fall under the Membership Committee duties in the Charter.

Standards and Evaluation: The committee agreed to provide a written description for "gaps analysis" in the Standards and Evaluation Committee's responsibilities that are outlined in the charter.

Funding/Finance Committee: The committee agreed to recommend removing Funding/Finance from the Charter as a standing committee and for the Housing Committee to complete the listed funding/finance duties through an ad hoc committee. The Housing Committee's funding/finance ad hoc would be responsible for setting up a landlord mitigation fund in addition to developing strategies and partnerships with a funding collaborative.

- **Page 4, Article V, Section 5.06**

Should one person representing more than one organization be allowed to cast a vote for each organization?

The committee agreed that the charter should state "one-person, one-vote".

- **Page 4, Article VI, Section 6.03**

Discuss the Membership Standing Committee's plan for resolving the past due elections for the initial BOG member terms. Define the term length for each position.

Tabled: The Membership Committee and Collaborative Applicant will work together and comment at the next meeting.

- **Page 1, Article IV**
Page 4, Article VI
Page 6, Article VI, Section 6.06

What specific responsibilities will be assigned to the BOG?

- Margaret McFaddin, HUD Consultant, identified that the charter needs to state that the BOG approves policies and procedures. The committee agreed that the charter should clearly state that standing committees make recommendations to the CoC, and that the BOG approves recommendations that are made by the CoC, with the exception of clearly delegated items such as the annual CoC Program Competition NOFA. The Charter already clearly states that the BOG receives NOFA recommendations from the IRP. NOFA items are usually shared with the CoC, but the CoC does not make the recommendations on them. Susan Larkin stated that she agrees with the IRP process, as long as the CoC is able to make comments on NOFA items before they go to the BOG for approval.

- Kristii MacEwen commented that there needs to be an open line of communication between the CoC and the IRP, since the IRP meetings are closed. She continued to mention that the IRP reports

		<p>directly to the BOG before there has been conversation with the CoC. Donyielle Holley reminded the committee that the IRP is a committee of CoC elected partners that are non-conflicted and are acting on the CoC's behalf to review new and current projects for funding eligibility. Kristii added that the difficulty with having non-conflicted individuals, is that they are not doing the work every day and they do not know the programs like the people they are making decisions for do.</p> <ul style="list-style-type: none"> • The committee agreed that the IRP and its duties should be inserted into the Charter.
Committee Member Comments:	Kristii MacEwen	<ul style="list-style-type: none"> • The committee discussed the recent IEHP funding. Kristii and Susan expressed concern that they felt the IEHP funds could have been better used as match funding for existing CoC funded projects. They also commented that the decision should have been presented to the CoC instead of the IRP prior to the BOG approval. Jill Kowalski explained that IEHP, as a funder, made the decision to fund new projects with the proposed funding, and the Collaborative Applicant was given little to any time to share the details with the full CoC prior to the BOG's approval.
ADJOURNMENT	PRESENTER	ACTION/ OUTCOME
Next meeting	Michelle Davis	<p style="text-align: right;">Thursday, November 16, 2017 3:00 p.m. to 4:00 p.m. Banning DPSS CPS/APS Office 901 E. Ramsey Street, Banning, CA 92220</p>
Adjournment	Michelle Davis	The meeting was adjourned by Susan Larkin at 4:34 p.m.

DRAFT

CES Oversight Committee Meeting– September 21, 2017: Attendance Report

Total in Attendance: 9

Committee Members: 5

*Chair **Vice Chair

DPSS Staff: 3

Path of Life Ministries
Path of Life Ministries
RUHS – Behavioral Health
The Salvation Army – Riverside Corps
Valley Restart Shelter

Kristii MacEwen
Leonard Jarman
Marcus Cannon
Veronica Dominguez
Susan Larkin**

DPSS Homeless Programs
DPSS Homeless Programs
DPSS Homeless Programs

Donyielle Holley
Jill Kowalski
Tiffany Nelson

Guests: 1

TDA Consulting, Inc.

Margaret McFaddin