

**HUD CoC Committee – Meeting #4**  
**101 Callan Avenue, Suite 230, San Leandro, CA 94577**  
**EveryOne Home – Conference Room**  
 4/23/2019 – 2:00 – 4:30 pm

**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

- Introduction of Public Comment under new Public Participation Policy
- Approval of past Meeting Minutes (Meeting #3 – 3.19.2019)
- Share Public Participation Policy final version
- CoC NOFA Local Process Review Update, including Consultant selection and NOFA community meeting debrief on 5/9th
- 2019 Project Monitoring Work Plan presentation
- Review and approval of HMIS Work Plan
- Request to Sign Regionalism Charter and designate representative for the Home Base Regional Initiative
- Review and approval of HIC/PIT count data
- 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 and introductions and <u>roll call</u></li> </ul>	Attendance: <ul style="list-style-type: none"> <li>• Doug Biggs, Chair, APC; Paulette Franklin, BHCS; C’Mone Falls, SSA; Ja’Nai Aubry, FVLC; Wendy Jackson, EOCP; Riley Wilkerson, HCD HMIS; Trevor Mells, HCD HMIS; Laura Guzman, EOH; Ruby Butler, EOH; Elaine de Cologny, EOH               <ul style="list-style-type: none"> <li>○ By phone: Lara Tannenbaum, City of Oakland;</li> </ul> </li> <li>• Absent: Marnelle Timson, Consumer</li> <li>• Excused: Andrew Wicker, City of Berkeley</li> </ul>
2	Public Comment	<ul style="list-style-type: none"> <li>• Public addresses HUD CoC Committee</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
3	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 #3 – 3.19.2019</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Correction: Page 2, 3<sup>rd</sup> column: “exceeds” available time</b></li> <li>• <b>Correction: Page 3, Item 7: to “be” included</b> <ul style="list-style-type: none"> <li>○ Motion to approve minutes with noted corrections:</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Ja’Nai motions, Lara seconds. <ul style="list-style-type: none"> <li>▪ Motion passes. All ayes, no nays or abstains.</li> </ul> </li> </ul>
4	Public Participation Policy - Laura Guzmán, CoC Director, EOH - <b>UPDATE</b>	<ul style="list-style-type: none"> <li>• Laura Guzmán will share one-page Committee’s Public Participation Policy final version and will briefly present on how it is reflected on the Agenda and EOH Website.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Participation Policy is posted on HUD CoC, HMIS Oversight, and SSC webpages. Staff will recommend Policy to Leadership Board on Thursday, 4/25.</li> <li>• HUD CoC will perform a Roll Call for all Action Items when any members are teleconferencing into the meeting per new policy.</li> </ul>
5	CoC NOFA Local Process Review – C’Mone Falls and Laura Guzmán - <b>UPDATE</b>	<ul style="list-style-type: none"> <li>• Update on facilitated CoC Local Process Review, including Consultant selection and next steps</li> <li>• Community Meeting debrief led by HomeBase scheduled for May 9<sup>th</sup> from 2:00 – 3:30 pm at Oakland City Hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Three submissions to RFP: Focus Strategies, HomeBase, and Julie Steiner, Consultant. C’Mone and Andrew reviewed all submissions and selected HomeBase.</li> <li>• HomeBase has begun the process of reviewing materials, comparing 2 relevant CoC’s, and have begun scheduling Stakeholder interviews. Community Meeting will be May 10<sup>th</sup> in City of Oakland - HomeBase will present findings and recommendations. <ul style="list-style-type: none"> <li>○ Rephrase language in first paragraph “in response to harsh criticism” and add that the recommendation was also to hire a Consultant to review the NOFA process.</li> <li>○ <b>Committee would like to receive information on where and how the RFP was advertised.</b></li> </ul> </li> </ul>
