



## Minutes for County of Riverside Continuum of Care (CoC) Meeting

November 15, 2017  
10:00 a.m. - 12:00 p.m.  
City of Banning Council Chambers  
99 E. Ramsey Street, Banning CA 92220

Minutes recorded and transcribed by Evelyn Pham, Office Assistant III, DPSS – Homeless Programs Unit

TOPIC	PRESENTER	ACTION/ OUTCOME
Call to Order	Michelle Davis, CoC Chair	<ul style="list-style-type: none"> <li>The meeting was called to order at 10:04 a.m.</li> </ul>
Introductions	Michelle Davis, CoC Secretary	<ul style="list-style-type: none"> <li>Self-introductions were made by all in attendance. No quorum was reached for the Board of Governance members present.</li> <li>A roll call of the CoC voting members was conducted. No quorum was reached.</li> </ul>
Approval of the Minutes for August 23, 2017	Michelle Davis	<ul style="list-style-type: none"> <li>Tabled to next meeting, no quorum was reached.</li> </ul>
UNFINISHED BUSINESS	PRESENTER	ACTION/ OUTCOME
<b>Brown Act Teleconference Guidelines</b>	Donyielle Holley, CoC Planner	<ul style="list-style-type: none"> <li>Tabled to next meeting</li> </ul>
NEW BUSINESS	PRESENTER	ACTION/ OUTCOME
<b>a. CES Oversight Committee Report</b>	Margaret McFaddin, HUD Technical Assistance Consultant	<ul style="list-style-type: none"> <li>Margaret gave a brief update from the last Coordinated Entry System (CES) Oversight meeting on October 26, 2017 and what the committee has been working on with her for the past five months. The committee members have been focusing their efforts on completing the draft Policies &amp; Procedures (P&amp;P) which includes topics of access, prioritization and assessment. On Thursday, November 16, 2017 the committee members will meet again to discuss additional policies relating to referral and data management.</li> <li>Margaret emphasized HUD's requirement for every CoC to have an approved P&amp;P by January 23, 2018. The CES Oversight committee is close to finalizing the draft P&amp;P and will present to the CoC members at the next CoC meeting on December 13, 2017. She requested the CoC members to review and send all questions and suggested revisions to her or Michelle, CES Oversight Chair, before the December meeting. Suggested changes will be made to the draft and be ready for the CoC to vote on approving the P&amp;P in December; to then bring forth to the Board of Governance (BoG) for their final decision in January 2018 before HUD's deadline for compliance.</li> </ul>

<b>b. HUD's CoC Program Rating and Ranking Tool</b>	Rowena Concepcion, DPSS HPU	<ul style="list-style-type: none"> <li>• Rowena reviewed with the CoC the <a href="#">HUD rating and ranking tool</a> that HUD released to assist the CoC with the Notice of Funding Availability (NOFA) process to ensure they are competitive and transparent. Rowena explained that HUD released four video demonstrations to help members understand the optional tool. She feels the tool would be good for the CoC and Independent Review Panel (IRP) to use and asked the CoC to review before making a decision to recommend to the IRP at the next CoC meeting in December.</li> <li>• Angelina Coe, IRP chair, recommended to use the tool and stated the template is well made, very comprehensive, covers all the needed criteria and would be a great asset for the IRP to use.</li> <li>• Rowena also added and reviewed the different tabs on the tool and how to use the tool for different criteria for evaluating. There are criteria for renewal projects and new projects; also criteria which the CoC will make a decision on what our priority and needs are for our community. Do we want more funding for chronically homeless beds, RRH beds or dedicated plus beds. Before we can complete this, there is a decision that needs to be made by the CoC on which to prioritize. The budget will then be automatically divided between our priorities.</li> <li>• Michelle Davis asked if we are able to use the by name list regarding prioritization. Rowena answered the CoC can decide where they want to spend CoC funds towards and can also divide by percentage if needed. Margaret McFaddin added they can also use raw Housing Inventory Count (HIC) data for that need.</li> </ul>
<b>c. Housing Quality Standards (HQS) Policies &amp; Procedures</b>	Rowena Concepcion, DPSS HPU	<ul style="list-style-type: none"> <li>• Rowena presented the draft Housing Quality Standards (HQS) Policies &amp; Procedures (P&amp;P) for the CoC to review in advance before approving it next month. This is a HUD requirement, and is prepared so everyone will be on the same page on what needs to be done and responsibilities if they are receiving HUD funding.</li> <li>• DPSS has been conducting HQS inspections at all 556 sites; and so far have completed 482. DPSS hopes to complete inspections by the end of 2017; so next year they can start the third party verification for HQS. DPSS will then only need to do inspections at random on 10% of all active sites.</li> <li>• Rowena stressed the importance for sub recipients to conduct the initial inspection first and to also do annual inspections to ensure every site is inhabitable per HQS.</li> <li>• Susan Larkin asked the following questions regarding the draft P&amp;P:             <ol style="list-style-type: none"> <li>1. Can a comment section be added for clients to ask questions/leave comments?</li> <li>2. Do clients receive an inspection notice? If so, it should say so in the document.</li> <li>3. Is there a way around termination?</li> </ol> </li> <li>• George Solis, DPSS, addressed Susan's questions with explaining the process for Housing Quality Inspections. He stated agencies are notified 30 days in advance so they could give clients a notice for a time and date the inspection will be held so clients are aware. Also, at every inspection a representative from the agency or landlord is present.</li> </ul>
<b>d. DPSS Community Outreach Branch (COB) Presentation</b>	Andrea Ruffin, Senior Program Specialist	<ul style="list-style-type: none"> <li>• Ann Barnes-Dansby introduced herself as the Deputy Director of Riverside County's DPSS Community Outreach Branch (COB) and expressed her passion for this branch and its involvement with working with the homeless.</li> <li>• Andrea Ruffin, Sr. Program Specialist, COB, gave a brief overview of what COB does and how they get</li> </ul>

