



## County of Riverside Continuum of Care

### Board of Governance Meeting

Thursday, January 23, 2014, 9:30 AM- 11:30 AM  
Banning Children's Services - 901 E. Ramsey, Banning

#### Minutes

#### Present

ABC Recovery Center  
City of Hemet  
City of Moreno Valley  
City of Palm Desert  
City of Perris  
City of Riverside  
City of Temecula  
Coachella Valley Rescue Mission  
Dept. of Mental Health  
EDA-ESG  
Housing Authority  
Inland Counties Legal Services  
Jewish Family Services SD  
Martha's Village & Kitchen  
Path of Life Ministries  
Prayer Warriors Enhancement  
Shelter From the Storm  
US Vets  
Valley Restart Shelter

Leah Polk  
Carla Callahan (T)  
Isa Rojas  
Frankie Riddle\*  
Sara Cortes DePavon (T)  
Carrie DeLaurie  
Dana Weaver (T)  
Olga Betancourt  
Lynne Brockmeier  
Sterlon Sims  
Carrie Harmon (T)  
Darrell Moore  
Linda Barrack  
Magdalena Andrasevits (T)  
Joan Thirkettle  
Rochelle Lewis  
Angelina Coe  
Eddie Estrada  
Susan Larkin

\*Chair (T) Telcom

#### Guests

BOS District 1  
BOS District 3  
BOS District 5  
Catholic Charities  
City of Riverside  
Community Connect  
Community Food Pantry of Murrieta  
Dept. of Mental Health  
EDA -ESG  
Hemet Community Pantry  
Lighthouse Social Service Center  
Mental Health Board  
Office of Education RC  
Operation Safehouse  
The Center  
Valley Restart Shelter

Robin Reid  
Gina Gonzalez  
Debbie Rose  
Imelda Santana  
Michelle Davis (T)  
Mercedes Rivas  
Mariann Schiewe  
Maria Marquez  
Mary Viafora  
Jim Lineberger  
Karyn Young-Lowe  
Michael Harrington  
Stephan McPeace  
Kathy McAdara  
Doug Flater  
Linda Rogers

Wakeland Housing & Dev. Corp.  
Whiteside Manor

Tricia Tasto Levien  
Ron Vervick

DPSS Staff Present

Jill Kowalski  
Liz Calanche  
Connie Hill  
Jennifer Faler

HPU Administrative Mgr  
CoC Coordinator  
Fiscal Staff  
Fiscal Staff

1. **Call to Order:** Welcome & Introductions  
Meeting called to order by Frankie Riddle at 9:35 am.  
Roll call was taken for members present and teleconferencing; quorum established.
  
2. **Approval of Minutes:**
  - a. **Board of Governance** Minutes from November 21, 2013  
Correction from Angelina Coe, Olga Betancourt representative for CVRM was listed as a guest and CVRM holds a BOG seat.  
**Motion to accept minutes with correction.**  
1<sup>st</sup> motion – Angelina Coe, 2<sup>nd</sup> motion Linda Barrack; Ayes-All, Minutes approved  
**ACTION:** Liz is to correct minutes before next meeting.
  
3. **Standing Committee Minutes:**  
Sept. 2013 Minutes for Eastern and Western Regional meetings.  
**ACTION:** Received and filed. No comments. No motion needed.
  
4. **Old Business:**  
Frankie voiced concerns and questions about the organizational structure and voting process raised at the All County meeting. She and Jill Kowalski spoke to Margaret McFadden, HUD consultant, and she suggested some changes that could be made to the CoC structure. On the question about who can/cannot vote at the All County meeting, Margaret said anyone can come to the meeting and voice their opinion, but each organization should only have one vote. Linda Barrack added that, historically, there has always been one vote per agency. Frankie would like to ask Margaret to come to Riverside County and work with the CoC on some of the process and structural issues that have been voiced by BOG members. Margaret has agreed to come if invited.

A suggestion was made to put in writing what HUD requires from the CoC. The Charter can be a resource. The full membership needs to: vote as a full membership and know what this means; be able to reach consensus; and incorporate an open process. It was suggested that the Planning Committee review and write policies and procedures to include in the Charter.

**Action:** Planning Committee to review/write procedures for the BOG, including new procedures for filling BOG seats and nominating BOG members through the CoC.

