



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

December 14, 2017
10:30 a.m. – 12:30 p.m.
Rustin Conference Center
2085 Rustin Avenue, Riverside, CA 92507

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 10:42 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. Jill Kowalski introduced Jennifer Claar as the new Riverside County Adult Services Interim Assistant Director; who is stepping in for Lisa Shiner who retired from Riverside County. Jennifer Claar stated she is looking forward to working with the CoC and BOG and meeting everyone. Self-introductions were made for all Board members present
2. <u>Minutes Approval:</u>	Leticia DeLara	<i>Motion was made by Ron Vervick to approve the minutes from August 17, 2017. Ray Osborne seconded the motion. Roll Call Vote: Yay – 7; Nay – 0. 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. CoC Board of Governance (BOG) Initial Member Terms:</u>	Jill Kowalski, DPSS	<ul style="list-style-type: none"> Jill explained in reference to the Charter on page 5 section 6.03, when the Board was restructured in 2015, the membership changed completely, to all new members. There is a provision that states due to the fact in 2015, the BOG will be all new appointees, the initial terms of the members shall be staggered so that four (4) members shall serve a one year term for the initial appointments and four (4) members will serve a two year term for the first appointments. Subsequent elections to fill each of those members' seats shall be for the full three-year term. Since our BOG is about 1 – 1 ½ year behind in staggering to vote for new board members, it was discussed with the CoC Membership Committee to allow the four seats that have already been vacated to be those in the first term. Next year, a decision will be made for the rest to see who will be serving the two and three year terms. The first year term will end in 2017, second year term will end on June 30, 2018, following the fiscal year; and the remaining five will end in 2019. Moving forward, will serve three year terms. There is nothing in the CoC Board of Governance Charter that prohibits a current board member from being re-elected to their seat. In this case, Ray Osborne has agreed to stay in his private sector seat for another term if elected.

		<p>Motion was made by Ron Vervick to approve CoC Membership Committee recommendation that the Board of Governance initial terms of the members shall be staggered so that:</p> <ul style="list-style-type: none"> • Four (4) members shall serve a two-year term for the initial appointments (ending in 2017 instead of 2016): • Four(4) members shall serve a three-year term for the initial appointments (ending in 2018 instead of 2017); and • The remaining five (5) original members will serve a four-year term (ending in 2019 instead of 2018); and • Subsequent elections to fill each of those members’ seats shall be for a full three-year term. <p>Melissa Conrad seconded the motion. Roll Call Vote: Yay - 7; Nay - 0. Motion passed unanimously.</p>
<p><u>4b. Board of Governance election:</u></p>	<p>Jill Kowalski, DPSS</p>	<ul style="list-style-type: none"> • To fill the four vacant seats designated as “one-year” terms in the Board of Governance, elections were held by ballots for the CoC to submit nominations to elect new members. There were one non-profit seat, two public sector seats and one private sector seat open. Ray Osborne currently fills the private sector seat but would like to stay on the board, so he is on the ballot for re-election to a second term. A call for nominations was announced and the CoC was then instructed to vote by ballot from Monday, December 11, 2017 to Wednesday, December 13, 2017 by 5 p.m. • Jill directed the board members to the election ballot that also includes handouts with biographies of each nominee. • The final vote was completed yesterday by the CoC, and Jill congratulated the following elected Board of Governance members as follows: <ul style="list-style-type: none"> ○ Non-Profit Sector seat: Susan Larkin, Valley Restart Shelter ○ Public Sector seat: Mayor Rusty Bailey, City of Riverside ○ Public Sector seat: Mayor Pro Tem Sabby Jonathan, City of Palm Desert ○ Private Sector seat: Ray Osborne, HomeAid Inland Empire <p>Discussion:</p> <ul style="list-style-type: none"> • Discussion was had amongst the Board members on how to proceed with voting on the motion to approve the CoC recommendations; if Ray Osborne was able to vote or abstain since he is a current board member and has been re-elected to serve a second term. If Ray abstains, there would be no quorum to vote. It was discussed if the motion should be changed so Ray can vote for the non-profit & public sector seats and a new motion would be created without his vote for the private sector seat. • Eric Stopher, Deputy County Counsel, suggested an option for voting would be to draw names out of a hat with the remaining board members that have not voted in order to reach a quorum. • The board members agreed to vote on the original motion and draw names from the hat to vote for quorum, knowing that Ray Osborne’s name was the only name in the hat. • Ray Osborne’s name was pulled from the hat to vote.

