

**HUD CoC Committee – Meeting #6**

6/18/2019 – 2:00 – 4:30 pm

EveryOne Home Conference Room, 101 Callan Ave, Ste 230, San Leandro

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

Participants: 016-849-107

**ACTION NOTES – Approved by HUD CoC Committee**

**All HUD CoC Committee Meetings are public. Homeless and Formerly Homeless Alameda County residents are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person.**

**Goals for The Meeting**

- Approval of past Meeting Minutes (Meeting #5– 5.21.2019)
- Introduction of the HUD HMIS Technical Assistance Project team and brief overview of their HMIS Assessment and Recommendations
- Proposal to revisit HMIS Oversight Committee seats to meet HUD 2020 data requirements and HMIS Development 3 and 5-year plans
- EOH Response to Homebase Recommendations with proposed recommended changes for 2019 NOFA (and future NOFAs), and NOFA Timeline draft
- 2019 NOFA Committee Roster – Matrix of current members, gaps, and approval of two additional candidates
- Approval of the 2019 Coordinated Entry Self-Assessment and Designation of the Administrative Entity for the California Emergency Solutions in Housing (CESH) NOFA Round 2 Application
- Other Updates/Announcements and Next Meeting/Agenda reminder

#	Item	Purpose	Notes
1	Welcome and Introductions – Doug Biggs, HUD CoC Committee Chair	<ul style="list-style-type: none"><li>• Welcome, introductions, and <u>roll call</u></li></ul>	<b>Attendance:</b> Doug Biggs, APC, CoC Chair; Ja’Nai Aubry, FVLC; Andrew Wicker, City of Berkeley; Marnelle Timson, Consumer; C’Mone Falls, SSA; Lara Tannenbaum, City of Oakland <b>Staff:</b> Jessie Shimmin, EOH; Ruby Butler, EOH; Laura Guzman, EOH <b>Presenters:</b> Michael Lindsay; Leah Rainey, ICF, HUD HMIS TA team; Suzanne Warner, HCD. <b>Excused:</b> Paulette, City of Oakland; Wendy, EOCP; Riley, HCD
2	Public Comment	<ul style="list-style-type: none"><li>• Public addresses HUD CoC Committee</li></ul>	N/A

3	Approval of Meeting Minutes - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• Review and approve past minutes <ul style="list-style-type: none"> <li>○ Meeting #5– 5.21.19</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Item 6, 3<sup>rd</sup> column – replace Timothy Martin with Timothy Evans</li> <li>• Item 7, correct YHDP abbreviation for Youth Homeless Demonstration Program</li> <li>• Motion to approve by Andrew Wicker, seconded by Doug Biggs. <ul style="list-style-type: none"> <li>○ Doug - Aye</li> <li>○ Ja’Nai - Aye</li> <li>○ Andrew - Aye</li> <li>○ Marnelle - Aye</li> <li>○ C’Mone - Aye</li> <li>○ Lara - Aye <ul style="list-style-type: none"> <li>▪ Motion passes.</li> </ul> </li> </ul> </li> </ul>
4	Introduction of the HUD HMIS Technical Assistance Project, HMIS Team Providers from ICF - <b><u>PRESENTATION</u></b>	<ul style="list-style-type: none"> <li>• HUD HMIS TA Team introduction and overview of HMIS Assessment and Recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Engaged with ALCO in January 2019 to assess HMIS Admin, Governance <ul style="list-style-type: none"> <li>○ Recommended Areas for Capacity Building <ul style="list-style-type: none"> <li>▪ Clarify roles &amp; responsibilities <ul style="list-style-type: none"> <li>• Strengthen Governance – MOU should further define the R&amp;R of each entity; Clear parameters and expectations; Foundation for strong accountability with monitoring process; commitments reviewed, approved, and signed off by HMIS Oversight and HUD CoC.</li> </ul> </li> <li>▪ CoC monitoring of HMIS/HMIS monitoring of vendors &amp; CHOs <ul style="list-style-type: none"> <li>• Evaluate HMIS Configuration – informed stakeholders’ weigh on the reconfiguration of system; include timeline for implementation</li> </ul> </li> <li>▪ HMIS technology and Data Quality management <ul style="list-style-type: none"> <li>• 2017 and 2018 CoC scored low in HMIS Data Quality</li> <li>• Strengthen HMIS Lead Capacity – consider increasing HMIS team,</li> </ul> </li> </ul> </li> </ul> </li> </ul>

