



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

August 23, 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 |
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| Call to Order | Michelle Davis, CoC Chair | <ul style="list-style-type: none"> The meeting was called to order at 10:11 a.m. |
| Introductions | Florence White, CoC Secretary | <ul style="list-style-type: none"> Self-introductions were made by all in attendance. No quorum was reached for the Board of Governance members present. A roll call of the CoC voting members was conducted. |
| Approval of the Minutes for May 24, 2017 and June 28, 2017 | Michelle Davis | Motion was made by Susan Larkin and seconded by Angelina Coe to approve the previous minutes for May 24, 2017 and June 28, 2017. Motion carried. |
| Public Comments | | <p>Public comment was made by Susan Larkin, Valley Restart Shelter, regarding her concern with participation from the CoC. She stated she is tired of being one of the only members that contributes her input to the CoC. She requested the CoC to participate more, read minutes, join committees and attend as many CoC meetings as possible; because as a whole, the CoC would make a greater impact. The Board of Governance (BoG) cannot understand what the CoC needs unless we talk to them.</p> <ul style="list-style-type: none"> Damien O’Farrell requested, to better follow along with the NOFA process and Board of Governance decisions, if the minutes from the previous Board of Governance meeting on August 24, 2017 can be released to the public before the next CoC meeting on October 25, 2017. DPSS responded and said they will finalize draft minutes earlier to post and present to the CoC. |
| UNFINISHED BUSINESS | PRESENTER | ACTION/ OUTCOME |
| None | | |
| NEW BUSINESS | PRESENTER | ACTION/ OUTCOME |
| a. Approve revised CoC Written Standards | Donyielle Holley, CoC Planner | <ul style="list-style-type: none"> Donyielle Holley referred to the Written Standards document that was emailed to the CoC before the meeting and provided a handout. To ensure our CoC is compliant with HUD guidelines, a new section is to be included in our Written Standard that includes equal access in accordance with an individual’s gender identity in community planning and development funded programs. The Standards and Evaluation Committee has approved the proposed revision in the Written |

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| | | <p>Standards for the Equal Access policy.</p> <ul style="list-style-type: none"> • DPSS will also provide a webinar training presentation on more details and guidelines for the Equal Access policy. <p>Motion was made by Lynne Brockmeier to approve the revised CoC Written Standards. David Leahy seconded the motion. Motion carried.</p> |
| <p>b. Approve revised Governance Charter</p> | <p>Donyielle Holley, CoC Planner</p> | <ul style="list-style-type: none"> • Donyielle requests the approval of the CoC to revise the Governance Charter. She mentioned the Planning Committee is still working on many other pending revisions to the charter, but they are focusing on four main revisions for this motion that includes: <ol style="list-style-type: none"> 1. Becoming a member of the CoC: Organizations or individuals must fill out an application to become a member. To become a voting member, they will have to attend three consecutive meetings, and then on their fourth meeting, they will be added to the agenda as a consent item for a vote. In order to maintain voting privileges, members are required to attend fifty percent plus one CoC meetings per calendar year. 2. CoC Officers: Recommend to no longer need a Secretary for the CoC. DPSS as the collaborative applicant already fulfills all the duties as the Secretary role for the CoC. 3. Voting: change in language to incorporate voting member. <p>Standing Committee Structure: Originally there was discussion to eliminate the Discharge Planning Committee and transfer its limited function to the Planning Committee. After detailed discussion, the Planning Committee recommends that the CoC retain the Discharge Planning Committee.</p> <p>Motion was made by Steve Falk to approve the revised Governance Charter. Susan Larkin seconded the motion.</p> <ul style="list-style-type: none"> • Linda Barrack brought up in discussion to request to remove the three consecutive meetings to become a voting member. She expressed her concern that life happens and not everyone can make three consecutive meetings. She does not want barriers, but instead to encourage more participation. • CoC members discussed having a proxy to attend meetings. • In the essence of time, Donyielle suggested the CoC to move forward with voting on the motion and asked for a conditional approval, except for the consecutive attendance to become voting members. <p>Amended Motion was made by Steve Falk to approve the revised Governance Charter with the exception of not making any changes to becoming a member of the CoC until further discussion. Susan Larkin seconded the motion. Motion carried.</p> |

