



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

January 18, 2018

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	Leticia DeLara, Vice -Chair	<ul style="list-style-type: none"> • The meeting was called to order at 9:43 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>	Leticia DeLara	<i>Motion was made by Ron Vervick to approve the minutes from December 14, 2017. Steve Steinberg seconded the motion. Roll Call Vote: Yay – 8; Nay – 0; Abstention-1. Motion carried.</i>
3. <u>Public Comment:</u>	Leticia DeLara	<ul style="list-style-type: none"> • None
4. NEW BUSINESS	PRESENTER	ACTION/ OUTCOME
<u>4a. Introduce and induct new Board of Governance members:</u>	Leticia DeLara	<ul style="list-style-type: none"> • Roger Uminski, Director of Health Administration, Inland Empire Health Plan (IEHP) announced IEHP is here to help with funding in the housing system; but also needs data in return. IEHP has already committed to funds with the NOFA, that although did not happen, due to the fact that our CoC did not receive the PSH Bonus from HUD; but IEHP is willing to looking for other ways to still contribute funding. • The Board of Governance welcomes three new members and one returning member, who were elected in December, 2017. <ul style="list-style-type: none"> ○ Public Sector: Rusty Bailey, Mayor, City of Riverside ○ Public Sector: Sabby Jonathan, Mayor Pro Tem, City of Palm Desert ○ Private Sector: Ray Osborne, Executive Director, HomeAid ○ Non-Profit Sector: Susan Larkin, Grant Administrator, Valley Restart Shelter • Each of the new and returning board members introduced themselves and expressed their excitement to learn and work with the BOG. • Correction was made on Mayor Pro Tem Sabby Jonathan’s title; he is now the Mayor of the City of Palm Desert. • Correction was made on Ray Osborne’s title; he is now the Housing Development Director of HomeAid.
<u>4b. CoC Board of Governance vacant Chair position:</u>	Leticia DeLara	<ul style="list-style-type: none"> • Ray Osborne nominates Tammy Marine for vacant Chair position. • Tammy Marine accepts the nomination. • A roll call vote was conducted and passes unanimously.

		<ul style="list-style-type: none"> The Board members congratulated Tammy Marine on her new position and she stated she is excited about the new opportunity.
<p><u>4c. CoC Board of Governance (BOG) member terms ending in 2018 and 2019:</u></p>	<p>Leticia DeLara</p>	<ul style="list-style-type: none"> Jill Kowalski provided some background to the new board members in reference to BOG member terms ending in 2018 and 2019. The Board of Governance voted in December to revise the initial BOG member terms in the Charter to be staggered so that all of the board members who started in 2015 would not have to go off the board at the same time. Four member terms ended in 2017 and an additional four member terms will end June 30, 2018. The remaining five member terms will end in 2019. Subsequent elections to fill each of the members' seats shall be for a three-year term. The four newly elected members will serve for three years as part of term 1. Brenda Freeman, Executive Director, Community Action Partnership of Riverside County, has resigned from her public sector seat, effective immediately. Her resignation to the BOG is on page 7 of the agenda. Brenda's seat will be part of term 2 that will end in June 30, 2018. There is nothing in the Charter that prohibits a board member from running for another term. As discussed from the December 14, 2017, BOG meeting, the Board members agreed to Eric Stopher's, Deputy County Counsel, suggestion for balance, the board could select two public seats, one private seat, and one non-profit seat for every three years to be drawn from a hat. Jill Kowalski colored coded on paper each board members name in accordance to their seat type and placed them in the hat for Vice-chair Leticia Delara to draw names. <p><i>Motion was made by Ron Vervick to approve the process of determining which member terms will end in 2018 and 2019 by drawing the following seats/names from a hat: one public sector seat, one private sector seat and one non-profit seat. The public sector seat vacated by Brenda Freeman will be the second public sector seat to term out in 2018. The seats selected to term out this year will end June 30, 2018. Susan Larkin seconded the motion.</i></p> <p><i>Roll call vote: Yay – 9; Nay -0. Motion passed unanimously.</i></p> <ul style="list-style-type: none"> The names drawn from the hat that will term out and end on June 30, 2018 are as follows: <ul style="list-style-type: none"> Public Sector Seat: Steve Steinberg, Director, Riverside University Health System Private Sector Seat: Leticia Delara, CEO, Regional Access Project (RAP) Foundation Non-Profit Sector Seat: Angelina Coe, Executive Director, Shelter from the Storm, Inc.
<p><u>4d. Coordinated Entry System (CES) Policies and Procedures:</u></p>	<p>Jill Kowalski, DPSS</p>	<ul style="list-style-type: none"> At the last meeting on December 14, 2017, Consultant Margaret McFaddin presented on the draft CoC Coordinated Entry System (CES) Policies and Procedures (P&P) and gave an overview of CES and the process for implementation. A draft of the CES P&P was sent to the board members prior to the December 14 meeting for review. The CoC approved the document on December 13, 2017. HUD requires that all CoCs have a CES in place by January 23, 2018. The CES P&P over the past few months have been drafted, reviewed and changed with input from everyone who is involved with CES. This document is final for the board's approval, but going forward