			<p>implementing a “Train the Trainer” model or build out a training program; enforce Data Quality management and formal Processes.</p> <ul style="list-style-type: none"> <li>○ Roles and Responsibilities for HMIS Across the CoC <ul style="list-style-type: none"> <li>▪ Beginning July-Dec 2019 ALCO will join ICF Communities of Practice’s group learning HMIS Data Quality planning and other HMIS-related professional development with 10 other communities. <ul style="list-style-type: none"> <li>● Two staff members are invited to participate: recommend one from EOH and one from HCD, or a community member.</li> </ul> </li> <li>▪ CoC Responsibilities: HMIS Policy review; HMIS oversight; monitoring; enforcing HMIS data quality plan.</li> </ul> </li> <li>○ <b>Agenda Item for July or August meeting, HMIS TA team recommends HUD CoC Committee adopts HMIS TA Recommendations. Staff will send full report and PowerPoint for review.</b></li> </ul>
5	<p>HMIS Oversight Subcommittee – Proposal to revisit HMIS Oversight Committee seats, Andrew Wicker, HMIS Oversight Chair - <b><u>ACTION ITEM</u></b></p>	<ul style="list-style-type: none"> <li>● Proposal to revisit current HMIS Oversight Subcommittee seats to meet HUD 2020 data requirements and HMIS Development 3 and 5-year plans. Shared HMIS Oversight Seating Structure and Roster proposal.</li> <li>● HMIS Plan revision on-hold, pending workgroup with HUD HMIS TA team</li> </ul>	<ul style="list-style-type: none"> <li>● Recommended revisiting Oversight Subcommittee seats to increase representation of the organizations utilizing HMIS and add individuals with decision making authority. Recommend adding a staff from Abode Services, Peter Radu to represent City of Berkeley, Nic Ming to represent City of Oakland, Robert Ratner to represent HCSA/Alameda County Care Connect, and Suzanne Warner to represent HCD/HMIS Lead.</li> <li>● Motion to approve HMIS Oversight Seating Structure and Roster by C’Mone Falls, seconded by Andrew Wicker. <ul style="list-style-type: none"> <li>○ Doug - Aye</li> <li>○ Ja’Nai - Aye</li> <li>○ Andrew - Aye</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Marnelle - Aye</li> <li>○ C'Mone - Aye</li> <li>○ Lara - Aye</li> </ul> <p>Motion passes.</p>
6	EOH Response to NOFA Local Process Homebase Recommendations, Laura Guzmán, EOH Staff - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• EOH staff shares with Committee Responses to Homebase Recommendations to improve Alameda County CoC NOFA Local Competition, with proposed recommended changes for NOFA 2019 and NOFA Timeline draft</li> </ul>	<ul style="list-style-type: none"> <li>• Purpose: to simplify and make objective Local Application Process. Staff prepared Proposed Recommendations for NOFA 2019.</li> <li>• Motion by Marnelle Timson to approve staff recommendations, with the addition that the HUD CoC Public Participation Policy applies to the NOFA Committee for the public to provide feedback on tools and criteria. The Policy will not apply for <u>any discussions/sessions which include reviewing, rating and/or ranking projects</u> (they will be deemed closed sessions), seconded by Andrew Wicker. <ul style="list-style-type: none"> <li>○ Doug - Aye</li> <li>○ Ja'Nai - Aye</li> <li>○ Andrew - Aye</li> <li>○ Marnelle - Aye</li> <li>○ C'Mone - Aye</li> <li>○ Lara - Aye</li> </ul> </li> </ul> <p>Motion passes.</p>