		<p>Motion was made by Karyn-Young Lowe to approve the CoC recommendations to fill the following vacant seats on the Board of Governance with terms ending June 30, 2020 (The new board members will be inducted on January 18, 2018):</p> <ul style="list-style-type: none"> • Public Sector (two seats): Mayor Rusty Bailey and Mayor Pro Tem Sabby Jonathan • Private Sector (one seat): Ray Osborne • Non-profit Sector (one year): Susan Larkin <p>Angelina Coe seconded the motion. Roll call vote: Yay – 7; Nay-0. Motion passed unanimously.</p>
<u>4c. Independent Review Panel election:</u>	Angelina Coe, IRP Chair	<ul style="list-style-type: none"> • Similar to the Board of Governance elections, the CoC also voted on two vacancies by ballot to fill for the 2018 Independent Review Panel (IRP). • Leticia announced the results and congratulated the new IRP members as follows: <ul style="list-style-type: none"> ○ David Leahy, ABC Recovery Center ○ Monica Sapien, Social Work Action Group (SWAG) <p>Motion was made by Ron Vervick to approve the CoC recommendations to fill two vacant seats on the 2018 Independent Review Panel. Melissa Conrad seconded the motion. Roll call vote: Yay – 7; Nay -0. Motion passed unanimously.</p>
<u>4d. CoC Board of Governance member terms ending in 2018 and 2019: Discussion only</u>	Leticia DeLara, Vice-Chair	<ul style="list-style-type: none"> • To comply with the Charter, four member terms will end in 2018 and five member terms will end in 2019. The BOG will need to decide how it will determine which four member terms will expire June 30, 2018. The terms of the remaining five seats will end June 30, 2019. • Jill provided a few examples that the board could choose from which includes asking if board members agree to commit for another term, draw names from a hat, or if the board member decides themselves they would like to stay in their current seat for another term. • Eric Stopher suggested for balance, to take two public, one private, and one non-profit seat for every three years so that there are equal amounts of each sector seat up for election. • The board members agreed that it is a great idea to have a mix each time. • Jill asked if there were any ideas on how to pick the names for each sector seat and the board members agreed to draw from a hat. After, they would go through the whole nomination by ballot process again for election.
<u>4e. CoC Board of Governance Chair position: Discussion only</u>	Leticia DeLara, Vic-Chair	<ul style="list-style-type: none"> • BOG chairperson Steve Falk submitted his resignation on the BOG in September. The BOG will need to hold an election for a new BOG chairperson. • Leticia announced if any board members are interested, please contact Jill Kowalski. • The board questioned if there were more than one member who would like to chair, what would be the election process. • Tiffany Nelson, DPSS, suggested proceeding with the same system they used for election last time; which was held at the BOG meeting and every member would write their vote down on paper to