		<p>involved in homeless activities. She stated they are a mobile unit that travels with about five eligibility staff members and they go out to community events to assist individuals and families to apply for Cal Fresh or Medi-Cal benefits. Their newest efforts include working with the Farmer’s Markets around Riverside County to accept EBT cards as a form of payment for fresh food.</p> <ul style="list-style-type: none"> <li>• The COB also works closely with the DPSS Homeless Programs Unit and participates in the Point in Time (PIT) count. The PIT count provides the COB team with access to individuals out on the streets with whom they can enroll in benefits and share knowledge with those who need it.</li> <li>• For more information, please feel free to contact Andrea at (951) 358-4836 or view their <a href="#">brochure</a>.</li> </ul>
<p><b>e. 2018 Point in Time (PIT) Count Methodology</b></p>	<p>Donyielle Holley, CoC Planner</p>	<ul style="list-style-type: none"> <li>• Donyielle Holley, PIT coordinator, announced the 2018 Point in Time (PIT) count will be held on January 23. Our CoC has decided to do the count annually and to prepare for the upcoming count; there are a few changes in the methodology for this year.</li> <li>• Donyielle explained the methodology remains the same as previous years, where we do a complete count and work with city leadership and law enforcement teams. With these teams, pre-scouting work is also done before the count in January to find out where most people are staying before volunteers are sent out. In 2017, the 7-day follow-up count included service based locations, unincorporated communities and city sweeps conducted by Behavioral Health, and limited counts conducted by Cities. In 2018, the 7-day follow-up count will only include service based locations and unincorporated communities and city sweeps conducted by Behavioral Health.</li> <li>• Many people believed the count was higher this year was due to the 7 day follow up count, but in fact, the follow up count did not contribute to the increase; as many cities did not conduct a follow-up count and still had an increased number of unsheltered homeless. The main reason for an increased count was due to inclement weather and we are hoping this year, the weather will be better.</li> <li>• Donyielle referred to the revised Point-in-Time Count Survey tool and pointed out the following proposed changes: <ol style="list-style-type: none"> <li>1. Added to the top of the survey: 7-Day Post Count follow up (DBH, Law enforcement, Service-based)</li> <li>2. Question 3: added dogs, cats and other animals to who slept in the same location with you last night</li> <li>3. Question 7: HUD required to add transgender or non-conforming</li> <li>4. Question 16 h: added fleeing domestic violence and sexual assault</li> <li>5. Observation survey question 7: added age range as a request from the Office of Aging to align with their methodology</li> </ol> </li> <li>• Our CoC is required to do a separate youth count that must be conducted separately from the traditional PIT count. For the youth count, we utilize special volunteers who are from service agencies that are sensitive to handling youth. Homeless youth is anyone under the age of 25 years old. Donyielle requested the CoC to please help and reach out to her if they know anyone who would be able to volunteer or recruit volunteers.</li> <li>• Ron Vervick asked if we are currently recruiting from colleges nearby. Donyielle responded yes, and so far we have 130 volunteers, but would like to reach the goal of 500 volunteers by January.</li> </ul>