7	Proposal and vote to seat two additional members to the 2019 NOFA Committee roster – Laura Guzmán, EOH Staff - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• EOH share 2019 NOFA Matrix list of NOFA Committee roster, gaps, and vote on two additional candidates to join the approved Committee roster.</li> </ul>	<ul style="list-style-type: none"> <li>• The July HUD CoC Meeting will have forty-five minutes dedicated to Strategic Direction and Joint Session with NOFA Committee.</li> <li>• In September begin discussion on whether to add non-conflicted seats to HUD CoC committee to serve for NOFA processes and further determine NOFA panel members criteria.</li> <li>• Motion to approve adding Jill Albanese and Donna Murphy to the 2019 NOFA Committee Roster by Marnelle Timson, seconded by Ja'Nai Aubry. <ul style="list-style-type: none"> <li>○ Doug - Aye</li> <li>○ Ja'Nai - Aye</li> <li>○ Andrew - Aye</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Marnelle - Aye</li> <li>○ C'Mone - Aye</li> <li>○ Lara - Aye</li> </ul> <p>Motion passes.</p>
8	<p>Recommendation to approve the 2019 Coordinated Entry Self-Assessment and the Designation of the Administrative Entity for CESH Round 2– Suzanne Warner, HCD, SCC Chair, <b><u>ACTION ITEM</u></b></p>	<ul style="list-style-type: none"> <li>● System Coordination Committee (SCC) Co-Chair will present SCC's recommendation to approve the 2019 Coordinated Entry Self-Assessment, as a component of the annual Coordinated Entry Compliance Review (and to submit to the State for CESH Round 2 County Application)</li> <li>● Designation of Administrative Entity for CESH NOFA Round 2 County Application</li> <li>● CE Management Entity development proposal update</li> </ul>	<ul style="list-style-type: none"> <li>● Suzanne shared the process of completion of the CE Self-Assessment and tool for Committee's review and approval.</li> <li>● SCC is planning a Work Group to determine Coordinated Entry Administrative Entity's role with support from the HUD TA team</li> <li>● Motion to approve the 2019 CE Self-Assessment tool and the designation of HCD as the Administrative Entity for CESH Round 2 by Andrew Wicker, seconded by C'Mone Falls. <ul style="list-style-type: none"> <li>○ Doug - Aye</li> <li>○ Ja'Nai - Aye</li> <li>○ Andrew - Aye</li> <li>○ Marnelle - Aye</li> <li>○ C'Mone - Aye</li> <li>○ Lara - Aye</li> </ul> </li> </ul> <p>Motion passes.</p>
9	<p>Announcements and Next Meeting/Agenda Meeting will take place on</p>	<ul style="list-style-type: none"> <li>● Other Updates/Announcements: <ul style="list-style-type: none"> <li>● Doug shared some highlights from the <b>2019 Collective Impact Convening</b> he attended in Chicago in May</li> <li>● <b>HMIS Assessment full presentation</b>, HUD HMIS TA Team, HMIS Oversight Committee, June 19<sup>th</sup>, 9 am – 12 pm, HCD, Public Hearing Room 160, 224 W Winton Ave., Hayward</li> <li>● HMIS team submitted timely to HUD <b>2018 System Performance Measures (5/30/2019)</b></li> <li>● EOH Team finalizing 2019 Homeless Count data analysis to prepare countywide full report <b>by the end of July.</b></li> </ul> </li> <li>● <u>Agenda will include:</u></li> </ul>	

		<ul style="list-style-type: none"><li>○ Joint meeting with NOFA Committee to discuss and prepare for 2019 NOFA Strategic Direction</li><li>○ Work Plan review and proposed updates to Plan</li></ul>	
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