

HUD CoC Committee – Meeting #3

150 Frank H Ogawa Plaza, 4th Fl, Conference Rm 1, Oakland, CA 94612, USA

3/19/2019 – 2:00 – 4:30 pm

MEETING MINUTES

Goals for The Meeting

- Approval of past Meeting Minutes (Meeting #2 – 2.19.2019)
- Vote and Seat HUD CoC’s Committee Chair
- Public Participation Policy Workgroup recommendations’ discussion and policy approval (due 3/28/2019)
- 2018 Continuum of Care Competition Debrief and 2019 NOFA process update
- Review and Approval of Housing Crisis Response System’s Manual
- HMIS Team HIC/PIT count preliminary data set presentation
- Next Meeting/Agenda reminder

#	Item	Purpose	Notes
1	Welcome and Introductions	<ul style="list-style-type: none"> • Welcome and introductions 	<p>Attendance: Andrew, Doug, Julie, Trevor, Julie, Ja’Nai, Paulette, Ruby, C’Mone, Elaine, Riley, Lara, Wendy</p> <p>Excused: Marnelle, Laura</p>
2	Approval of Meeting Minutes - <u>ACTION ITEM</u>	<ul style="list-style-type: none"> • Review and approve minutes <ul style="list-style-type: none"> ○ Meeting #2 – 1.22.2019 	<ul style="list-style-type: none"> • Correct DVLC to FVLC • Motion Ja’Nai to approve Minutes with correction; 2nd by Paulette <ul style="list-style-type: none"> ○ Motion passes unanimously
3	Vote and Seat HUD CoC’s Committee Chair – <u>ACTION ITEM</u>	<ul style="list-style-type: none"> • Nomination and vote of HUD CoC Committee’s Chair 	<ul style="list-style-type: none"> • Andrew nominates Doug Biggs as Chair of HUD CoC <ul style="list-style-type: none"> ○ All ayes, no naves or abstains ○ Motion passes unanimously
4	Public Participation Policy Workgroup recommendations – <u>ACTION ITEM</u> – <i>Ja’Nai Aubry</i>	<ul style="list-style-type: none"> • Public Participation policy workgroup met on 2/22 • Discussion of a Public Participation Policy that aligns with Brown Act 	<ul style="list-style-type: none"> • Committee would like a 1-page Cheat Sheet for quick reference during meetings • Revise Item 1c – Public Comment is intended to be at the beginning of the meeting, rather than comments prior to each item. • Revise Preamble - “As a Committee established by Federal law the HUD CoC wishes to align with the Brown Act.” • Written Public Comment Item 3 – All written comments should be accepted and noted/distributed; If the number of commenters

			<p>exceeds the available time it is <u>at the discretion of the Chair</u> to either: 1) extend the time for Public Comment; 2) chose a random number of speakers, and/or; 3) limit the amount of time for each speaker.</p> <ul style="list-style-type: none"> • Committee would like clarity on what constitutes a Letter or Memo to the Committee versus a note to Staff. <ul style="list-style-type: none"> ○ Instructions for Public Comment should indicate writers to include “for Public Distribution” in the title or body of the Memo. • Staff will recommend the Leadership Board adopt the final Public Participation Policy. • Should there be a Grievance Policy for the Public Policy, and what Committee Member will oversee it? <ul style="list-style-type: none"> ○ The Chair and Staff will review the complaint and decide on next steps. Will review sub-policy later if it is seen as an issue. • Motion to approve the Public Policy with revisions to Preamble, Item 1c, and Item 3. <ul style="list-style-type: none"> ○ Motion to approve by Doug, 2nd by Lara. All ayes, no naves or abstains. Motion passes unanimously
5	<p>2018 Continuum of Care Competition Debrief and 2019 NOFA process update – <i>Elaine De Coligny</i></p>	<ul style="list-style-type: none"> • Continuum of Care Program Competition Debriefing <ul style="list-style-type: none"> ○ EOH Staff Initial Analysis • Update on facilitated 2018 NOFA Debrief and 2019 Recommendation process, including Facilitator’s Scope of Work • NOFA registration complete, no changes from 2018 	<ul style="list-style-type: none"> • Committee reviewed scoring on Consolidated App from HUD and staff analysis. Members would like more clarity on the Total Points Possible for each section. Explore the crosswalk between the Points and the NOFA to see where the gaps are - appear to be in Data Quality and Collection, and System Performance. <ul style="list-style-type: none"> ○ AAQ to HUD for clarity on the crosswalk and total points possible ○ Staff will reach out to NAEH • RFP for consulting services to review 2018 process and recommend changes was released and responses are due by Monday, March 25. Andrew and C’Mone will select the Consultant. Staff will not be involved in the selection process.