		<p>submit their vote for chairperson.</p> <ul style="list-style-type: none"> Leticia DeLara has agreed to continue serving her term as vice-chairperson.
<p><u>4f. 2018 Homeless Point-In-Time (PIT) Count Methodology:</u></p>	Jill Kowalski, DPSS	<ul style="list-style-type: none"> Jill announced the 2018 Homeless Point-in-Time (PIT) Count will be held on the morning of Tuesday, January 23, 2018 from 5:30 – 9:30 a.m. The CoC has decided to do the count annually, instead of every other year as HUD requires. An overview of some of the changes in the 2018 methodology are listed on page 11 of the agenda and highlighted on the survey tool. Most of the changes were HUD requirements to add additional questions or language. The CoC approved the following changes to the 2018 PIT Count Survey tool: <ul style="list-style-type: none"> Added to the top of the survey: 7-day post count follow-up (DBH, Law enforcement, Service-based). Question 3: added dogs, cats and other animals to “who slept in the same location with you last night” this was requested by county Animal Services. Question 7: HUD required CoCs add “transgender or non-conforming”. Question 16h: HUD required “fleeing domestic violence and sexual assault”. Observation survey question 7: added age range as a request from the Office on Aging to align with methodology Jill emphasized that the CoC did approve these changes already and ensured they are making the right decisions as they are the individuals and agencies who are out in the field the most working first hand with homeless individuals. <p><i>Motion was made by Angelina Coe to approve the 2018 Point-in-Time Count Methodology as recommended by the CoC membership. Ray Osborne seconded the motion. Roll call vote: Yay-7; Nay-0. Motion passed unanimously.</i></p>
<p><u>4g. Coordinated Entry System (CES) Policies and Procedures: Information only</u></p>	Jill Kowalski, DPSS	<ul style="list-style-type: none"> Jill directed the board members to the draft CoC Coordinated Entry System (CES) Policies and Procedures handout to review. Margaret McFaddin our HUD consultant has been working on this with the CES Oversight Committee and leads these past few months to finalize a draft that needs to be approved by the BOG by January 23, 2018, to be in compliance with HUD regulations. The CoC approved the draft yesterday and the BOG will be voting on final approval at the next BOG meeting on January 18, 2018. An advanced copy was given to the board to review and Margaret McFaddin would also be presenting on CES later in the meeting so that the board could have a better understanding of the process and what is required.
5. OLD BUSINESS		
<p><u>5a. Review of process for teleconferencing and public</u></p>	Leticia DeLara, Vice-Chair	<ul style="list-style-type: none"> Eric Stopher, Deputy County Counsel, explained at the August 17, 2017 BOG meeting, there was a miscommunication at the BOG meeting on July 27, 2017 regarding teleconferencing. The BOG agreed

<p><u>comments at BoG meetings:</u></p>		<p>that teleconferencing would not be allowed until further discussion with the CoC. Eric described there were two separate issues, one was if a BOG member was calling in for a meeting, per the Brown Act, the location they were calling from needs to be open to the public and posted on the agenda 72 hours beforehand. The second issue was is the public allowed to call in; the Brown Act currently does not have any wording as to who can call in. Ultimately, the board can choose to allow members of the public to call in, or only allow board members to call in.</p> <ul style="list-style-type: none"> • Jill announced the CoC voted yesterday and approved teleconferencing availability at the Board of Governance meetings and CoC Standing Committee meetings; with understanding that Brown Act guidelines will apply. However, it was only for the board members to call in, and for each standing committee. It was not decided if the public would be allowed to call in. • Eric stated it would be easier to maintain quorum if the board allows members to call in. • The board no longer has a quorum to vote on motion 5a, and has decided to continue with a discussion session to deliberate on whether or not to allow members of the public to call in at BOG meetings. • Karyn Young-Lowe asked if the public can call in at their own location; and how they would proceed when it is time to make a public comment without a comment card present. Eric replied, an example would be, at the start of the meeting, they would request for anyone present or on the phone to state if they have a comment or comment card, and to please provide their comments before the start of the meeting. • Angelina Coe suggested an alternative idea would be to host live meeting call in similar to webinars where anyone who wants to participate will join in on the webinar and phone, and would be able to view the meeting online and also ask real time questions by typing in the chat box. This would be a way for everyone to connect and provide transparency. • Karyn Young-Lowe agreed for transparency and would like to keep the BOG as open as possible, to be less restrictive, so the CoC can feel like they are a part of it. • Susan Larkin expressed her concern was not being able to call in as a member of the public, and it would be justifiable to just have board members allowed to call in, but she stated in whichever case, to please be clear to everyone what the regulations are. She also asked, if the board does not approve this motion, will the decision go back to the CoC or Planning Committee? Or the board makes all the final decisions? Leticia answered since the motion is specified between BOG and CoC Standing committees, the board will make the final decision on the BOG motion, and the CoC will make the final decision on the CoC Standing Committees.
<p><u>5b. Board of Governance meeting frequency and formation of Executive Committee:</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. • Jill stated that there are more meetings scheduled in 2018 than in 2017. The reason for this was to set meetings around the NOFA. For meeting dates that do not have any motions set, they will be more for information or workshop only. She emphasized it is important for the board to meet more frequently to familiarize themselves with the process of the NOFA and CES. • In regards to the formation of Executive Committee, it was the previous Chair's idea, Steve Falk, to

