



Minutes for County of Riverside Continuum of Care Membership Meeting

April 27, 2016

10:00 a.m. - 12:00 a.m.

James A. Venable Community Center
50390 Carmen Avenue, Cabazon, CA 92230

Minutes Recorded and Transcribed by Tiffany Nelson, Office Assistant III, DPSS – Homeless Programs Unit

TOPIC	PRESENTER	ACTION/ OUTCOME
Call to Order	David Leahy	<ul style="list-style-type: none"> The meeting was called to order at 10:08 a.m.
Introductions		<ul style="list-style-type: none"> Self-introductions were made by all in attendance. No quorum was reached for the Continuum of Care or Board of Governance members present.
Approval of the Minutes for February 24, 2016	David Leahy	<ul style="list-style-type: none"> The approval of the minutes has been tabled to the next meeting due to the lack of a quorum.
NEW BUSINESS	PRESENTER	ACTION/ OUTCOME
2016 Housing First Partners Conference – Los Angeles:	Linda Barrack, CoC Vice-chair	<ul style="list-style-type: none"> Linda Barrack attended the Housing First Conference in Los Angeles in March. Many agencies that are practicing Housing First are experiencing clients that don't want to work, since they are not required to work. The Housing First Conference discussed ideas on how to approach those situations. It has been mandated that all federally funded agencies are practicing Housing First. Linda suggested that the CoC access the workshop links from the conference: http://www.hfpartnersconference.com/workshop-materials/ The 2016 Fair Housing Council Conference is April 28th and goes hand in hand with Housing First. Linda asked if DPSS can offer technical assistance regarding Housing First, and Jill Kowalski agreed.
2015 HUD CoC Program Tier 1 Awards:	Jill Kowalski, Collaborative Applicant	<ul style="list-style-type: none"> Jill reported that the 2015 Tier 2 awards are expected to be released in the next 2 days. There were other CoCs that had Transitional Housing projects in Tier 1. One CoC in particular had a project in Tier 1 and HUD eliminated the funding for that project. We have to report our 2016 PIT Counts and our housing stock to HUD by May 16th with the CoC NOFA Registration. Registration will be submitted once we know what the Tier 2 awards are.
2016 HUD Consolidated Application Review and Ranking Process Update:	Jill Kowalski	<ul style="list-style-type: none"> DPSS e-mailed out a draft of the 2016 Review Process. The members of the review panel are being assembled. Jill requested the CoC's feedback and said that all comments and feedback will continue to be shared with the CoC. The first Review Panel meeting is expected to take place early in June. Susan Larkin provided hardcopies of her comments on the ranking tool to the CoC membership. David Leahy reported, "Our CoC is set up that we only receive funding from HUD. Supervisor

		<p>Chuck Washington was on board that we need to bring other funding sources into this county.”</p> <ul style="list-style-type: none"> • The present membership began discussion around the roles of the Standards and Evaluation committee and the need for a Final Strategic Plan and an updated version of the 10-Year Plan that was last drafted by the Planning Committee. • Donyielle suggested that the Strategic Plan be a combined effort of the Planning and the Standards/Evaluation Committees. • The membership agreed to have a Strategic Planning session led by HUD T.A. Consultant, Margaret McFaddin on May 25th at 10:00 a.m. • Karyn Young-Lowe mentioned that agencies have been working hard to enter their information into the HomeLink database. • Linda responded that HomeLink is not providing the same information as the PIT Count. • Susan Larkin added that HomeLink is only taking place in Western Riverside County and that we want more than just Western. Tom Cox from Coachella Valley Rescue Mission said that his agency has completed 1300 of the 1600 entries that are in the HomeLink database, representing Eastern Riverside County. • Susan requested a show of hands of the attending agencies to determine who is using the VI-SPDAT. Agencies that didn't raise their hand were encouraged to find an agency who is using the tool so that they can be introduced and begin using it as well. • ClientTrack has a contract to implement the VI-SPDATs within the HMIS System. • Linda Barrack reminded the membership to send their feedback and comments on the review and ranking process draft to Jill Kowalski at DPSS via e-mail by May 9th.
Revised HUD Monitoring Tool:	Susan Larkin, Standards and Evaluation Vice Chair	<ul style="list-style-type: none"> • Susan reported that the new monitoring tool has been tested with some of the agencies; however, she sent comments in suggesting that the standards in the ranking process match the standards listed in the monitoring tool so that it will be easier for projects to know the standards. • Linda asked for clarification on whether the requirement for a state license or social security card was a HUD or a DPSS requirement, because there are no regulations in the HEARTH Act that require an ID. • Rowena Concepcion responded that it is a DPSS requirement since the only way to verify clients are in HMIS is to have those documents. • Comments and feedback should be e-mailed to Jkowsk@riversidedpss.org by May 9th. • The below motion has been tabled to the next meeting due to the lack of a quorum. <p>Motion: Approve the revised HUD monitoring tool that has been updated to meet HUD requirements and approve that DPSS will use this tool in future monitoring visits.</p>
Collaborative Applicant & CoC Memorandum of Understanding:	Donyielle Holley, CoC Planner	<ul style="list-style-type: none"> • Every CoC is required to have a Memorandum of Understanding (MOU) between the CoC and the Collaborative Applicant. We need to approve the revised MOU. Please provide comments and questions. The MOU is reviewed annually. The MOU indicates where it points to HUD