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| <p>c. CoC Evaluation/Feedback of Supplemental ESG Funds</p> | <p>Sterlon Sims, Sr. Program Manager, EDA</p> | <ul style="list-style-type: none"> • Sterlon Sims, Sr. Program Manager, EDA, directed the members to a slideshow presentation on Emergency Solutions Grant (ESG) supplemental funds received for fiscal year (FY) 2017-2018. • ESG original funding for 2017-18 totals \$655,174. ESG supplemental allocation is \$340,508. The total FY17 ESG allocation is \$995,682. ESG stated there will not be a NOFA conducted for these ESG supplemental funds. This is a one-time allocation and funding will be allocated to existing sub-recipients funded for 2017 FY. Their intent is to assist CoCs that lost capacity in the recent years. The supplemental allocation does not increase the CoC’s Annual Renewal Demand (ARD) or the Pro Rata Need for the geographic area of the CoC. • The supplemental funds may be expended on any eligible activity under ESG – 24 CFR Park 576 Subpart B-Program Components and Eligible Activities. • ESG feels their priority allocation of funding can be used for Rapid Rehousing (RRH) and other critical eligible activities that include: Street outreach, emergency shelter, homelessness prevention and HMIS. • Sterlon requested feedback from the CoC, to vote by a raise of hands, where they feel funding should be allocated. Terri Bowen recorded the votes. • Lynne Brockmeier, RUHS – Behavioral Health and Margaret McFaddin, HUD TA Consultant, asked who were the current projects being funded by ESG. Sterlon responded with a list of projects in separate subcategories that include: Foothill Aids Project, Path of Life Ministries, Coachella Valley Rescue Mission, Lutheran Social Services, Valley Restart Shelter and Martha’s Village and Kitchen. • Greg Rodriguez, Board of Supervisors – District 4, Legislative Assistant, asked if EDA is determining who gets these funds. Sterlon answered yes, EDA does decide, but will come to the CoC for discussion to make a final decision. A decision needs to be made by September with the CoC approval. • Rowena Concepcion, DPSS, suggested EDA to work collaboratively for a strategic plan since State ESG also funds for outreach. Instead of double funding, we can check the GAPS in terms of spreading the funds to other projects. • Susan Larkin proclaimed her request to reserve more funding for emergency shelters since ESG is the only funding they get. She feels HUD already provides enough funding for RRH. • Linda Barrack, Martha’s Village and Kitchen encouraged the CoC to think about their responses and to use the sheet that Sterlon provided to fill out and return to Sterlon via email with their input. • Lake Elsinore Unified School District raised a question regarding shelters denying access for homeless young men ages 12 and older. The CoC responded with this is not true, and many of their shelters accept young men. Some may have regulations against this, but not all. |
| <p>d. BOG Nominations and vacated seats</p> | <p>Michelle Davis, CoC Chair</p> | <ul style="list-style-type: none"> • Michelle Davis announced two seats are available for the Board of Governance. • County of Riverside Sheriff’s Department, Chief Jason Horton and City of Riverside, Mayor Rusty Bailey have been nominated. • An email will be sent out to the CoC for additional nominations. • At the next CoC meeting on October 25, 2017 the CoC members will vote on positions. |

