

## HUD CoC Committee – Meeting #2

1 Frank Ogawa Plaza, Public Hearing Room 4

2/19/2019 – 1:00 – 4:00 pm (HUD CoC Committee meeting from 1 to 2 pm)

Conference Call: Dial-in Number: (267) 930-4000

Participants: 016-849-107

### AGENDA DRAFT

#### Goals For The Meeting

- Approval of past Meeting Minutes (Meeting #1 – 1.22.2019)
- Public Participation policy workgroup update
- 2019 HUD CoC Work Plan discussion and approval
- Assessment and Prioritization Systems Manual’s draft for approval at March meeting
- 2018 NOFA Debrief and 2019 NOFA process update
- HUD TA Team presentation and discussion on Coordinated Entry Management and Data Guide Manual
- Next Meeting/Agenda reminder

#	Item	Purpose	Time
1	Welcome and Introductions	<ul style="list-style-type: none"><li>• Welcome HUD CoC Committee members</li></ul>	1:00 – 1:05 pm
2	Approval of Meeting Minutes - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"><li>• Review and approve minutes<ul style="list-style-type: none"><li>○ Meeting #1 – 1.22.2019</li></ul></li></ul>	1:05 – 1:10 pm
3	Public Participation Policy Workgroup update	<ul style="list-style-type: none"><li>• Public Participation policy workgroup will meet on 2/22 at DVLC – Ja’Nai is hosting</li><li>• Draft will be forwarded to committee for discussion and approval at March meeting</li></ul>	1:10 – 1:20 pm
4	2019 HUD CoC Work Plan discussion and approval – <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"><li>• Review of 2019 Work Plan proposal for approval</li><li>• Next steps: Work Plan will be posted on EH website by 2/28/19</li></ul>	1:20 – 1:35 pm

5	2018 NOFA Debrief and 2019 NOFA process update	<ul style="list-style-type: none"> <li>• 2018 Continuum of Care Program Competition Funding Award “brief” debrief</li> <li>• Update on facilitated 2019 NOFA Recommendation process (Elaine) and timeline</li> </ul>	1:35 pm – 1:50 pm
6	<p>Next Meeting/Agenda Meeting will take place on Tuesday, <b>March 19<sup>th</sup></b> at <b>EOH Office in San Leandro – 101 Callan Ave, Suite 230</b> from <b>2:00 to 4:30 pm</b></p>	<ul style="list-style-type: none"> <li>• Agenda will include: <ul style="list-style-type: none"> <li>○ Discussion and Approval of Committee’s Public Participation policy</li> <li>○ Seat HUD CoC Committee Chair</li> <li>○ HMIS Oversight: HMIS Work Plan presentation</li> <li>○ PIT/HIC Presentation (HMIS Team)</li> <li>○ Systems Manual Approval</li> <li>○ 2019 NOFA Process update</li> </ul> </li> </ul>	1:50 – 2:00 pm
7	HUD TA Team presentation and discussion on Coordinated Entry Management and Data Guide Manual	<ul style="list-style-type: none"> <li>• The rest of the Agenda will be facilitated by the HUD TA Team</li> </ul>	2:00 – 4:00 pm

## HUD CoC Committee – Meeting #1

150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1, Oakland

1/22/2019 – 2:00 – 4:30 pm

### Meeting Minutes

#### AGENDA

##### Goals for The Meeting

- Welcome new HUD CoC Committee Member C’Mone Falls!
- Approval of past Meeting Minutes (Meeting #14 – 11.20.2018 and Meeting #12 – 10.16.2018)
- EH staff provides update on 2019 County Contract and required deliverables, including Committee’s development of Public Participation policy
- Review of 2018 HUD CoC Committee Work Plan Achievements and 2019 HUD CoC Work Plan Draft V2 discussion and (possible) approval
- Assessment and Prioritization Systems Manual’s draft for approval at March meeting
- 2018 NOFA Debrief and 2019 NOFA process update
- Share updates and calendar, review and assign pending items

#	Item	Purpose	Notes
1	Welcome and Introductions	<ul style="list-style-type: none"> <li>• Happy New Year!</li> <li>• Welcome new HUD CoC Committee Member C’Mone Falls, SSA Work Force/Benefits staff and Youth Action Board liaison</li> </ul>	<p>Attendance: Lara, Andrew, C’Mone, Doug, Wendy, Ja’Nai, Riley, Laura G., Ruby</p> <p>Excused: Paulette, Marnelle</p>
2	Approval of Meeting Minutes - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• Review and approve minutes               <ul style="list-style-type: none"> <li>○ Meeting #14 (11.20.18)</li> <li>○ Meeting #12 (10.16.18)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Meeting #14 – Add Doug to those in attendance. Change sentence that reads “recommended that whether to include cost effectiveness be evaluated” to “<b>recommended to re-evaluate whether to include “cost effectiveness”</b> under (3) 2018 NOFA Debrief section. Doug motions, seconded by Ja’Nai: all ayes, no nays, no abstentions.</li> <li>• Meeting #12 – No changes. Ja’Nai motions, seconded by Andrew: all ayes, Riley and Doug abstain, no nays.</li> </ul>