		<p>it will be a fluid document that will continually change as needed.</p> <ul style="list-style-type: none"> • Sabby Jonathan asked if our CoC already has a CES in place and is this the updated version. Jill responded yes, we built CES but now written policies needs to be in place and as part of receiving HUD funding, it is a requirement for anyone who receives HUD funding to participate in CES. <p>Motion was made by Angelina Coe to approve the CoC Coordinated Entry System Policies and Procedures. Rusty Bailey seconded the motion.</p> <p>Roll call vote: Yay-9, Nay-0. Motion passed unanimously.</p>
<p><u>4e. 2017 HUD CoC Program Awards announcement and debrief:</u></p>	<p>Jill Kowalski, DPSS</p>	<ul style="list-style-type: none"> • Jill apologized on behalf of Dr. Joe Colletti, who could not be in attendance at the meeting to present on the 2017 HUD CoC Program Awards announcement and debrief. However, Joe did provide some updated information along with handouts that were included for the board to review. • When the awards are announced by HUD, in about a month or so later, we will also receive a debrief document that tells us about our CoC score and where we scored in the areas that HUD looks at in terms of performance. It also ranks our CoC compared to others if we were above average or below and where we need to improve. • Ron Vervick asked how much did HUD award in total and Jill referred to a handout generated from HUD’s website that announced HUD awards \$2 billion to thousands of CoC’s across the nation. In the handout it also lists the breakdown for each state. • Jill noted the original email sent to the BoG and CoC for the award comparison that our Continuum received from last year and this year; there was an error. On the original email it said our Continuum received an additional of about \$600,000 this year but was then corrected to \$66,000. This amount is still more than what we received last year and is spread throughout the projects that were funded for increase in fair market rents (FMRs) and some projects for operations. • What HUD did differently this year was, it appears they took the bottom ranked projects from almost the entire Continuum’s in the country; if they ranked their PSH bonus last in tier 2, which our CoC has always done, they lost it. But if they ranked their PSH Bonus higher up, and ranked other projects lower, HUD took those. In comparison to the nation, our CoC still did pretty well. It appears that nobody got those last ranked project(s). In reference to the document Joe Colletti prepared, he asked different Continuums across the country to see if their last ranked project in Tier 2 was not funded, and they all answered yes. • Although our CoC did not receive the PSH bonus award to fund Step Up on Second, we are able to keep everything else we had. • The three projects that IEHP had agreed to provide the match funding to will still work for JFSD PSH Expansion and Lighthouse Riverside PSH. IEHP will work with us on how to help use the remaining funding for our other projects if possible. Instead of a 25% match, they can go up to 100% match. • Our Continuum is looking forward to finding out more once HUD releases a debriefing. • Sabby Jonathan asked a question about the bigger picture if our Continuum feels like we are being underfunded. Jill responded HUD bases their funding awards on a formula based on different factors and what we have control of is, getting a high score on our application to maximize the funding we