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| | | <ul style="list-style-type: none"> • Susan Larkin mentioned additional seats for the Board of Governance should be open for election due to the staggered year for positions. • Steve Falk commented he will reach out to the Board of Governance members to let them know there are open seats and re-elections. |
| e. Funding/Finance Committee update | Michelle Davis, CoC Chair | <ul style="list-style-type: none"> • Michelle invited CoC members to join the Funding/Finance Committee. • The Funding/Finance Committee will be developing a funding strategy to identify funding from outside sources aside from HUD to participate with our CoC. • The meeting location for this committee will be decided after the committee is formed. The CoC expressed their preference is to have the meetings in Mid-County. |
| f. CoC Reports | Rowena Concepcion, DPSS Collaborative Applicant | <ul style="list-style-type: none"> • Rowena presented the revised APR per HUD guidelines that included an updated format and new elements that includes timeliness and data quality for HMIS. • Susan Larkin thanked DPSS and Joshua Coda, DPSS Administrative Services Assistant, on the great work on these reports. • In addition, added verbiage has been included in the monitoring tool stating if projects do not meet all requirements, or if non-compliance is found, it will be an automatic finding. • This information was also provided to the agencies. |
| g. HMIS Committee update and new reports | Leonard Jarman, HMIS Council Chair | <ul style="list-style-type: none"> • Leonard discussed the HMIS timeliness report with the CoC. The purpose of this report was to provide an overview on entry and exit date and encourage projects to get data in quickly into HMIS. • It was suggested by our consultant to change the timeliness from 14 days to 5 business days, but the council agreed to keep the same 14 days for now. Currently seventy percent of entries are input within six days and fifty percent of exits are input within six days. • Leonard encouraged agencies to input data in real time as accuracy and timeliness is important. • Leonard reviewed the length of stay report and encouraged the CoC to develop a plan to transition individuals to housing in an appropriate time. We need to put policies and procedures into place to transition them to long term permanent housing. |
| h. 2017 Review and Evaluation Process: Tier 1 and 2 priority ranking | Angelina Coe, Chair, Independent Review Panel (IRP) | <ul style="list-style-type: none"> • Angelina reviewed the 2017 Review and Evaluation process and referred to the Tier 1 and 2 Priority ranking list on page 7 of the agenda. • The priority ranking lists projects by score from highest to lowest in Tier 1. In Tier 2 are the new projects. • The Board of Governance voted and approved three new projects to be included in the CoC Consolidated Application that will fulfill the Tier 2 requirement. These projects include: <ol style="list-style-type: none"> 1. Jewish Family Services: will provide 24 beds/20 units of new PSH for a total amount of \$520,687 which would straddle Tier 1 and Tier 2 as follows: Tier 1: \$279,369 and Tier 2: \$241,316. This project was recommended for funding with the condition JFS reduces operation line item to \$79,025. 2. Lighthouse Social Services: will provide 29 beds/22 units of new PSH for a total amount of \$334,452. This project will be placed in Tier 2 below the JFS project. 3. Step Up on Second: will be included for the full PSH Bonus grant that will provide 33 beds/33 |

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| | | <p>units of new PSH for a total amount of \$658,707. This project will be placed below Lighthouse in Tier 2.</p> <ul style="list-style-type: none"> • Susan Larkin requested the reason to why new projects were put at the bottom on the priority list instead of the lowest scoring projects at the bottom. She also requested to know what the planned solutions are for projects to improve their scores. • Angelina explained the IRP hopes that by doing this, we will not lose any renewals and funding. • Rowena Concepcion addressed plans to help the lower scoring projects to improve their score by conducting more technical assistance trainings, monitoring tools and meeting with DPSS for oversight. She announced on August 30th there is a RRH training to discuss best practices and requirements. |
| i. 2017 HUD CoC Program Consolidated Application update | Rowena Concepcion, DPSS Collaborative Applicant | <ul style="list-style-type: none"> • Rowena reviewed highlights and updates from the 2017 HUD CoC Program Consolidated Application. • The NOFA was released on July 14, and the Collaborative Application is responsible for submitting the Application on September 28. • The BOG approved two projects for reallocation, and our CoC has 22 renewal projects and 3 new projects that will take effect in Fiscal year 2018/2019. • The 2017 HUD CoC Program Application maximum score total is 200 points which includes scoring for: <ol style="list-style-type: none"> 1. CoC Consolidated Application 2. CoC Priority Listing 3. Project Application 4. Planning Grant • DPSS will strive to work with the CoC for input to obtain the highest score possible and to be eligible for the PSH Bonus. Input from the CoC members will be through Survey Monkey and feedback is due by September 11. • The deadline for new and renewals project application is August 28. |
| j. CES Oversight Committee report | Margaret McFaddin, HUD Technical Assistance Consultant | <ul style="list-style-type: none"> • Margaret McFaddin updated the CoC on the progress they have made collectively so far on prioritizing the Coordinated Entry System (CES) policies and procedures for HUD by January 2018. • As a technical assistance consultant, she is working with our CoC to facilitate discussion with the committees to revise and finalize the policies and procedures document by December 2017. • Margaret requests to set up a Board of Governance meeting in early January to meet and vote on approving these policies and procedures before the HUD deadline in January 2018. • Even in January after the approval, the policies and procedures will not be final, it will be a living document that will be continually updated and revised as needed. • Margaret offered her contact information for anyone who has comments or questions to please reach her at: MMcFaddin@TDAInc.org. |