3	2018 County Contract Update* (Elaine)	<ul style="list-style-type: none"> <li>• New requirements (some highlighted below)</li> <li>• Proposal to create a Public Participation policy workgroup (2or 3 Committee members) to meet with EH staff in early/mid-February and develop draft to be presented and voted at March meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Contract between EOH and the County expires June 2019. New stipulations in the contract: a) Add Point of Contact to EH website for Committee; b) Adopt Public Participation Policy (PPP) for meetings; c) Make available dates, locations, and materials 1-week prior, with any revisions 2hrs prior; and d) Actions taken by Committee must be posted as draft within 5 days. These changes must be implemented by 3/30.</li> <li>• PPP Proposal – Opportunity for small work group to present recommendations. Ja’Nai and Andrew volunteer, Lara possibly. <b>Laura G. will schedule a meeting for work group to meet the week prior to 2/19. Work Group may recommend a draft for 2/19 Meeting.</b></li> </ul>
4	2018 Work Plan Achievements and 2019 HUD CoC Work Plan discussion and approval – <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• Review of 2018 HUD CoCs Committee’s Achievements</li> <li>• Review of 2019 Work Plan Draft proposal for discussion and potential approval</li> <li>• Work Plan must be posted on EH website by 2/28/19.</li> </ul>	<ul style="list-style-type: none"> <li>• Items in Non-italics in the draft Work Plan are required oversight responsibilities, while those in italics are proposed items. March and July meetings are heavy lifts, so proposed to move 1-2 items to April. HMIS/System Analysis moved to May. HMIS LSA presentation also moved to May, and HMIS Subcommittee report on HMIS Work Plan moved to March. Include HMIS TA sessions as needed. Committee confirmed they would like to see the RBA Turn the Curve presentation focused on length of time homelessness and first-time homelessness measures. <b>Laura will edit Work Plan with Committee’s suggestions and send a draft for final approval for February meeting (if possibly two weeks before the 2/19 meeting) to be posted by 2/28.</b></li> </ul>
5	Coordinated Entry: Systems Manual Review and Approval Update	<ul style="list-style-type: none"> <li>• System’s Manual review and approval update</li> <li>• System’s Manual will be discussed and approved at Committee’s March meeting</li> </ul>	<ul style="list-style-type: none"> <li>• System’s Manual draft being revised by SCC. Riley, who also is a System Coordination Committee member, stated that it still needs to be clarified which part of the Manual will come to HUD CoC for review and approval as part of HUD CoC oversight role. Committee members would like regular CES Policy manual updates relevant to oversight, which will be added to Work Plan. <b>Manual portion to be approved should be sent in</b></li> </ul>