		<p>can receive.</p> <ul style="list-style-type: none"> • Sabby Jonathan’s second question was if he can view specific projects on how much funding they are receiving and what they will be doing with those funds. Jill responded yes, the number of beds utilized per project can be sent out and can send an update to the board members next week. • Tammy Marine asked regarding the status of the monitoring schedule and if projects are on track. Jill responded with the monitoring schedule was updated and most are already done. So far, they are much improved from last year. • Kristii MacEwen, Path of Life Ministries, asked in Tier 2 how does HUD look at low performing projects and how are they evaluating that. Jill replied that is part of our review process and Angelina also replied that HUD sent us their version of a rating tool that they recommend and are probably basing their funding from this tool. The first task for the Independent Review Panel (IRP) will be to look at this tool that HUD created and compare it with examples from how we ranked our high and low projects. • Barbara Bloom, Step Up on Second, asked would there be a way to minimize unspent funds by using those funds to create housing or realtor locaters. Jill referred to Greg Rodriguez who is the chair of the Housing Committee to dive deeper in how they could use the funding. Kristii MacEwen replied that rental assistance does allow the expense to utilize that part of the grant funding. Angelina also commented that the purpose of monitoring is to also so that agencies who are doing well can help others on how to use those available funds so there would not be as much dollars left on the table.
5. OLD BUSINESS		
<p><u>5a. Review of process for teleconferencing and public comments at Board of Governance meetings: Continue discussion from Dec. 14 meeting</u></p>	<p>Leticia DeLara, Vice-Chair</p>	<ul style="list-style-type: none"> • At the August 17 Board of Governance meeting, Eric Stopher, Riverside County Counsel. Stated there was a miscommunication at the BOG meeting on July 27 regarding teleconferencing. The BOG agreed that teleconferencing would not be allowed until further discussion with the CoC. • The CoC voted on December 13, 2017 to approve the CoC Planning Committee’s recommendation to provide teleconferencing at the CoC Standing Committee meetings that are in compliance with the Brown Act. • Before this item came up on the December 14 BOG meeting agenda, two BOG members had to leave the meeting, so there was no quorum to take action. • The board member discussed if the public would be allowed to call in too since the motion only allows Board members to call in. • Sabby Jonathan asked if members of the public were allowed to call in to past meetings. Susan Larkin addressed his question stating members of the public were calling in before because the teleconferencing number was posted on the agenda for public to view. • Going forward, if the motion passes, only board members will be allowed to call in and the teleconferencing number will be given directly to only those members who submitted a request for teleconferencing within Brown Act guidelines. <p><i>Motion was made by Rusty Bailey to allow teleconferencing availability at Board of Governance meetings for board members with the understanding that the Brown Act guidelines will apply. Sabby Jonathan</i></p>

		<p><i>seconded the motion.</i></p> <p><i>Roll call vote: Yay-9, Nay-0. Motion passes unanimously.</i></p>
<p><u>5b. Board of Governance meeting frequency:</u></p>	<p>Leticia DeLara, Vice-Chair</p>	<ul style="list-style-type: none"> • A proposed 2018 meeting schedule was included in a handout for the board members to review. <p>Motion was made by Ron Vervick to approve the Board of Governance meeting schedule for 2018. Steve Steinberg seconded the motion.</p> <p>Discussion</p> <ul style="list-style-type: none"> • Tammy Marine asked if the meeting start time could be changed from 9:30 a.m. to 9:00 instead since she is now chair and the timing would conflict with her schedule. This would then change the meeting time to 9:00 a.m. – 11:00 a.m. • The board members all agreed it would be OK to change the meeting time. • Rusty Bailey questioned why there are so many consecutive meetings in the summer and Jill Kowalski responded the meetings were set up in accordance to when the NOFA would be released and many action items are needed during that time for the board to vote on. • Angelina commented in reference to the consecutive meetings, that if a board member cannot attend a particular meeting they could either call in via teleconference or designate a proxy to vote for them. A proxy can attend the meeting and vote on behalf of the board member as long as the proxy letter is received by the chair before the start of the meeting. Jill Kowalski will send out a proxy letter template the board members so they can fill them out to turn in when needed. <p><i>Amended motion was made by Ron Vervick to approve the Board of Governance meeting schedule for 2018 with a change in meeting time to 9:00 a.m. – 11:00 a.m.</i></p> <p><i>Steve Steinberg seconded the motion.</i></p> <p><i>Roll call vote: Yay-9; Nay-0. Motion passes unanimously.</i></p>
<p><u>5c. Formation of a Board of Governance Executive Committee: Discussion only</u></p>	<p>Leticia DeLara, Vice-Chair</p>	<ul style="list-style-type: none"> • The board members discussed what would be the role for the Executive Committee if formed. • A general consensus agreed that the Executive Committee would be a small group of board members that meet more frequently to discuss ideas and streamline the process to help board members make decisions. • The boards then deliberated if the Executive Committee could vote on behalf of the board members; but it would be somewhat controversial as it was not decided if the Executive Committee would be open to the public for transparency or if any conflicted members are part of the Executive Committee. • Leticia DeLara shared examples from her current company that has an Executive Committee and they use their Executive Committee to guide and they do have the authority to vote on the boards behalf but is used very limitedly. • Jill Kowalski and new chair Tammy Marine will continue discussion on their own to see if there would be a need for an Executive Committee and to also discuss the authority that the Executive Committee will hold; then bring back their ideas to the board members to make a final decision.
<p><u>5d. Review the CoC Board of</u></p>		<ul style="list-style-type: none"> • Tabled to next meeting on March 15, 2018