		<ul style="list-style-type: none"> <li>The youth survey tool had similar changes as the traditional PIT survey tool that combined with HUD language. The changes were also highlighted in yellow on the draft tool.</li> <li>Michelle Davis stated City of Riverside is planning to pilot an electronic version of the survey.</li> </ul>
<b>f. Independent Review Panel Nominations</b>	Angelina Coe, Independent Review Panel Chair	<ul style="list-style-type: none"> <li>Angelina Coe announced there are two vacancies for the Independent Review Panel (IRP).</li> <li>The IRP consists of 7 non-conflicted members who review and make recommendations to the Board of Governance regarding the Notice of Funding Availability (NOFA); they dedicate their own time to work on these recommendations and will start meeting again in January 2018.</li> <li>DPSS will send out an email by Friday to request nominations for the IRP and will also include a list of all non-conflicted agencies. To be non-conflicted means an agency that does not received HUD funds or will apply for funds in the upcoming year.</li> <li>A ballot with nominations will be passed out at the December 13, 2017 CoC meeting for the CoC voting members to vote. Deadline to submit nominations will be Monday, December 4, 2017 at 5:00 p.m.</li> <li>Susan Larkin asked, since the IRP is not a Brown Act committee, do we need to re-vote on the existing IRP members? Angelina answered the ballot will include the current 5 members and 2 vacancies. It is the CoC's choice, they can vote for an additional 5 new members, but the current IRP members would like to remain.</li> </ul>
<b>g. CoC Board of Governance (BOG) Nominations</b>	Aaron Avila, Membership Committee Vice Chair	<ul style="list-style-type: none"> <li>Aaron Avila announced there are three vacant seats for the Board of Governance and one seat up for re-election.</li> <li>Current vacant seats are: <ol style="list-style-type: none"> <li>Public Sector Seat left vacant by Chief David Brown, Hemet Police Department</li> <li>Public Sector Seat left vacant by Councilman John Burnard, City of Riverside</li> <li>Non-Profit Seat left vacant by Steve Falk, Community Mission of Hope</li> </ol> </li> <li>Term 1 re-election seat: <ol style="list-style-type: none"> <li>Private Sector Seat, Ray Osborne, HomeAid Inland Empire. Ray has indicated he would like to continue to be on the BoG so his name will be included on the ballot for a second term.</li> </ol> </li> <li>Deadline to submit nominations will be Monday, December 4, 2017 at 5:00 p.m.</li> </ul>
<b>h. Monitoring Tool Feedback</b>	Rowena Concepcion, DPSS HPU	<ul style="list-style-type: none"> <li>Rowena reviewed the recommended feedback from Margaret McFaddin and DPSS agencies on the monitoring tool.</li> <li>Currently, DPSS monitors on behalf of the CoC for performance and compliance.</li> <li>Margaret suggested separating the monitoring to two parts: <ol style="list-style-type: none"> <li>DPSS will monitor for compliance.</li> <li>1-2 non-conflicted CoC members will monitor for performance.</li> </ol> </li> <li>Rowena mentioned DPSS will conduct training for any CoC members who would like to volunteer to conduct monitoring. The finalized tool should be ready for the CoC's approval by next month.</li> <li>Angelina Coe asked if there will be a cap for how many CoC members can volunteer. Rowena replied</li> </ul>