		form a smaller Executive Committee to meet more frequently to build more knowledge before motions are asked to pass and to help board members become more aware of the process. It was for the chair to run, and since the chair position is currently vacant, the board members decided to wait until a chair is elected at the next meeting to continue discussion on forming an Executive Committee.
<u>5c. Review the CoC Board of Governance Charter Article VI:</u>	Leticia DeLara, Vice-Chair	<ul style="list-style-type: none"> • Tabled to January 18, 2018 meeting
<u>5d. Presentation on HUD requirements for Coordinated Entry System:</u>	Margaret McFaddin, TDA	<ul style="list-style-type: none"> • Margaret McFaddin HUD consultant, TDA Consulting, Inc., presented with a PowerPoint presentation on HUD requirements for Coordinated Entry System (CES). • As defined in a breakdown, CES is a coordinated effort of agencies working together; to create a process to identify and prioritize persons for access to housing and services based on severity of need and vulnerability. Meanwhile, also increase efficiency of local crisis response system and improve fairness and ease of access to resources. • Margaret's role the past few months working with the CES Oversight Committee and leads was to facilitate discussion and planning toward implementation of CES, review and recommend written policies and procedures and to ensure compliance with HUD rules and regulations. • Margaret stressed the importance to complete and have a written policy in place by January 23, 2018 per HUD guidelines. She emphasized that even though the written policy is to be completed by January, this document would be a living and breathing document that will continually be updated and changed as needed. • In her PowerPoint reviewed key points with CES pertaining to: <ul style="list-style-type: none"> ○ Governance: HUD established guidelines but left a lot of the final program design for the community and CoC to plan that will work well for them. ○ Access: No wrong door approach, agencies providing housing services and outreach workers working together to provide assistance. ○ Assessment: Common assessment tool like the VI-SPIDAT and CES lead agency training staff to administer assessments and to standardize tools. ○ Prioritization: Will be based on length of time homeless and severity of need. ○ Referral: Will include all CoC-funded, ESG-funded and Riverside County-funded housing and service providers. ○ Data management: Work with HMIS and compiles HUD and CoC data with security and protection for privacy and confidentiality policies. ○ Evaluation: Focuses on periodic reporting of annual survey and system performance measures • Margaret highlighted after months of working with the CES Oversight Committee and HMIS Administrators Council Committee, the new data sharing policies will come to fruition in January 2018.
6. BoG MEMBER COMMENTS	PRESENTER	ACTION/ OUTCOME
<u>None:</u>		
7. CALL FOR AGENDA ITEMS	PRESENTER	ACTION/ OUTCOME

<u>Next Meeting Agenda Items:</u>	Leticia DeLara	<ul style="list-style-type: none"> • Elect Chairperson • Review process for teleconferencing and public comments at BOG meetings • Board of Governance meeting frequency and formation of Executive Committee • Review the CoC Board of Governance Charter Article VI
ADJOURNMENT	PRESENTER	ACTION/ OUTCOME
8. Next meeting		<ul style="list-style-type: none"> • The next Board of Governance meeting date is scheduled for January 18, 2018, 9:30 - 11:30 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 12:10 p.m.

Board of Governance – December 14, 2017: Attendance Report

*Chair **Vice Chair

Total members present: 7 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		
Vacant seat		
Vacant seat		
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	
Vacant seat		
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: 10

District 4 Board of Supervisors, County of Riverside	Greg Rodriguez
Jewish Family Services of San Diego	Becky Ruiz
Jewish Family Services of San Diego	Lena Pollerana
Path of Life Ministries	Kristii MacEwen
Riverside Deputy County Counsel	Eric Stopher
Riverside Recovery Resources	Desmond Young
RUHS – Behavioral Health	Angela Igrisan
Step up on Second	Barbara Bloom
TDA Consulting, Inc.	Margaret McFaddin
Valley Restart Shelter	Susan Larkin

DPSS Staff: 6

Adult Services, Assistant Director	Jennifer Claar
Homeless Programs, CoC Planner	Donyielle Holley
Homeless Programs, CoC Support	Elizabeth Hernandez
Homeless Programs, CoC Support	Evelyn Pham
Homeless Programs, CoC Support	Tiffany Nelson
Riverside County	Jennifer Sargent