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| k. Brown Act Teleconference guidelines | Donyielle Holley, CoC Planner | <ul style="list-style-type: none"> • Donyielle addressed the Brown Act teleconference guideline issue from the July 27, 2017 Board of Governance (BoG) meeting. At the July 27 BoG meeting, because there were no board members calling in, the teleconferencing line was not set up. • The existence of the Brown Act is to make sure there is complete transparency in all that we do. It requires us to post all notifications 72 hours prior to make sure we meet regulations in the government. • Teleconferencing rules are as follows: <ol style="list-style-type: none"> 1. Requires the Board members to notify in advance if they are calling in to the meeting. 2. As an extension of the meeting, the Board member must allow the public to attend from wherever they are calling from. • Donyielle apologized on behalf of DPSS for publishing the teleconference number on the agenda. It was not supposed to be published since there were no Board members calling in. • The Planning Committee will look further in the charter to revise the teleconferencing guidelines if needed and will bring back their ideas to the CoC at the next meeting on October 25, 2017. |
| l. CoC Meeting scheduling considerations | Steve Falk, BOG Chair | <ul style="list-style-type: none"> • Steve Falk discussed with the CoC considerations for changing our current CoC meeting schedule. Our CoC meeting conflicts with San Bernardino County; preventing some members to attend both meetings. • At the next CoC meeting on October 25, 2017, the CoC will vote on the approval to change our CoC meetings from Wednesday mornings to the afternoon instead. |
| CONSENT ITEMS | PRESENTER | ACTION/ OUTCOME |
| Committee Reports: | Michelle Davis | <ul style="list-style-type: none"> • HMIS Council – report reviewed under item 5g. • CES Oversight – verbal report 5j. • Funding/Finance – verbal report 5e. |
| New Members: | Michelle Davis | <ul style="list-style-type: none"> • None |
| CoC Letters of Support: | | <ul style="list-style-type: none"> • None |
| APRs: | Michelle Davis | APRs: 1) CA0664L9D081502 - Housing Authority Shelter Plus Care EHOP 2) CA0670L9D081508 - JFS Desert Vista Permanent Housing 3) CA0675L9D081508 - RCDMH Men's Permanent Housing 4) CA0676L9D081508 - Operation Safehouse Transitional Housing 5) CA0683L9D081508 - Housing Authority Shelter Plus Care Consolidated All County 6) CA0935L9D081506 - RCDMH Coachella Valley Permanent Housing 7) CA0936L9D081506 - City of Riverside PSH for Disabled |
| CoC MEMBER COMMENTS | PRESENTER | ACTION/ OUTCOME |
| Review and Evaluation Process | Michelle Davis | <ul style="list-style-type: none"> • Lynne Brockmeier, RUHS – Behavioral Health, commended the IRP and Collaborative Applicant for their hard work in regards to the monitoring process, scorecards and new application decisions; aside from minor complications and glitches. She asked if the IRP, along with the CoC, would look at and |

