



County of Riverside Continuum of Care

Board of Governance Meeting

Thursday, May 22, 2014, 9:30 AM- 11:30 AM
Banning CPS office - 901 E. Ramsey, Banning

Minutes

Present

ABC Recovery Center
Board of Supervisors - 1st District
Board of Supervisors – 4th District
City of Hemet
City of Palm Desert
Dept. of Mental Health
EDA-ESG
Housing Authority
Inland Counties Legal Services
Jewish Family Services SD
Lighthouse Social Service Center
Path of Life Ministries
Prayer Warriors Enhancement
Shelter From the Storm
US Vets
Valley Restart Shelter
Whiteside Manor

David Leahy
Robin Reid
Lilia Escobedo
Carla Callahan (T)
Frankie Riddle
Lynne Brockmeier
Sterlon Sims
Carrie Harmon (T)
Darrell Moore (T)
Linda Barrack
Karyn Young-Lowe
Joan Thirkettle (T)
Rochelle Lewis
Angelina Coe
Eddie Estrada
Susan Larkin
Ron Vervick

*Chair (T) Telcom

Guests

BOS District 3
BOS District 4
BOS District 5
Community Food Pantry of Murrieta
Dept. of Mental Health
Hemet Community Pantry
Office of Education RC
Operation Safehouse

Karen Christensen
Corinne Daly
Debbie Rose
Mariann Schiewe
Maria Marquez
Jim Lineberger
Stephan McPeace
Sandra Dunn

DPSS Staff Present

Lisa Shiner
Jill Kowalski
Rowena Concepcion
Liz Calanche
Emma Perez-Singh
Edward Macias
Connie Hill

APS Deputy Director APS
Administrative Manager HPU
Sup. Program Specialist
CoC Coordinator
Contracts
Contracts (T)
Fiscal Staff

Erin McCall
Markus Singleton

Fiscal Staff
Fiscal Staff

1. **Call to Order:** Welcome & Introductions

The meeting was called to order at 9:40am by BOG Chair Frankie Riddle.
Roll call for those present; a quorum was established.
Teleconferencing was not available because of technical difficulties.

2. **Approval of Minutes:**

- i. CoC BOG minutes January 23rd, 2014 and special meeting February 27th, 2014; Motion made to approve: 1st Angelina Coe; 2nd Linda Barrack
Aye – all; Opposed – 0, Abstentions – 0.

Comment: Frankie mentioned that at the Feb. 27th meeting she said there were two entitlement city seats vacant but there is only one. She said that they would be reviewing the roster later in the agenda and that the amendment would be added.

Motion passed.

- ii. Receive and File all Standing Committees Minutes:

- All County Meeting Minutes: Dec. 18, 2013 and February 26, 2014
- HMIS, Housing and Planning Committees January-May, 2014;

Motion was made to receive and file; 1st Susan Larkin; 2nd David Leahy. No comments.

Motion passed.

3. **Old Business:**

a. **BOG Co-chair elections:** A motion was made to continue the election of the co-chairs to the July meeting to vote for both seats as scheduled according to the Charter: 1st Robin Reid; 2nd Linda Barrack. All were in favor by a show of hands. No abstentions.

Motion passed.

Three nominees have been submitted for the co-chair (non-profit) seat: Darrell Moore, Joan Thirkettle and Susan Larkin. These people have expressed an interest in running for this position. Prior to the July meeting, there will be a call for nominations for both co-chair seats.

b. **BOG Roster:** There was a call for nominations to fill vacant seats. Positions are all filled except for the following:

- Food Pantry representative - Jim Lineberger was nominated by HOPO
- Homeless/formerly homeless seat – must be held by a formerly homeless person
- CoC at-large seat (public /private): vacated recently by CVAG
- Entitlement city: one seat is available for an entitlement city.
- Board of Supervisors representative seats: two seats to be appointed by BOS.
- Ron Vervick was nominated by the HMIS Council to represent the HMIS Council on the BOG as a voting member, Lynne will continue as HMIS chair.

Comment: It is desirable that the person accepting a nomination should be someone who is familiar or has worked in that area.

Frankie reviewed the election process:

- Step 1: Call to the full CoC membership with a list of positions available, deadline;
- Step 2: Confirm the nominees/nominations for acceptance to be considered;
- Step 3: Email the election ballots with positions and names to the full CoC with a deadline for response.
- Step 4: Announce results to the Board and to the full CoC.

A question was raised if this process needed to be approved and voted on. Frankie said this process does not have to be made at this time since this is how the BOG has conducted past elections. She said this process is not in the BOG Charter, but it is based on the conversations held with Board members, who thought board members were being arbitrarily appointed. It was recommended that we put out the elections to the full CoC so that there would be no question on who was appointed and sitting on the Board; it was an open and transparent process. It was recommended to vote and approve it and to amend the Charter.