Governance Charter Article VI:		
6. BoG MEMBER COMMENTS	PRESENTER	ACTION/ OUTCOME
None:		
7. CALL FOR AGENDA ITEMS	PRESENTER	ACTION/ OUTCOME
Next Meeting Agenda Items:	Leticia DeLara	<ul style="list-style-type: none"> • IEHP presentation in the future for Roger Uminski to present again • 2018 Homeless Point-In-Time Count update
ADJOURNMENT	PRESENTER	ACTION/ OUTCOME
8. Next meeting		<ul style="list-style-type: none"> • The next Board of Governance meeting date is scheduled for March 15, 2018, 9:00 - 11:00 a.m. at DPSS: Banning Children/Adult Services, 901 E. Ramsey Street, Banning, CA 92220.
9. Adjournment		<ul style="list-style-type: none"> • The meeting was adjourned at 11:01 a.m.

Board of Governance – January 18, 2018: Attendance Report

*Chair **Vice Chair

Total members present: 10 of 15

Total guests in attendance: 10

PUBLIC SECTOR	PRESENT (X) TELECONFERENCE (T)	PROXY
Brenda Freeman , Executive Director, Community Action Partnership of Riverside County		
Chuck Washington , District 3 Board Supervisor, County of Riverside		
Rusty Bailey , Mayor, City of Riverside	X	
Sabby Jonathan, Mayor, City of Palm Desert	X	
Melissa Conrad , Chief of Social Work Service, VA Loma Linda Healthcare		
Steve Steinberg , Director, Riverside University Health System	X	
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		
Susan Larkin , Grant Administrator, Valley Restart Shelter	X	
FORMERLY HOMELESS		
Ron Vervick , Director, Whiteside Manor	X	
EX-OFFICIO MEMBERS		
CoC Chair: Michelle Davis , Housing Authority Manager, City of Riverside		
Secretary: Jill Kowalski , Manager, County of Riverside, DPSS Homeless Programs	X	

Guests: 10

City of Perris	Sara Cortes De Pavon
District 3 Board of Supervisors, County of Riverside	Sundae Sayles
District 4 Board of Supervisors, County of Riverside	Greg Rodriguez
FAP – Foothills Aids Project	April Castleman
FAP – Foothills Aids Project	Irene Ramirez
IEHP – Inland Empire Health Plan	Roger Uminski
Jewish Family Services of San Diego	Becky Ruiz
Path of Life Ministries	Kristii MacEwen
Riverside Deputy County Counsel	Eric Stopher
RUHS – Behavioral Health	Lynne Brockmeier
Step up on Second	Barbara Bloom

DPSS Staff: 2

Homeless Programs, CoC Planner	Donyielle Holley
Homeless Programs, CoC Support	Evelyn Pham