		<p>they are still currently working on the process and protocols of peer to peer review and will bring the finalized decision back to the CoC when ready.</p> <ul style="list-style-type: none"> <li>Rowena noted even if you are receiving HUD funds, you can still monitor as long as you are not monitoring your own agency. Projects that are at risk will be monitored again more than once.</li> </ul>
<b>i. HMIS Data Sharing Update</b>	Tanya Torno, HMIS Administrators Council Vice Chair	<ul style="list-style-type: none"> <li>Tanya Torno, HMIS Administrators Council Vice Chair, stepped in for Leonard Jarman to update the CoC on the last HMIS meeting regarding the data sharing agreement.</li> <li>It was previously voted on to share data across all agencies but only basic client level data. While working with Client Track to update the system, they found that it is unable to share only partial data and that either all or no data will be shared. At the next meeting, they will be voting to update the data agreement to include all data be shared in the system. Everything shared includes social security numbers, income, start and exit dates and disabilities. She mentioned other counties are already sharing all of their HMIS data and to better serve our clients, our CoC should do the same.</li> <li>HMIS Council will be holding a special meeting after the CoC today, to vote on this change.</li> </ul>
<b>j. City of Riverside Housing First Plan</b>	Michelle Davis, CoC Chair	<ul style="list-style-type: none"> <li>Michelle Davis gave a brief update on Housing First. City of Riverside provides city council on updates on our homeless programs and different changes every 6 months.</li> <li>In January 2017 they presented the Housing First concept.</li> <li>In June 2017 they presented the Housing First Plan again and how we want to develop Housing First within our community.</li> <li>We have council's full support to identify 2-3 sites, and come back to council in February 2018 with a plan of where those sites are located.</li> <li>The Housing First draft plan will be available for the public to view by Dec 18<sup>th</sup> and to present to the council on February 27, 2018.</li> </ul>
<b>CONSENT ITEMS</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>Committee Reports:</b>	Michelle Davis	<ul style="list-style-type: none"> <li>Housing – minutes attached</li> <li>HMIS Council – verbal report item 4j.</li> <li>Membership – minutes attached</li> <li>CES Oversight – verbal report given by Margaret McFaddin under item 4a.</li> </ul>
<b>New Voting Members:</b>	Michelle Davis	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>CoC Letters of Support:</b>		<ul style="list-style-type: none"> <li>None</li> </ul>
<b>APRs:</b>	Michelle Davis	<p>APRs:</p> <ol style="list-style-type: none"> <li>CA0683L9D081508 - Shelter Plus Care Consolidated All County (ECON) – (pulled by Susan Larkin)</li> <li>CA0666L9D081502 - Shelter Plus Care Street to Home Chronic Homeless Project</li> <li>CA0679L9D081508 - RCDMH Riverside Permanent Housing</li> <li>CA1450L9D081500 - POLM RRH East County – (pulled by Susan Larkin)</li> <li>CA1364L9D081501 - Path of Life PSH</li> <li>CA1365L9D081501 - Path of Life Rapid Rehousing - (pulled by Susan Larkin)</li> </ol>

		<p>7) CA1448L9D081500 - County of Riverside Planning Project (DPSS)</p> <p>8) CA1367L9D081501 - Lighthouse SSC Rapid Rehousing</p> <p>9) CA0875L9D081504 - US Vets Riverside Permanent Housing</p> <p>10) CA1368L9D081501 - Valley Restart Shelter Rapid Rehousing – (pulled by Susan Larkin)</p> <ul style="list-style-type: none"> <li>• Susan Larkin raised a concern with a few APRs asking about the high amount of returned funds and why units were not leased up completely.</li> <li>• Michelle Davis will ask these agencies to come to the December CoC meeting to explain their reasons for the unused funds and low bed utilization.</li> </ul>
<b>CoC MEMBER COMMENTS</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>CoC Member Comments</b>	Stephan McPeace  Rosa Gascoigne	<ul style="list-style-type: none"> <li>• Stephan, who works with Riverside County Office of Education, revealed they work with all school districts and the state department to support programs that are education related with grant funds. They have three year grant cycles with about \$250,000 in funding that goes towards students and agencies who serve homeless children and families. An RFA is available.</li> <li>• Rosa Gascoigne, shared Faith in Action recently received their 501c3, and they are in the process of holding a town hall meeting in Banning to bring together our community to make people aware of the homeless situation going on here.</li> </ul>
<b>CALL FOR AGENDA ITEMS</b>	<b>PRESENTER</b>	<b>ACTION/OUTCOME</b>
<b>Tabled Items</b>	Michelle Davis	<ul style="list-style-type: none"> <li>• Review August 23, 2017 and November 15, 2017 minutes</li> <li>• Brown Act Teleconference Guidelines</li> <li>• PIT Methodology</li> <li>• Independent Review Panel (IRP) nominations</li> <li>• Board of Governance (BoG) nominations</li> <li>• Follow up on APRs</li> <li>• CES Policies &amp; Procedures</li> <li>• Approve Housing Quality Standards (HQS) Policies &amp; Procedures</li> <li>• Monitoring tools</li> <li>• 2018 CoC calendar</li> </ul>
<b>ANNOUNCEMENTS</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>a. CoC Technical Assistance Training</b>	Rowena Concepcion	<ul style="list-style-type: none"> <li>• CoC Technical Assistance Training – Case Management on December 5 at DPSS Staff Development Office, 22690 Cactus Avenue, Moreno Valley, CA 92553. Two members who received funding will present and share their best practices.</li> </ul>
<b>b. 2017 Accomplishments Survey due December 1</b>	Michelle Davis	<ul style="list-style-type: none"> <li>• The CoC leadership would like to take the time to acknowledge and recognize all CoC members for their hard work to end homelessness. A request for agencies to submit their 2017 accomplishments on Survey Monkey will be sent out today, November 15. Accomplishments will be presented at the December 13 CoC meeting announcements.</li> <li>• Deadline for submission is Friday, December 1, 2017.</li> </ul>