		<p>regulations.</p> <ul style="list-style-type: none"> • Donyielle referred to the draft MOU and said that the notes in yellow are recommended by the Planning Committee and the notes in green were made by DPSS staff. • The below motion has been tabled to the next meeting due to the lack of a quorum. <p>Motion: Approve the MOU between the Collaborative Applicant (DPSS) and the CoC. Background: The HEARTH Act requires that there is an MOU between the Collaborative Applicant and the CoC to put in writing responsibilities and duties of each entity.</p>
STANDING ITEMS	PRESENTER	ACTION/ OUTCOME
Election of Review Panel for 2016 HUD Consolidated Application:	Jill Kowalski	<ul style="list-style-type: none"> • Ballots were distributed for the present agencies to vote on the 2016 Review Panel nominees. • Initially, it was found that there was a tie between Darrell Moore and Angelina Coe for the final Review Panel seat. Blank ballots were distributed with instructions to vote only for Darrell or Angelina. Angelina was elected for the final seat. • The 2016 Review Panel is as follows: <ul style="list-style-type: none"> ○ Carla Callahan – City of Hemet ○ Frankie Riddle – City of Palm Desert ○ Steve Falk – Community Mission of Hope, HOPE in Elsinore, TEAM Community Pantry ○ Sterlon Sims – Riverside County Economic Development Agency ○ Paul Flores – Health to Hope Clinics ○ Lieutenant David Kondrit – Riverside Sheriff’s Department ○ Angelina Coe – Shelter From The Storm
CoC Membership Application:	Steve Falk, Membership Committee Chair	<ul style="list-style-type: none"> • Agencies that have yet to complete the online application for membership will have until June 1st to count towards the next meeting. Tiffany Nelson from DPSS will send out a list of agencies that applications have been received from. She will also be contacting agencies that actively participate and have not completed the application.
2016 Homeless PIT Count Update:	Donyielle Holley	<ul style="list-style-type: none"> • Preliminary PIT Count data has been released. • Riverside County’s PIT Count total decreased by 12% since the 2015 count. • Children were counted this year and will be included in the 2016 report that is expected to be available on April 29th. • Rowena Concepcion added that the HIC has been completed; however, not all sheltered providers are in HMIS, and we are waiting for an agency to respond with their shelter count information. • Donyielle introduced Jacquie Hamilton and George Solis from DPSS. They both trained the 2016 PIT Count volunteers and are working on the data for the report. • Donyielle requested the CoC’s feedback on the preliminary PIT Count Data provided.
CONSENT ITEMS	PRESENTER	
Committee Reports:	Darrell Moore	<ul style="list-style-type: none"> • Housing Committee – Chair Darrell Moore presented on the Housing Committee and provided a written report.

	Lynne Brockmeier	<ul style="list-style-type: none"> • Kristii MacEwen was announced as the new Co-Chair for the Housing Committee. • The Housing Committee is presenting to the CoC that it would like to serve as a clearinghouse for letters of support to come into the CoC. They would assess the agency to determine if the agency planned to actively participate with the CoC, CES, etc. They would also serve to evaluate the Housing opportunities. • Kristii added that Non-HUD funded agencies would be brought to the Housing Committee. • The housing committee could look into funding that no one else in our Continuum has. • Angelina Coe responded that the CoC already has both a Membership and a Funding/Finance Committee and expressed concern that those committees may already be doing the things that the Housing Committee wants to do. • Susan acknowledged that the Funding/Finance Committee is not active. • David added that we receive letters of support from building developers from time to time. • CoC letters and which committees they should be reviewed by will be discussed at the next meeting. • CES Advisory – Lynne attended a Data Consortium Conference. • She informed that the CES Navigators are still having weekly meetings to build an active by-name list and have also been continuing to work on the guidelines.
CoC Letters of Support:	David Leahy	<ul style="list-style-type: none"> • None
Annual Performance Reports (APRs):	Susan Larkin	<ul style="list-style-type: none"> • APRs for ABC Recovery Transitional, City of Riverside Chronic, 3) City of Riverside Rapid Rehousing, JFS Desert Horizon, MVK formerly MFI, MVK Transitional, RCDMH Rapid Rehousing, and RCDMH Women’s PH. • These APRs will be tabled to the next meeting due to the lack of a quorum.
CoC MEMBER COMMENTS	PRESENTER	ACTION/ OUTCOME
Riverside County Probation:	Probation Staff	<ul style="list-style-type: none"> • Riverside County Probation staff introduced themselves. They would like to present at the next CoC meeting. Their main goal is to get homeless individuals off the streets and they would like to support the CoC in this effort.
Meeting Extension Request:	Angelina Coe	<ul style="list-style-type: none"> • Angelina requested that the next meeting start at an earlier time or be extended since there will be a large amount of items on the agenda. Tiffany will look into extending the room reservation.
CALL FOR AGENDA ITEMS	PRESENTER	ACTION/OUTCOME
CoC Officer Elections	David Leahy	<ul style="list-style-type: none"> • David reported that the office term for CoC Chairperson, CoC Vice-chairperson, and CoC Secretary are ending on June 30, 2016. Therefore, we will need to vote on the seats at the June 22nd meeting. The new office terms will begin on July 1st.
ANNOUNCEMENTS	PRESENTER	ACTION/ OUTCOME
Customer Satisfaction Survey	Jill Kowalski	<ul style="list-style-type: none"> • DPSS will be sending out a customer satisfaction survey.
CoC Membership	David Leahy	<ul style="list-style-type: none"> • David requested that the Membership Committee work with Tiffany to determine the current membership status. We need to have a quorum at the next meeting.