**a. BOG Co-chair position:**

Frankie asked if the BOG should keep the co-chair structure or go to a chair, vice-chair and secretary structure.

A motion was made to change the BOG structure to chair, vice chair and secretary but there was no 2<sup>nd</sup> motion; **motion failed**. The Board of Governance will keep the co-chairs governing structure, and no motion was needed since this is the currently approved structure in the Charter.

A recommendation was made to invite Margaret McFadden, HUD consultant, to facilitate and help develop a structure where communication is a priority and to move and build on the present structure.

**b. All County Committee Chair position and structure:**

The following people were nominated for the All County Committee and accepted the nominations in December 2013, their names will be on the election ballot that will be sent:

- Chair: David Leahy and Carrie Harmon
- Vice Chair: Susan Larkin, Lynne Brockmeier, Carrie Harmon, Linda Barrack
- Secretary: Magdalena Andrusevits

**Action:** The ballots will be mailed out to everyone to continue with the All County election.

**c. Standing Committee Positions:**

Frankie said that anyone interested may join any standing committee. Jill Kowalski announced that the Planning Committee will meet in February to determine what representation is missing from the full CoC membership. Jill said DPSS would resend the list of standing committees and job descriptions to CoC members.

**Action:** Planning Committee to review CoC membership to identify areas of representation that are missing.

**Action:** DPSS will resend the list of standing committees and job descriptions.

**d. Update: Homeless Veterans PIT Count & Survey 1/29/14:**

Jill reported that planning meetings and volunteer training sessions are taking place all over the county. If anybody has incentives/giveaways they can contact Liz.

**Action:** A list of deployment centers and instructions on where volunteers can go will be emailed.

**e. 10-year Plan draft sent to CoC members for comments:**

The Planning Committee will start working on revising the 10-Year Plan at its first meeting in February. A draft copy was emailed to the CoC on January 17 for comments/input. The deadline to provide input was extended to February 14.

**Note:** No comments on the plan were received. There was a request to have a copy of the county's consolidated plan so it could be reviewed with the 10-year-plan. DPSS will email the most current Consolidated Plan and the 10-year-plan to the Planning Committee.

**Action:** Send a copy of the 10-year plan and link to the County's Consolidated Plan.

**f. 2013 HUD Consolidated Application Update:**

Jill Kowalski said an email was sent to the full membership on January 16 with an overview of the decisions that were made by the Ranking and Review Panel. The project ranking for Tier 1 and Tier 2 were included in the email. The Ranking and Review Panel focused on performance first when making the decisions. She said the next application process will look at taking unspent funds from projects to fund new projects. Jill reminded everyone that HUD is moving in the direction of level of performance and that service to certain populations is not a guarantee for funding at the Tier 1 level. Any agency needing technical assistance or struggling in any area may contact DPSS-HPU for assistance; one of our teams will come out to help you.

**5. New Business:**

**a. Suggestions or nominations for a homeless/formerly homeless person to the BOG:**

Frankie asked the board for nominations to fill the BOG seat designated for a homeless/formerly homeless person. This seat is currently vacant. She said the role of the homeless/formerly homeless is to provide a perspective from the homeless community. Currently, the only stated criterion is being homeless or formerly homeless. She asked members to submit names to Jill/Liz.

This item was tabled for further discussion at the March BOG meeting **and** members were asked to submit names of homeless/formerly homeless recommended for the BOG.

**Action:** Place this as an agenda item at the next BOG meeting.

**b. BOG Strategic Planning with Margaret McFaddin, TDA in March 2014:**

The board agreed to have Margaret McFaddin come to do a training that would focus on assisting the CoC in developing the Coordinated Assessment. The BOG members will submit suggestions on topics to be included in the training and the BOG will prepare an agenda.

**Action:** Invite Margaret to come in March and provide training on the Coordinated Assessment.

**6. Emergency Solutions Grants:**

- a.** Sterlon Sims of EDA informed the board that documents to provide feedback and comments on federal ESG funding that comes to the County were distributed by HPU staff. This is the first year that federal ESG coordinated by EDA is requesting to complete an evaluation/survey/feedback from the CoC on the process and the scoring of each applicant for 2014-2015 ESG funding.

