



Minutes for County of Riverside Continuum of Care Board of Governance (BoG)

June 15, 2017

9:30 a.m. – 11:30 a.m.

DPSS: Banning Children/Adult Services
901 E. Ramsey Street Banning, CA 92220

Minutes Recorded and Transcribed by Evelyn Pham, Office Assistant III, DPSS – Homeless Programs Unit

TOPIC	PRESENTER	ACTION/ OUTCOME
1. <u>Call to Order:</u> Welcome & Introductions	Steve Falk, Chair	<ul style="list-style-type: none"> The meeting was called to order at 9:35 a.m. A roll call of the BoG members was conducted. Eric Stopher, Deputy County Counsel for the County of Riverside was in attendance to counsel the Board of Governance.
2. <u>Minutes Approval:</u>	Steve Falk	<i>Motion was made by John Burnard to approve the minutes from March 16, 2017. Ron Vervick seconded the motion. Roll Call Vote: Yay – 10; Nay – 0; Abstained – 0. Motion carried.</i>
3. <u>Public Comment:</u>	Steve Falk	<ul style="list-style-type: none"> Steve announced public comment cards are available for members of the public to submit a request to speak. The speaker will stand in front of the board to identify themselves and have 3 minutes to address their comment. No public comment.
4. NEW BUSINESS	PRESENTER	ACTION/ OUTCOME
<u>4a. 2017 HUD CoC Program Independent Review Panel recommendations</u>	Angelina Coe, Independent Review Panel (IRP) Chair	<ul style="list-style-type: none"> The Independent Review Panel (IRP) consists of seven non-conflicted members that evaluate and rank project applications for CoC Program funds. Their recommendations for renewals and reallocation will be presented to the Board of Governance members for approval. Angelina Coe gave a brief recap of the 2017 HUD Consolidated CoC Application workshop on June 8. She reiterated HUD’s policy priorities and the importance of reallocation of lower performing projects to ensure our CoC receives the maximum amount of funding from HUD. The threshold for projects that <u>may</u> be recommended by the IRP for reallocation this year was raised from 70 points to 90 points; based on comments made by HUD during the 2016 HUD application debrief webinar where HUD strongly recommends continuing to reallocate lower performing projects to new projects that would be higher performers. <u>Tier process:</u> the purpose of the two-tiered approach (placing projects in Tier 1 and Tier 2), is to indicate to HUD which projects are prioritized for funding. Projects are listed in rank order by scores. The IRP will recommend which projects that fall into Tier 2 should be reallocated for new projects. Angelina summarized the past four Independent Review Panel meetings. The IRP made its recommendations based on documents and data sources that include: Letter of Intent (LOI), submitted by agencies at the beginning of the process; Annual Performance Reports (APRs); project monitoring reports, fiscal reports, HUD Close-out Reports, HMIS Data, the 2016 Project Application,

Housing Quality Standard (HQS) Reports and meeting and training attendance.

- Five agencies submitted concerns based on their scorecard and monitoring results:
 - RUHS – Behavioral Health
 - Housing Authority
 - Path of Life Ministries
 - City of Riverside
 - Lighthouse Social Services
- At the May 10 and May 17 IRP meetings, the members discussed the agency concerns and directed DPSS staff to provide a written response to each agency and inform them of the meeting today. The meeting was also publicly posted and announced as per Brown Act requirements.
- The IRP made six recommendations to reallocate or reduce the following renewal projects:
 - U.S. Vets CHAMPS Permanent Supportive Housing (PSH) project, based on low performance, in the full amount of \$375,292
 - Housing Authority Consolidated All County I and II project, based on low performance, in the full amount of \$510,304
 - City of Riverside Rapid Rehousing project, based on low performance, in the full amount of \$229,728
 - City of Riverside Permanent Supportive Housing for the Disabled, based on low performance and a finding by HUD related to a Housing Quality Standards (HQS) violation, in the full amount of \$123,556
 - RUHS Behavioral Health Rapid Rehousing project, based on low performance, in the full amount of \$142,117
 - RUHS Behavioral Health Men’s Permanent Supportive Housing project, reallocate \$20,000 from the project based on a history of unspent funds.
- The Board members had a discussion regarding conflicted members and was directed by Eric Stopher, Deputy County Council, on how to proceed with voting on a motion.

Public Comment was made by Eddie Estrada, U.S. Vets, to urge the Board members not to reallocate funding for the U.S. Vets CHAMPS PSH project. Eddie stated that during their monitoring with DPSS, they were not provided the opportunity to speak in depth with the staff to rectify their findings. Reallocating their funds would displace 25 veterans.

- During discussion, the Board members asked DPSS to provide a thorough explanation of the monitoring process. DPSS responded by stating the monitoring process is the same with all agencies. Before a monitoring visit, the agency is notified in advance of the date and provided with a list of client files DPSS will be auditing. After the files are reviewed, DPSS provides an exit interview with project staff to go over the findings. The agency then has 30 days to provide their response. DPSS also stated that they provide technical assistance to agencies to ensure they are performing at their best.