ADJOURNMENT	PRESENTER	ACTION/ OUTCOME
Next meeting	David Leahy	<p style="text-align: center;">Wednesday, June 22, 2016, 10:00 a.m. – 12:00 p.m. FSA - James A. Venable Community Center 50390 Carmen Ave., Cabazon, CA 92230</p>
Adjournment	David Leahy	The meeting was adjourned at 12:01 p.m.

Please [click here](#) for meeting documents.

CoC Membership Meeting– April 27, 2016: Attendance Report

Total in Attendance: 62

Present: 54

ABC Recovery Center	Jeremy Shepard	Jewish Family Services of San Diego	Stephanie Ramos
ABC Recovery Center	David Leahy*	LightHouse Social Service Centers	Breggetta Maravilla
ABC Recovery Center	Leah Polk	LightHouse Social Service Centers	Karyn Young-Lowe
Alternatives to Domestic Violence	Florence White	Lutheran Social Services	Deniece Marshall
Board of Supervisors - District 3	Sundae Sayles	Martha’s Village and Kitchen	Linda Barrack**
Catholic Charities	Jessica Meza	Martha's Village and Kitchen	Rosa E Verduzco
City of Moreno Valley	Diana Vasquez	Martha's Village and Kitchen	Stephanie Minor
City of Riverside	Adrian Varela	Path of Life Ministries	Kristii MacEwen
City of Riverside	Monica Sapien	Path of Life Ministries	Leonard Jarman
Coachella Valley Rescue Mission	Anyse Smith	Prayer Warriors Enhancement	Rochelle Lewis
Coachella Valley Rescue Mission	Sherry Finke	Riverside County Probation	Cintia Rivas
Coachella Valley Rescue Mission	Tom Cox	Riverside County Probation	Jessica Reyes
Community Catalysts of California - Veterans Services	Janeth Ventura	Riverside County Veteran’s Services	Grant Gautsche
Community Connect	Ahlam Jadallah	Riverside Police Department	Hector Estrada
Community Member	Blair Moss	Riverside Police Department	Rick McDonald
Community Mission of Hope	Steve Falk	Riverside University Health System - Behavioral	Lynne Brockmeier
Desert AIDS Project	Monica Aitchison	Shelter From The Storm	Angelina Coe
EDA	Terri Bowen	Street Life Project	Patryce Richmond
EDA-ESG	Sterlon Sims	TEAM Community Pantry	Randy Taylor/Steve Falk
Foothill Aids Project (FAP)	Maria Valles	The Convergent Center Inc.	Jeff Moritz
H.O.P.E. In Elsinore	Steve Falk	The Hole in Wall	Benjamin Shuler
Health to Hope	Paul Flores	U.S. Vets	Gregory Coffos
Help for Future Leaders, Inc.	Daniel Yeboah	VA Loma Linda Healthcare	Carmen Macias
Help for Future Leaders, Inc.	Wendy K. Matzke	Valley Restart Shelter	Susan Larkin***
HelpingOurPeople.org	Jean Barnett	Valley Restart Shelter	Susana Harris
Inland Counties Legal Services (ICLS)	Darrell Moore	Whiteside Manor	Ron Vervick
Jewish Family Services of San Diego	Becky Ruiz		
Jewish Family Services of San Diego	Le McClellan		

DPSS Staff: 8

DPSS Adult Services Assistant Director

Lisa Shiner

DPSS Homeless Programs

Donyielle Holley

DPSS Homeless Programs

Elizabeth Hernandez

DPSS Homeless Programs

George Solis

DPSS Homeless Programs

Jacqueline Hamilton

DPSS Homeless Programs

Jill Kowalski

DPSS Homeless Programs

Rowena Concepcion

DPSS Homeless Programs

Tiffany Nelson