			<b>advance to HUD CoC Committee for questions/discussion and a vote for approval in March or TBD (when ready).</b>
6	2018 NOFA Debrief and 2019 NOFA process update	<ul style="list-style-type: none"> <li>Update on 2018 NOFA Debrief session <ul style="list-style-type: none"> <li>Establish and host a meeting of a workgroup that includes local government partners, interested applicants/grantees, and other stakeholders to develop recommendations for improving the NOFA process in 2019 update.</li> </ul> </li> <li>Impact of Government shutdown on NOFA and HUD CoC funding <ul style="list-style-type: none"> <li>What should be the plan for a community meeting to debrief the 2018 NOFA process and receive feedback if we do not receive NOFA Awards?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Goal is to hire an outside facilitator to develop recommendations towards the 2019 NOFA process. HCSA may be providing funding for outside facilitator. Committee members would like someone that can also compare NOFA process with other CoCs and knows the field. Debrief will follow completion of facilitated workgroup. <b>These activities will be noted in Work Plan as such for March and April as TBD.</b></li> <li>Staff will continue to watch Government shutdown and HUD closure and any notices and provide updates at next meeting.</li> </ul>
7	Nomination and Approval of Committee's Chair – <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>Nomination and approval of HUD CoC Committee Chair for 2019</li> <li>Andrew W. will continue serving as Chair in the transition</li> </ul>	<ul style="list-style-type: none"> <li>Andrew is resigning his role as Chair and is committed to serve in the transition through March.</li> </ul>
8	Updates	<ul style="list-style-type: none"> <li>Ready for 2019 Everyone Counts! on 1/30! <ul style="list-style-type: none"> <li>As of 1/18: Volunteer Recruitment at 133% (<b>645</b>); Guide Recruitment at 92% (<b>179 Guides</b>)</li> <li>Thanks to all HUD CoC committee members assisting with the Count!</li> </ul> </li> <li>HMIS Oversight Updates</li> </ul>	<ul style="list-style-type: none"> <li>Kudos to Ruby for volunteer, logistics coordination, and guide recruitment. EOCP can assist with 5 additional Guides for East Oakland.</li> <li>HMIS Oversight Committee is developing Work Plan for 2019 to be reviewed by the HUD CoC at the March meeting.</li> </ul>
9	Next Meeting/Agenda Meeting will take place on <b>February 19, 2019 at 1 Frank Ogawa Plaza, Public</b>	<ul style="list-style-type: none"> <li>Agenda from <b>1 to 2 pm</b> (HUD CoC Committee) <ul style="list-style-type: none"> <li>Finalize and Approve HUD CoC Committee Work Plan (if needed)</li> <li>2019 NOFA Process follow up</li> <li>HMIS Oversight Subcommittee update</li> <li>Public Participation Policy work group update</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>HEAP awarded in January 2019. HCD in process of entering contracts with Cities.</li> <li>CESH awards not received yet.</li> <li>Youth HEAP recommended YAB funding for stipends, youth shelter beds, and “whatever it takes” fund.</li> <li>Other announcements; County has launched an encampment response team for the unincorporated area (around the</li> </ul>

<p><b>Hearing Room 4 from 1 to 4 pm.</b></p>	<ul style="list-style-type: none"> <li>• Agenda from <b>2 to 4 pm</b> (HUD CoC and Systems Coordination Committee): <ul style="list-style-type: none"> <li>• HUD TA team presentation and discussion on the newly released Coordinated Entry Management and Data Guide Manual</li> </ul> </li> </ul>	<p>Fairmont campus) and working closely with Oakland’s team on the Coliseum area. It is also launching the implementation of AB210 through an interdisciplinary group that includes law enforcement, sheriff, and outreach teams to do case conferencing of individual cases.</p>
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\* 2018 County Contract Deliverables and expectations:

**1. By February 28, 2019:**

- Post annual work plans and a point of contact for each committee on the EveryOne Home website

**2. By no later than March 30, 2019:**

- The HUD CoC committee must adopt a public participation policy in meetings, including guidelines for when and if some meetings will not be open to members of the public, when and if some meeting materials will be confidential and made available only to members, and when and if public comments will be accepted during meetings.
- EH staff will make available the dates, meeting locations, and drafts of meeting materials and agendas for committee/subcommittee meetings by posting them on website and distribute to members at least one week prior to all scheduled meetings.
- Draft agendas or meeting materials are revised prior to the meeting, updated versions of these documents will be posted on the website and distributed by email at least two hours prior to the meeting.
- Timely summaries of decisions or actions taken by the HUD CoC Committee and related sub-committees will be posted on the EveryOne Home website within 5 days.

**2019 HUD CoC Committee Work Plan Final Draft - For HUD CoC Committee Approval (020719)**

	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
Activities	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Develop and approve 2019 HUD CoC Work Plan		2019 Work Plan Approval				Work Plan review					Work plan accomplishments	
Plan for Annual Membership Meeting									Discuss seat(s) vacancies and re-election	Hold Annual Membership Meeting		
Review and Update Governance Charter								Review and Update Governance Charter	Governance Charter updates final recommendation	Vote Governance Charter updates at Leadership Board		
Implement Project Monitoring (PM) evaluation process				2018 Project Monitoring Summary Report and 2019 PM Plan								
Updates on CE implementation		HUD TA team presentation on Coordinated Entry Management and Data Guide	Systems Manual Approval (TBD)		Coordinated Entry - Policies and Systems Manual Updates		Coordinated Entry - Policies and Systems Manual Updates		Coordinated Entry - Policies and Systems Manual Updates		Coordinated Entry - Policies and Systems Manual Updates	
Implement and evaluate new HMIS System			HMIS Oversight Subcommittee Report: HMIS Work Plan review		HMIS Oversight Subcommittee Report		HMIS Oversight Subcommittee Report		HMIS Oversight Subcommittee Report		Annual review of Privacy/Security and Data Quality Plan	
Conduct gap analysis			PIT and HIC Presentation (HMIS Team)		Longitudinal System Analysis Presentation (HMIS Team) <i>HMIS HUD TA</i>					Needs Assessment/Data Analysis based on 2018 PIT (HUD CoC)		