<b>c. New Sheriff Homeless Outreach Team (HOT) member</b>	Donyielle Holley	<ul style="list-style-type: none"> <li>Donyielle announced Riverside Sheriff Office (RSO) outreach team Bridgette Recksiek is no longer with us, and gave a warm welcome to Aaron Avila's new partner, Deirdre Ritter.</li> </ul>
<b>ADJOURNMENT</b>	<b>PRESENTER</b>	<b>ACTION/ OUTCOME</b>
<b>Next meeting</b>	Michelle Davis	<p style="text-align: center;"><b>Wednesday, December 13, 2017, 10:00 a.m. – 12:00 p.m.</b>  City of Banning Council Chambers  99 E. Ramsey Street, Banning, CA 92220</p>
<b>Adjournment</b>	Michelle Davis	The meeting was adjourned at 11:21 a.m.

## CoC Membership Meeting – November 15, 2017: Attendance Report

**Total in Attendance: 46**

**CoC At-Large: 40**

ABC Recovery Center  
 Catholic Charities  
 Catholic Charities  
 City of Menifee  
 City of Moreno Valley  
 City of Riverside  
 City of Temecula  
 Coachella Valley Rescue Mission  
 DPSS Community Outreach Branch  
 DPSS Community Outreach Branch  
 DPSS Housing Support Program  
 DPSS Employment Services  
 DPSS Employment Services  
 DPSS Self-Sufficiency  
 Faith in Action SGP  
 Faith in Action SGP  
 Help for Future Leaders, Inc.  
 Helping Hands Group  
 HelpingOurPeople.org  
 Jewish Family Services of San Diego  
 Lois Lauer Realty  
 Martha's Village and Kitchen  
 Mercy House  
 Path of Life Ministries  
 Path of Life Ministries  
 Path of Life Ministries  
 Rebirth Homes  
 Riverside County Housing Authority

\*Chair \*\*Vice Chair  
 \*\*\*Secretary  
 Johnny Courreges  
 Jessica Meza  
 Imelda Santana  
 Edna Lebron  
 Sharon Sharp  
 Michelle Davis\*  
 Robin Gilliland  
 Anyse Smith  
 Andrea Ruffin  
 Ann Barnes Dansby  
 Margaret Adkins  
 Karrie Acedo  
 Kevin Vance  
 Kim Foley  
 Gail Wright  
 Rosa Y Gascoigne  
 Daniel Yeboah  
 Robert Sasser  
 Jean Barnett  
 Becky Ruiz  
 Todd Ridgway  
 Le McClellan  
 David Jacobs  
 Leonard Jarman  
 Lisa Michelle  
 Naomi Freeman  
 Erin Munro  
 Tanya Torno

Riverside County Office of Education  
 Riverside County Sheriff – Jurupa Valley  
 Riverside County Sheriff – Jurupa Valley  
 Riverside University Health Systems – Behavioral Health  
 Shelter From The Storm  
 TDA Consulting Inc.  
 Team Yeshua  
 The Convergent Center Inc.  
 VA Loma Linda Healthcare  
 Valley Restart Shelter  
 Valley Restart Shelter  
 Whiteside Manor

**DPSS Staff: 6**

DPSS Homeless Programs  
 DPSS Homeless Programs

Stephan McPeace  
 Aaron Avila  
 Deirdre Ritter  
 Marcus Cannon  
 Angelina Coe  
 Margaret McFaddin  
 Shawn Watson  
 Jeff Moritz  
 Carmen Macias  
 Susan Larkin  
 Susana Harris  
 Ron Vervick

Donyielle Holley  
 Elizabeth Hernandez  
 Evelyn Pham  
 George Solis  
 Rowena Concepcion  
 Tiffany Nelson