6	2019 Project Monitoring Work Plan – Ruby Butler, Project Monitor, EOH – <b>PRESENTATION</b>	<ul style="list-style-type: none"> <li>• Ruby Butler will share with Committee a proposal for the 2019/2020 Project Monitoring Work Plan, including HUD project monitoring requirements under Interim Rule 24 CFR 578.7a(7), a proposed schedule and scope, and the 2018 TA/Project Monitoring Sessions Summary of responses. <u>The item will be discussed and approved at the Committee’s May meeting.</u></li> </ul>	<ul style="list-style-type: none"> <li>• Will excluding Scattered Site projects and those that underwent PM in 2018 leave enough Projects to be Monitored in 2019? <ul style="list-style-type: none"> <li>○ Proposed exclusion due to accessibility of Client files, HQSs, etc.</li> <li>○ Recommendation <b>to separate on Plan projects that will undergo PM in 2019 versus those in 2020</b> (20% at bottom of Tier 1) for clarity, including exceptions. In addition <b>clarify how many projects will undergo PM, if scattered sites and those that underwent PM in 2018 are exempted.</b></li> </ul> </li> <li>• Should the discussion regarding Scoring participation or pass/fail Project Monitoring needs to be held with Community? <ul style="list-style-type: none"> <li>○ How do we communicate and discuss this policy with the Community?</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Should CoC begin with mandatory participation, to be followed by a Pass/Fail system in future NOFAs?</li> <li>○ <b>Consult with HomeBase whether this topic will be raised at the NOFA Community Meeting.</b> How does HomeBase propose HUD CoC phase in project monitoring as threshold in NOFA processes?</li> <li>● How to simplify is important. Are there things in the Monitoring Process that can be removed, because they're repeated, in the NOFA?</li> <li>● <b>May Meeting will have further discussion and approval of the Project Monitoring Plan. To meet contractual obligations, HUD CoC approves Project Monitor to begin scheduling 1<sup>st</sup> Wave Projects in June 2019, post scope approval.</b></li> <li>● Committee members are asked to send any suggestions or questions about materials to Ruby Butler at <a href="mailto:rbutler@everyonehome.org">rbutler@everyonehome.org</a>.</li> </ul>
6	<p>Homeless Management Information System (HMIS) – Presentation on HMIS Work Plan – Trevor Mells, HCD HMIS Team – <b><u>ACTION ITEM</u></b></p>	<ul style="list-style-type: none"> <li>● Presentation of HMIS Work Plan for Committee's discussion and approval.</li> </ul>	<ul style="list-style-type: none"> <li>● HMIS Work Plan <ul style="list-style-type: none"> <li>○ CES Development: List of requested features – orange items are pending discussion, pending HUD TA recommendations.</li> <li>○ User Licenses: In-process of BOS approval for CESH and Boomerang funds to purchase additional licenses.</li> <li>○ Data Integration: Working on an additional database to integrate other County departments into tracking client matching. Statewide database also in the works.</li> <li>○ HMIS Admin: HIT/PIC, other Federal reporting</li> </ul> </li> <li>● HMIS has requests to develop Dashboards beyond RBA Performance measures – will be discussed in the Fall. RBA Dashboard is pending BOS approval this week.</li> <li>● HMIS workplan approval: <ul style="list-style-type: none"> <li>○ <b>Recommendation to specify timelines on HMIS Plan</b> <ul style="list-style-type: none"> <li>▪ <b>When does Q1 start?</b></li> <li>▪ <b>What are the deadlines?</b></li> </ul> </li> <li>○ Motion to approve pending specificity of timelines, with reporting to HUD CoC every other month as scheduled on Committee's Work Plan, or more often as needed. Motion by Wendy, second by Ja'Nai. <ul style="list-style-type: none"> <li>▪ Doug - aye</li> </ul> </li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>▪ Ja’Nai - aye</li> <li>▪ Paulette - aye</li> <li>▪ Riley - aye</li> <li>▪ C’Mone - aye</li> <li>▪ Wendy - aye</li> <li>▪ Lara – aye</li> </ul> <ul style="list-style-type: none"> <li>○ Motion passes.</li> </ul>