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| | | <p>address the current review and evaluation process to assist the Collaborative Applicant with improving the process in the future.</p> <ul style="list-style-type: none"> Michelle recommended the task be assigned to the Standards and Evaluation Committee. Linda Barrack, Martha's Village and Kitchen and Standards and Evaluation Committee Chair, announced she would love to see more representation and asked members to join the Standards and Evaluation Committee. The next meeting will be held on October 19, 2017. |
| CALL FOR AGENDA ITEMS | PRESENTER | ACTION/OUTCOME |
| IEHP: Meeting Schedule: BoG Member Elections: | Michelle Davis Steve Falk | <ul style="list-style-type: none"> Request IEHP to come to the next CoC meeting on October 25, 2017 to present on their new funding. Vote on new CoC meeting schedule. Nominations and vote for Board of Governance open seats. |
| ANNOUNCEMENTS | PRESENTER | ACTION/ OUTCOME |
| ADJOURNMENT | PRESENTER | ACTION/ OUTCOME |
| Next meeting | Michelle Davis | <p style="text-align: center;">Wednesday, October 25, 2017, 10:00 a.m. – 12:00 p.m. City of Banning Council Chambers 99 E. Ramsey Street, Banning, CA 92220</p> |
| Adjournment | Michelle Davis | The meeting was adjourned at 11:58 a.m. |

CoC Membership Meeting – August 23, 2017: Attendance Report

Total in Attendance: 56

CoC At-Large: 49

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| ABC Recovery Center | | Path of Life Ministries | Damien O’Farrell |
| Alternatives to Domestic Violence | *Chair **Vice Chair | Path of Life Ministries | Joshua Baeza |
| Board of Supervisors – District 3 | ***Secretary | Path of Life Ministries | Kristii MacEwen** |
| Board of Supervisors – District 4 | David Leahy | Path of Life Ministries | Leonard Jarman |
| Board of Supervisors – District 4 | Florence White*** | Path of Life Ministries | Lisa Michelle |
| Catholic Charities | Sundae Sayles | Path of Life Ministries | Naomi Freeman |
| City of Moreno Valley | Greg Rodriguez | Prayer Warriors Enhancement | |
| City of Riverside | Anayeli Zavala | Recovery Innovations | Robyn Kelley |
| City of Temecula | Jessica Meza | Riverside County Sheriff – Jurupa Valley | Aaron Avila |
| Coachella Valley Rescue Mission | Sharon Sharp | Riverside County Sheriff – Jurupa Valley | Bridgette Recksieck |
| Community Mission of Hope | Michelle Davis* | Riverside County Veteran’s Services | Kelly Anderson |
| CVAG – Coachella Valley Association of Governments | Robin Gilliland | Riverside University Health Systems – Behavioral Health | Angela Igrisan |
| Economic Development Agency - EDA | Anyse Smith | Riverside University Health Systems – Behavioral Health | Lynne Brockmeier |
| Economic Development Agency - EDA | Steve Falk | Riverside University Health Systems – Behavioral Health | Marcus Cannon |
| Foothills Aids Project (FAP) | Cheryll Dahlin | Riverside University Health Systems – Whole Person Care | Dolores Gonzales |
| Helping Hands Group | Sterlon Sims | Riverside University Health Systems –Whole Person Care | Krystal Hedjazi |
| HelpingOurPeople.org | Terri Bowen | Shelter From The Storm | Angelina Coe |
| Jewish Family Services of San Diego | Irene Ramirez | Step Up on Second | D’Juan Wright |
| Jewish Family Services of San Diego | Robert Sasser | TDA Consulting Inc. | Margaret McFaddin |
| Lake Elsinore Unified School District | Jean Barnett | Valley Restart Shelter | Susan Larkin |
| LEUSD/Safer Program | Becky Ruiz | Wakeland HDC | Shonda Herold |
| LEUSD | Stephanie Ramos | | |
| LightHouse Social Service Centers | Denine Diaz | <u>DPSS Staff: 3</u> | |
| Lois Lauer Realty | Mary Martinez-Zayas | DPSS Homeless Programs | Donyielle Holley |
| Lutheran Social Services | Mirna Escamilla | DPSS Homeless Programs | Elizabeth Hernandez |
| Martha’s Village and Kitchen | Karyn Young-Lowe | DPSS Homeless Programs | Evelyn Pham |
| Mercy House | Todd Ridgway | DPSS Homeless Programs | Joshua Coda |
| Operation SafeHouse | Deniece Marshall | DPSS Homeless Programs | Rowena Concepcion |
| | Linda Barrack | DPSS Homeless Programs | Tiffany Nelson |
| | Jessica Daniel | DPSS Homeless Programs | Margaret Adkins |
| | Sandra Dunn | DPSS Housing Support Program | |