- Councilman John Burnard raised a concern with displacing 25 veterans back to the street if U.S. Vets' funds were reallocated. DPSS and Angelina Coe, Independent Review Panel Chair, assured the Board that the veterans will not go back on the streets. After losing funding, there is a year timeframe before the funding actually ends; the CoC and DPSS work collaboratively during this time with other agencies to ensure these clients will move to other housing.
- Joe Colletti of the Institute for Urban Initiatives and a consultant to DPSS emphasized from the 2016 HUD NOFA citation that HUD will continue to fund CoC's that prioritize projects and create new projects through reallocation of lower performing projects.

***Motion** was made by Leticia DeLara to reallocate the full amount of funding for the U.S. Vets CHAMPS Permanent Supportive Housing project in the 2017 HUD CoC Program Consolidated Application based on low performance. The funding for this project, \$375,292, will be reallocated for new projects to be included in the application. John Burnard seconded the motion.*

*Roll Call Vote: Yay – 9; Nay – 0; Abstained – 1. **Motion carried.***

***Public Comment** was made by Heidi Marshall, Assistant Director of the Housing Authority of the County of Riverside, to urge the Board not to reallocate their funds. Heidi said taking away their funds would affect the lives of 51 individuals. Her expressed concerns included the following:*

- *Unspent funds: Heidi said the monitoring report cited low spending for the project at 38%. She stated her team fully expects to spend all of the funds in this grant. She said the project is at 100% utilization and that the Housing Authority requests the board consider a reduction of funds rather than reallocation.*
- *Individual Service Plans (ISPs): In regard to the monitoring finding of missing documents for client Individual Service Plans (ISPs), Heidi stated that all clients are receiving these services, however, they are housed at the Department of Behavioral Health because they provide the supportive services.*
- *Homeless Participation: Heidi said the Housing Authority has “proved we have tried” to recruit a homeless/formerly homeless individual for their board but it has been a challenge because they are required to attend frequent board meetings. She asked for some technical assistance to assist the Housing Authority to find homeless clients who would be willing to serve.*
- *Corrective Action: Heidi asked that this be removed from the monitoring report since it was submitted.*
- *Lease agreements: Heidi stated that one (1) out of nine (9) files did not contain the proper lease agreement. She said the households they serve have significant barriers and it is difficult to get landlords to lease for a year. She also remarked that “HUD said you can have month-to-month lease agreements.”*
- *Annual Performance Reports (APRs): Heidi said that their files indicate an email received on October 28, 2016 requesting information for the APRs received by DPSS and a second email on November 2 that the APRs had been submitted.*

		<ul style="list-style-type: none"> • <i>HMIS data quality: Heidi said to the board, “we are absolutely guilty of this” when it comes to the findings related to inputting data in HMIS. She said the data quality issues were due to HMIS server upgrades and that all of the information has been provided.</i> <p><i>Heidi emphasized that the Housing Authority is a high performer and has been for the past 13 years. They continually reach their goals and are one of the key agencies that aided in ending veteran homelessness.</i></p> <ul style="list-style-type: none"> • During discussion, the Board expressed concern with reallocating the Housing Authority’s funds due to their success rate and asked if they can reduce funding instead. • The Board also raised the question of what percentage does HUD require our annual demand this year to be placed into Tier 2. Since the NOFA is not released yet, the Board asked if they could table these decisions to the next meeting in July. It would be easier for them to make decisions once they have the exact amount of what HUD is requiring to be placed in Tier 2. • DPSS cautioned the Board members of the timeline that once the NOFA is released it will be due in 60-90 days and decisions about reallocated projects and new projects to be included in the application will need to be made quickly. In addition to reallocating funds, the Board members will also have to vote on new projects to be funded in regards to the Request for Proposals (RFP). • The Board members requested to review all documents relating to each agency’s findings and response to concerns before the next meeting to develop a better background before they vote. • Written concerns from the agencies will be provided by DPSS to the Board of Governance members and posted on the DPSS website. • An additional workshop will be held before the next Board of Governance meeting in July to further educate the Board members. Note: The date for the workshop was July 13. <p><i>Motion was made by Ray Osborne to bring U.S. Vets back to the table to change vote. Ron Vervick seconded the motion. Yay – 10; Nay – 0; Abstained – 0. Motion carried.</i></p> <p><i>Motion was made by Ron Vervick to suspend item 4a.) Motion #1-9 to the next Board of Governance meeting on July 27, 2017. John Burnard seconded the motion. Yay – 10; Nay – 0; Abstained – 0. Motion carried.</i></p>
<u>4b. Coordinated Entry System (CES): Presentation by HUD Consultant</u>	Margaret McFaddin, HUD Consultant	<ul style="list-style-type: none"> • A handout was provided on Margaret McFadden’s PowerPoint presentation for the Coordinated Entry System (CES).
<u>4c. Board of Governance meeting in July</u>	Steve Falk	<ul style="list-style-type: none"> • Request to reschedule the July 20, 2017 Board of Governance meeting. <p><i>Motion was made by Ron Vervick to approve rescheduling the July Board of Governance to July 27, 2017, 1:30 to 3:30 p.m., due to the board chair, some board members and DPSS staff attending the 2017 National Alliance to End Homelessness (NAEH) annual conference in Washington D.C., John Burnard</i></p>