7	Regionalism Charter – Elaine De Coligny, EOH	<ul style="list-style-type: none"> <li>• Request to sign Charter and designate representative for the Home Base Regional Initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Bay Area Regional Initiative, with HomeBase, approached CoC for inclusion.</li> <li>• State funding provided for Regional strategies</li> <li>• Santa Clara County not signing – tangible impact unknown. Would be effective for advocacy. City of Oakland and ALCO Homeless Council chose not to formally sign the charter but continue participation.</li> <li>• HUD CoC elects not to sign the Charter. <ul style="list-style-type: none"> <li>○ Riley Wilkerson as HUD CoC Representative, and Jessie Shimmin of EOH staff, will continue participating and reporting committee on developments.</li> </ul> </li> </ul>
8	Review and approval of PIT/HIC data –EOH staff and Trevor Mells, HCD HMIS Team - <b>CLOSED SESSION. ACTION ITEM.</b>	<ul style="list-style-type: none"> <li>• PIT/HIC data set review and approval by HUD CoC Committee before submission to HUD on 4/30<sup>th</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of submission of HIC and PIT Count data via HDX to HUD on 4/30.</li> <li>• Motion to approve HIC/PIT data submission presented by Trevor Mells, HMIS, on 4/30 by C’Mone. Second by Riley. <ul style="list-style-type: none"> <li>○ Doug - aye</li> <li>○ Ja’Nai - aye</li> <li>○ Paulette - aye</li> <li>○ Riley - aye</li> <li>○ C’Mone - aye</li> <li>○ Wendy – aye</li> <li>○ Lara - aye <ul style="list-style-type: none"> <li>▪ All ayes, no abstains or nays</li> </ul> </li> </ul> </li> <li>• <b>Motion passes</b></li> <li>• The Committee recommends that PIT HDX data is released to the community sooner than the mid-July full report, and that we assure coordination with other CoC neighbors in its release.</li> </ul>

9	<p>Announcements and Next Meeting/Agenda Meeting will take place on Tuesday, May 21st from 2:00 to 4:30 pm at <b>150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1, in Oakland.</b></p>	<ul style="list-style-type: none"> <li>• Other Updates/Announcements <ul style="list-style-type: none"> <li>○ CESH Round 1 and 2 update (Riley Wilkerson)</li> <li>○ Congratulations to Alameda Care on the passage of Yes on A!</li> <li>○ EOH Community Meeting will take place on 4/30 from 1 – 4 pm at 2000 Franklin Street, Laurel Room at the California Endowment in Oakland.</li> </ul> </li> <li>• Agenda will include: <ul style="list-style-type: none"> <li>○ CoC NOFA Local Process Review update</li> <li>○ 2019 Project Monitoring Work Plan approval</li> <li>○ Seat 2019 NOFA Committee (and Appeals Panel)</li> <li>○ Turn the Curve Conversation – Review of LOT (Length of Time Homeless) and FTH (First Time Homeless) Measures</li> <li>○ Longitudinal System Analysis Presentation (LSA) by HMIS Lead</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• April 30<sup>th</sup> from 1-4 pm is EveryOne Home Community Meeting <ul style="list-style-type: none"> <li>○ CA Endowment Center: 2000 Franklin St, Oakland</li> </ul> </li> <li>• May 10<sup>th</sup> from 2-3 pm is HomeBase’s NOFA Debrief Community Meeting at City of Oakland: 1 Frank H. Ogawa Plaza, Public Hearing Rm 2, Oakland</li> <li>• <b>Resend all invitations to EOH Committees from staff emails</b></li> <li>• <b>Agenda Action Item added for May 21 Meeting: Request to add the Youth Action Board as a subcommittee to HUD CoC.</b></li> </ul>
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