A motion was made to do the board election process as stated and amend the charter to put the process in writing: 1st Ron Vervick; 2nd Susan Larkin; All were in favor by a show of hands; no abstentions. **Motion passed.**

Action: Amend the Charter by the next meeting.

Comments/suggestions:

- Use SurveyMonkey to conduct elections.
- Amend Charter to allow each Standing Committee to elect its own chair.

Action: Standing Committee officer elections process to be amended/added to the charter.

4. **New Business**

a. CoC survey results:

Jill Kowalski

The survey was sent out to 120 members and 47 completed surveys were received. The results will be distributed next week to the full CoC with a follow-up to the BOG in July. Lisa Shiner and Jill met with David Leahy, Linda Barrack and Frankie to discuss how to use the results to make improvements and implement some of the suggestions. A summary of the survey results will be sent to the full CoC on May 27. It was decided not to incorporate the 21 previously collected surveys with the 47 new surveys.

b. Review CoC models and structure:

An Ad Hoc committee has been formed to review CoC models suggested at the Housing First Conference in Chicago and will present models determined to fit Riverside County CoC for review and discussion to the CoC and BOG.

c. Standing agenda items

At the July meeting, the agenda will be re-formatted, and there will be a call for agenda items. Standing items like ESG, VALOR, PIT, etc. are items that might be on the agenda for a period of time and then will be cycled off. The call for agenda items will go out three weeks prior to the meeting by email asking for agenda items; the committee chairs and/or representatives will be asked to provide something in writing, briefly, highlighting what their work has been in the past month or so. This will be included in the agenda.

NOTE: *Due to the July meeting being moved up, this will be done for the September meeting.*

Sterlon Sims from EDA (federal ESG) requested that the Emergency Solutions Grant from the cities and state (DPSS) report to the CoC be included as a standing agenda item.

d. Consent calendar:

This will include APRS, committee reports, and other items determined to be placed under Consent Calendar. These will be approved as a whole, and if an item needs to be discussed the committee chair or other member can ask for the item to be pulled for discussion or set apart.

5. Announcements:

- Maria Marquez extended her appreciation for distributing the DMH flyer for their community fair today at Fairmount Park in Riverside.
- Frankie will work on revising the Charter and job descriptions for the July meeting.
- Members were encouraged to consider Proposition 41; there was also discussion about having a legislative platform as a standing item on the agenda.
- Jill announced that the 2014 HUD Application Review Panel met on May 16th. They were not able to make final decisions because they still don't know about Tier 2 funding and are hoping to hear about it by the end of this month. She said she is meeting with the transitional housing projects after this meeting to provide information that will impact their programs. The panel is meeting again on June 17th to make final decisions (if Tier 2 is announced). There were questions and discussion about the review panel and process. Due to some questions and concerns, Jill said she would send information out about the review process to the CoC. A special CoC BOG meeting will be convened on June 20 to review the process and any decisions made by the Review Panel at their next meeting on June 17.

A Motion was made to have a special meeting of the BOG on Friday, June 20th at 9:30 am at the DPSS Banning office to discuss the Review Panel recommendations. Motion: 1st Angelina Coe; 2nd Ron Vervick. All were in favor by a show of hands. There were no abstentions.

6. APRS:

RCDMH Women's Permanent Housing; City of Riverside PSH for Chronically Homeless; Martha's Village Transitional Housing; MFI A Woman's Place Transitional Housing; and JFS Desert Horizon Transitional Housing.

Frankie asked the members if they would like to review, no one commented or raised questions. She said this is an item that will be placed under the Consent Calendar beginning at the next meeting.

7. CoC Committee Reports:

- All County: This is the new regional committee comprised of the full CoC membership from both eastern and western areas of the County and will be added to agenda from now on.
- HMIS Council: Lynne announced that the 2014 HMIS Data Standards were released, and they are in the process of reading all 183 pages (two books) for information. HMIS has given a deadline of Oct. 1 for implementation into the system.
- Planning Committee: Karyn said that the Planning Committee work groups are working very hard and met May 2nd and 16th and are advancing in their work. They have taken on the task of the revision of the Ten Year Plan. They have also created a vision statement and expanded four goal statements. They plan on continuing and finishing the revisions and then presenting it to the CoC for review and input at the All County meeting.

8. Next Regularly Scheduled Meeting is July 24th, 9:30-11:30am, County of Riverside CPS, 901 E. Ramsey, Banning.

Meeting adjourned at 11:44 PM

Respectfully submitted by HPU Staff