

EFSP Local Board Minutes
3020 Madison Street
Riverside, CA 92504

Wednesday, November 9, 2016 - 9:00 a.m.-11:00 a.m.

Topic	Presenter	Action / Outcome
I. Call to Order	Chair	The EFSP Local Board meeting was called to order at 9:20 a.m. by Chair Allen Villalobos. Allen thanked Catholic Charities and Belinda for hosting the meeting.
II. Roll Call and Introductions		Self –introductions by everyone in attendance. Quorum was reached; (13/18).
III. Standing Items		
a. Approval of Minutes		Motion was made by Belinda Marquez and seconded by Susan Larkin to approve the September 14, minutes; one abstention, Jeanette Marlar. Motion carried.
b. Working Committee Report		<ul style="list-style-type: none"> • Replacement of Clearance Forms with HMIS: The current approval time for hotel/motel vouchers and rental assistance is 48-72 hours. Implementation of HMIS will help make this process more efficient as well as save time. This change in policy is for shelter services only (rental assistance, mass shelter, and hotel and motel vouchers). Participation is free. EFSP members will be responsible for their internet access, computer hardware and data entry staff. LROs will be able to search HMIS to see if the client is already in the system. For the first year, if a client is already in the system, LROs should call DPSS to confirm whether or not the client has received EFSP assistance. A motion was made by Major Keith Bottjen and seconded by Florita Jones to require agencies that apply for shelter service to participate HMIS beginning Phase 34; Motion Carried. • Reallocation Policy –Three policies were combined into one Policy – Reallocation of Funds to allow LROs to internally reallocate money where needed, (i.e. district to district.): <ul style="list-style-type: none"> ✓ A-1a – Justification for Reallocation ✓ A.6a – Prioritizing Reallocated Funds ✓ A6.a – Priority for Reallocations

		<p>The following concerns were discussed:</p> <ul style="list-style-type: none"> ➤ LROs could potentially automatically transfer funds into one district when there really is a need in the other district; they aren't finding the people. ➤ LROs aren't referring to other LROs, or they don't have money and the capacity to assist. <p>The board reiterated that LROs will still need approval, from DPSS, to reallocate the funds internally. The board agreed that LROs that reallocated 25% or more of their funding to another LRO in two consecutive phases can't apply. This requirement will be added to the RFA.</p> <p>Motion to approve policy #- as updated/changed was made by Lynn Brockmeier and seconded by Alida Plascencia; one abstention, Susan Larkin. Motion Carried.</p> <ul style="list-style-type: none"> • Phase 34 RFA with revisions: Timelines and important dates were changed to accommodate the holiday schedule. Approval of funding recommendation will be decided at the February 8 local board meeting since there will be no meeting in January. Deadline to submit the applications is January 9th, 2017. • A motion to approve- a EFSP Phase 34 RFA, as corrected, was made by Susan Larkin and seconded by Belinda Marquez. Motion Carried.
Action/Outcome		
IV. Public Comment		None
V. Old Business	Staff	<p>a. Phase 32</p> <ul style="list-style-type: none"> ○ Compliance Issues: A few of the agencies still have compliance issues, some of them have sent it in to National. If the LRO that has sent in documents, DPSS can assist in following up with National. DPSS will be sending weekly reminder emails to LROs with compliance issues until they are resolved. <p>b. Phase 33</p> <ul style="list-style-type: none"> ○ Reallocations: DPSS reallocated over \$200k because some LROs did not spend and waited to receive their first payment. The board wants to emphasize at the technical training that agencies applying for funding needs to have a cash flow, if not then the agency shouldn't

		<p>apply. The reallocations are continuing to happen each year and the amount to reallocate continues to increase.</p> <ul style="list-style-type: none"> ○ 1st Payments: Some LROs have not received their first payment because they have not been cleared from Phase 32. DPSS is tracking the clearances. ○ Interim Report and 2nd Payment Request: DPSS is checking on the updated list, several LROs have not sent in their request for a second payment and some of it is due to compliance issues. DPSS is sending emails, to all LROs, reminding them to send their second payment request. <p>c. Phase 34</p> <ul style="list-style-type: none"> ○ Request for Application (RFA) <ul style="list-style-type: none"> i. Approved Revised RFA: New funding period is October 1, 2016 to December 31, 2017. A motion was made by Belinda Marquez and seconded by Alida Plascencia. Motion Carried. ii. Mandatory Technical Assistance Training - November 29 , 2016at Palm Springs City Hall and November 30 , 2016 at DPSS Administration, Riverside: iii. Publication and Notification- The RFA will be publicized in two newspapers – from November 14, 2016 for a full week in Riverside as well as throughout the desert. A mass email will also be sent to the CoC membership and community partners. iv. Review & Evaluation Process – Need Volunteer Reviewers: Evaluators needed; DPSS will conduct a mandatory training for all volunteer evaluators on January 12. <p>d. Local Board Business</p> <ul style="list-style-type: none"> ○ Phase 34 annual Letter Agreement for Local Board and Alternate Members - members sign and return to DPSS ○ Membership Conflict of Interest Statement - sign and return to DPSS ○ Election of Phase 34 Local Board Chair and Vice-Chair; Motion was made by Susan Larkin and seconded by Major Keith Bottjen to elect Allen Villalobos as Chair and Belinda Marquez as Vice-Chair,. Motion Carried.
VI. NEW BUSINESS		None
VII. ANNOUNCEMENTS		DPSS -National has been conducting technical training through webinars. The PowerPoint is posted on the National Website; the homeless point-in-time count (PIT) is on January 24, 2017 and DPSS is looking for volunteers.

		<p>Catholic Charities - will host a Thanksgiving meal on November 24, 2016 for the homeless; volunteers needed.</p> <p>Salvation Army, Riverside- Thanksgiving meal, November 23, 2016, also has a kid's café after school program for low income families.</p> <p>Corona/Norco United Way- their Domestic Violence program is looking for referrals.</p>
VIII. NEXT MEETING		<p>February 8th, 2017, 9:00 a.m. – 11:00 a.m. DPSS Admin – Fitch Room; 4060 County Circle Drive, Riverside, CA 92503</p>
IX. ADJOURNED		<p>Meeting adjourned 11:30 a.m.</p>
		<p>Meeting notes submitted by HPU staff</p>

Attendees	Organization / Agency
<i>Alida Plascencia</i>	<i>Community Action Partnership</i>
<i>Allen Villalobos</i>	<i>Corona/Norco United Way</i>
<i>Belinda Marquez, Local Board Vice-chair</i>	<i>Catholic Charities- Riverside</i>
<i>Donna Shaw</i>	<i>Riverside County Executive Office</i>
<i>Elaine Linebaugh</i>	<i>Riverside County Veteran's Services</i>
<i>Florita Jones</i>	<i>Homeless Advocate</i>
<i>Jeanette Marlar</i>	<i>United Way of the Inland Valleys</i>
<i>Lynn Brockmeier</i>	<i>Riverside University Health System Behavioral Health</i>
<i>Major Keith Bottjen</i>	<i>The Salvation Army Riverside</i>
<i>Susan Larkin</i>	<i>Valley Restart Shelter</i>
<i>Erika Gonzalez</i>	<i>Riverside County DPSS – EFSP</i>
<i>Jacqueline Hamilton</i>	<i>Riverside County DPSS – EFSP</i>
<i>Rowena Concepcion</i>	<i>Riverside County DPSS – EFSP</i>