			<ul style="list-style-type: none"> ○ HUD is expected to release the NOFA from May-August 2019. Would like recommendations prior to May CoC meeting.
6	<p>Review and Approval of System's Manual – ACTION ITEM - Julie Leadbetter</p>	<ul style="list-style-type: none"> ● Review and approval of Housing Crisis Response System's Manual: http://everyonehome.org/wp-content/uploads/2019/02/V.2019.02.15-AC-System-Manual.pdf 	<ul style="list-style-type: none"> ● CES Assessment - The Committee also highlighted the need to take action on 3 areas that they said needed strengthening to be compliant: grievance policy, dv procedures, and policies on uniform decision-making regarding prioritization <ul style="list-style-type: none"> ○ Domestic Violence Victims and Services – FVLC and Building Futures were granted DV-CES funding 2019. System's Manual will need to be updated to include Emergency Transfer Plans and other VAWA protections. ● Motion to approve the Manual by Lara, 2nd by Doug <ul style="list-style-type: none"> ○ All ayes, no nays or abstains. Motion passes unanimously.
7	<p>Homeless Management Information System (HMIS)</p> <ul style="list-style-type: none"> ● HMIS Team HIC/PIT count preliminary data set – <i>HMIS Team</i> 	<ul style="list-style-type: none"> ● PIT/HIC preliminary data set presentation. <ul style="list-style-type: none"> ○ Presentation of HIC Summary Table and update on PIT data ○ HIC/PIT count data via HDX (Homelessness Data Exchange) due to HUD on 4/30th. ○ HMIS Team will do final data presentation at 4/16th meeting for approval by HUD CoC Committee before submission to HUD. 	<ul style="list-style-type: none"> ● Staff met with HUD and HUD TA staff on Friday, March 15th to discuss how to count residents of Oakland "Community Cabins" projects. HUD concurred they be counted as sheltered and the project be designated as ES in HMIS,. <ul style="list-style-type: none"> ○ Minimum requirements for designating a program as an emergency shelter are: running water/sanitation access, electricity at the unit level, ability to have climate control, and four walls. Safe parking does not count as shelter because they do not meet those criteria. ● HIC requires that project must serve exclusively homeless persons to be included. RRH slots only count those that are in use the night of the Count. ● HMIS Staff would like assistance with confirming CityTeam, A Safe Place, and Oakland Elizabeth Houses' bed numbers/slots. Lara will assist with CityTeam, Ja'Nai can assist with A Safe Place after a deeper conversation with HMIS Team on what information is required.

			<ul style="list-style-type: none"> • EOCF and First Place for Youth have errors in their HIC data that need to be corrected. Trevor has reached out to First Place staff and will be in contact with Wendy from EOCF. • HMIS Team/ASR will target to have the final HIC data prepared for the April HUD CoC Committee meeting. • Additional questions and comments from HUD CoC can be directed to Trevor Mells at Trevor.Mells@acgov.org
8	<p>Next Meeting will take place on Tuesday, April 16th from 2:00 to 4:30 pm at 101 Callan Ave, Ste 230, San Leandro, CA 94577</p>	<ul style="list-style-type: none"> • Agenda will include: <ul style="list-style-type: none"> ○ HMIS Team presents HMIS Work Plan for Committee’s discussion and potential approval ○ HIC and PIT Count data approval for submission to HUD ○ 2018 NOFA Debrief and 2019 NOFA process update ○ 2018 Project Monitoring Summary Report and discussion and recommendations for 2019 Project Monitoring Work Plan 	