		<i>seconded the motion. Roll Call Vote: Yay – 10; Nay – 0; Abstained – 0. Motion carried.</i>
<u>4d. Board of Governance meeting frequency and formation of Executive Committee: Discussion only</u>	Steve Falk	<ul style="list-style-type: none"> • Tabled for next meeting.
5. OLD BUSINESS		
<u>5a. VASH Data in HMIS: Update</u>	Jill Kowalski, DPSS	<ul style="list-style-type: none"> • Tabled for next meeting. Information only.
<u>5b. 2016 HUD CoC Program Consolidated Application: Score and HUD debrief: update</u>	Jill Kowalski, DPSS	<ul style="list-style-type: none"> • A handout was provided on the 2016 HUD CoC Program Consolidated Application scorecard.
<u>5c. 2017 Homeless Point in Time County Report: Information only</u>	Jill Kowalski, DPSS	<ul style="list-style-type: none"> • A handout was provided on the 2017 Homeless Point in Time Count Report executive summary and unsheltered population and subpopulation data.
6. BoG MEMBER COMMENTS	PRESENTER	ACTION/ OUTCOME
<u>Second HUD Workshop for BOG Members:</u>		<ul style="list-style-type: none"> • Suggestion on dates for a second 2017 HUD CoC Application workshop. A doodle will be sent out to the Board of Governance members to decide on a date that would accommodate the most members.
7. CALL FOR AGENDA ITEMS	PRESENTER	ACTION/ OUTCOME
<u>Next Meeting Agenda Items:</u>	Steve Falk	<ul style="list-style-type: none"> • Review Panel Recommendations
ADJOURNMENT	PRESENTER	ACTION/ OUTCOME
8. Next meeting		<ul style="list-style-type: none"> • The next Board of Governance meeting date is scheduled for July 27, 2017, 1:30 - 3:30 p.m. at 7894 Mission Grove Parkway South, Ste. 100 Riverside, CA 92508
9. Adjournment		<ul style="list-style-type: none"> • The meeting was adjourned at 11:58 a.m.

Board of Governance – June 15, 2017: Attendance Report

*Chair **Vice Chair

Total members present: 12 of 15

Total guests in attendance: 18

PUBLIC SECTOR	PRESENT (X) TELECONFERENCE (T)	PROXY
Brenda Freeman , Executive Director, Community Action Partnership of Riverside County	T	
Chuck Washington , District 3 Board Supervisor, County of Riverside		
David M. Brown , Chief of Police, Hemet Police Department		
John Burnard , Councilman, City of Riverside	X	
Melissa Conrad , Chief of Social Work Service, VA Loma Linda Healthcare	X	
Steve Steinberg , Director, Riverside University Health System		
PRIVATE SECTOR		
**Leticia DeLara , CEO, Regional Access Project (RAP) Foundation	X	
Tammy Marine , Executive Director, Habitat for Humanity, Inland Valley	X	
Ray Osborne , Executive Director, HomeAid Inland Empire	X	
NON-PROFIT SECTOR		
Angelina Coe , Executive Director, Shelter From The Storm, Inc.	X	
Karyn Young-Lowe , President/Chief Executive Officer, Lighthouse Social Service Centers	X	
*Steve Falk , Director, Community Mission of Hope; Temecula Pantry; HOPE in Elsinore	X	
FORMERLY HOMELESS		
Ron Vervick , Director, Whiteside Manor	X	
EX-OFFICIO MEMBERS		
CoC Chair: Michelle Davis , Housing Authority Manager, City of Riverside	X	
Secretary: Jill Kowalski , Manager, County of Riverside, DPSS Homeless Programs	X	

Guests: 18

District 1 Board of Supervisors, County of Riverside	Robin Reid
District 4 Board of Supervisors, County of Riverside	Greg Rodriguez
District 5 Board of Supervisors, County of Riverside	Debbie Rose
Housing Authority of the County of Riverside	Cindy Hui
Housing Authority of the County of Riverside	Heidi Marshall
Housing Authority of the County of Riverside	Carrie Harmon
Housing Authority of the County of Riverside	Tanya Torno
Institute for Urban Initiatives	Joe Colletti
Jewish Family Services of San Diego	Becky Ruiz
Jewish Family Services of San Diego	Stephanie Ramos
Path of Life Ministries	Kristii MacEwen
Riverside Deputy County Counsel	Eric Stopher

RUHS – Behavioral Health
 Step up on Second
 TDA Consulting Inc.
 U.S. Vets
 U.S. Vets
 Valley Restart Shelter

DPSS Staff: 3
 Homeless Programs, CoC Planner
 Homeless Programs, CoC Support
 Homeless Programs, CoC Support

Lynne Brockmeier
 Kimberlee Albers
 Margaret McFaddin
 Greg Coffos
 Eddie Estrada
 Susan Larkin

 Donyielle Holley
 Evelyn Pham
 Veronica Ramirez