Sterlon said the total funding for FY 2013 -2014 was \$472,464 and for 2014-15 the anticipated funding available is \$549,333. Projects to be funded include rapid re-housing, shelters, outreach and homelessness prevention. The focus is more on rapid rehousing. A total of 200 points are allowed but each applicant must have minimum 100 points in order to continue in the process. There are ten applicants on the list. A scoring sheet, evaluation form and process were provided for people to complete. EDA wants ten evaluations based on this group of applicants. A total of 200 points is assigned but the minimum threshold is 100 points to be eligible for funding.

The completed evaluation form should be submitted to DPSS to compile and combine the results/feedback. DPSS will provide the summary to EDA. It was clarified that the process of having the CoC's input on ESG funding is required by HUD to ensure that funding for both ESG and CoC are addressing the needs and gaps of the community. Suggestions on the evaluation and scoring process, needs and where the funding should be allocated should be emailed to Sterlon. Deadline to submit the completed evaluation form and feedback to DPSS is 3/10/2014.

**ACTION:** Liz to send out the ESG Evaluation Form and further clarify the process.

- b. **ESG (state):** Update on application and review process:  
Rowena Concepcion, DPSS, reported that the ESG Review panel met on Tuesday, January 21 and scored/ranked the applications. The CoC score is a small part of the state's overall score of 785 points. There were three applicants.

**Action:** DPSS will send the results to the CoC.

## 7. **Announcements:**

- **AHAR:** Jill Kowalski reported that this report is submitted by HUD to Congress annually. All of the data submitted from HPU/HMIS for the AHAR was useable compared to the previous years' submission. Jill expressed kudos to Ryoko Yamasaki for ensuring all the data was useable. HUD representative Bob DiGrucchio also sent an email that all APR's are current and commented that this is the first time that he has seen this.
- **City of Riverside ESG:** Michelle Davis said the city will release the city's Emergency Solutions Grant. Last year \$199,661 was available for rapid re-housing, homeless prevention and emergency shelters. An increase is anticipated for this year's grant. Liz was asked if she could send the RFP information through the CoC network electronically.

**Action:** Michelle to send the RFP to Liz to forward to the CoC.

- **VALOR:** Rick Pettet announced to date a total of 275 veterans have been housed through community collaboration as part of the VALOR Housing Sub-committee. The goal was to house 285 veterans so they have almost reached this. He acknowledged Jim Lineberger at Hemet Community Pantry, who has provided the transportation to move the refrigerators to units to make them housing ready for homeless veterans.

- SSVF Notice of Funding Availability for non-profits:  
It was announced that \$3 million is available for the County of Riverside for Supportive Services for Veterans and their Families. The application is due in March.
- Cedar Glen Housing:  
Maria Marquez of Dept. of Mental Health reported that this is a new housing complex of 78 units developed by Palm Community in collaboration with the Department of Mental Health. Fifteen of the units are designated for special needs individuals. They were developed for affordable workforce housing and will start their occupancy sometime in April.

8. APRs: No APRS presented.

9. Standing Committees Updates:

Minutes are included in meeting packets if available.

- HMIS Administrators Council: No meeting was held in January.
- Employment Self Sufficiency: No meeting was held.
- Planning Committee: Will meet in February.
- Housing Committee: Darrell Moore reported that the Housing Inventory is complete and the CoC should have received a copy. The Housing Inventory has three purposes: 1) to determine if we are fulfilling the 10-year goal; 2) as resource on where the housing stock is; and 3) as a basis for moving forward and to determine the committee's next steps. The committee sent letters to the entitlement cities asking them to review and update their housing stock in the housing inventory. Most of the cities responded. The committee is now ready to send a letter out to all of the non-entitlement cities with the BOG's approval. The BOG had previously approved sending the letter. The committee has contacted the DPSS mapping services (Research & Design Unit (RADS)) to request the creation of GIS mapping using an overlap based on data from the inventory and on Census data on poverty and low income areas. The goal is that this will show where housing resources and housing gaps are located in the county.

10. Next Meeting:

- A motion was made to hold a special meeting before the March meeting to approve the BOG roster; discussion;  
1<sup>st</sup> motion: Angelina Coe 2<sup>nd</sup> motion: Eddie Estrada; Votes: Aye – All, Nay – 0. The meeting is scheduled for Feb. 27.
- Next Regularly Scheduled Meeting is March 27, 2014, 9:30-11:30am, County of Riverside CPS, 901 E. Ramsey, Banning.

Meeting adjourned at 11:41 AM.

Respectfully submitted by HPU Staff