HUD CoC Committee
Draft Meeting Notes
Tuesday, August 18, 2020
2:00 p.m. - 4:30 p.m.

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. Click here to learn more about the public participation policy.

The regular meeting of the HUD CoC Committee was called to order at 2:05 p.m. on Zoom by Doug Biggs.

Present:
CoC Committee: Doug Biggs (Alameda Point Collaborative), Lara Tannenbaum (City of Oakland), Andrew Wicker (City of Berkeley), C’Mone Falls (Alameda County Social Services Agency), Paulette Franklin (Alameda County Behavioral Health Care Services)

EveryOne Home (EoH): Ja’Nai Aubry, Courtney Welch, Jessie Shimmin, Elaine de Coligny, Alexis Lozano, Dorcas Chang

Public: Antonio Pizano (Youth Action Board), Suzanne Warner (Alameda County Housing and Community Development), Tunisia Owens (Family Violence Law Center), Hannah Moore (Youth Action Board), Kerry Abbott (Alameda County Health Care Services Agency), Michelle Starrett (Alameda County Housing and Community Development)

Absent:
Marnelle Timson (Consumer), Riley Wilkerson (Alameda County Housing and Community Development), Wendy Jackson (East Oakland Community Project)

The committee reached a quorum so it can vote on items at this meeting.

1. Welcome (Doug Biggs, HUD CoC Chair) 2:00 - 2:05 PM
   • C’mone introduced Hannah Moore and Antonio Pizano as representatives of the Youth Action Board (YAB). Hannah supports the YAB as the Youth Services Coordinator at All In.

2. HUD CoC Public Comment 2:05 - 2:10 PM
   • No comment

3. Approval of Meeting Minutes, #7- 7.21.20 2:10 - 2:15 PM
   • Action Item
• Andrew made motion to approve the minutes. Paulette seconded.

4. Election for Vacant Seat (Doug Biggs and Andrew Wicker) 2:15 - 2:35 PM

Action Item

• Two seats opened: Ja’Nai’s seat and potentially Wendy’s seat
  i. Lara will reach out to Wendy before the committee elects a new member to replace her seat. In the meantime, committee will elect someone pending Wendy’s confirmation on whether she wants to continue to serve.
• Andrew and Doug met with EoH staff and decided to expand the process including inviting Leadership Board members to join nominating committee to help tank and then interview top candidates. Overall staff did a wonderful job assisting/supporting this process.
• The nominating committee’s recommendation is to elect Tunisia Owens from Family Violence Law Center to fill Ja’Nai’s seat.
• Depending on Wendy’s response, the nominating committee recommend that Jessica Reddit from Bay Area Legal Aid to fill Wendy’s seat.
• Both candidates are highly qualified and motivated to serve on both the HUD CoC and HMIS committees. There was a unanimous agreement on the selections.
• Lara made motion to approve Tunisia and Jessica. Paulette seconded.

5. Retreat Update (Doug Biggs) 2:35 - 2:45 PM

Update

• By recommendation of the Leadership Board, the LB and CoC retreats will be combined. There is a planning committee including Elaine that is developing the structure of the retreat. There will be three sessions.
• The first meeting will be the “What’s so” session. It will lay out the existing governance parameters, the regulatory obligations and role of the CoC, the relationship between the CoC and state and federal sources, and the functions and responsibilities envisioned for the new county homeless department.
• The second and final meeting will be to memorialize the agreement reached with the various partners and there will be potential outcomes from the retreat.
• The committee is considering their options for a facilitator.
• The goal is to have the retreat sessions in September/October.

6. Youth Advisory Board (C’Mone Falls) 2:45 – 2:50 PM

Update

• A year ago, YAB was voted in as an ad-hoc committee of HUD CoC. C’Mone acted as the YAB interim coordinator. With funding, the YAB has secured a dedicated coordinator, Hannah Moore, to make the board more robust and to take a more active role in the CoC.
• C’Mone recommend that the CoC:
1. Have a YAB seat on the CoC committee so they can participate in the voting process and maintain communication between YAB and CoC.
2. Have YAB provide regular updates so they can have a voice and how that looks like can be discussed further.
   - Hannah supports C’Mone’s recommendation and emphasized the importance of having a youth representative from the YAB.
   - Comments/Thoughts:
     - Committee supports the idea, but it would require a governance charter amendment, usually done in October. There may be other changes in the governance charter depending on the strategic conversation.
     - In the meantime, Hannah can continue to participate and provide updates to CoC as a non-voting member especially as she is recruiting members and building leadership with the youth. This might give lead time to identify a youth as opposed to a staff rep to sit on the CoC.
       - Antonio is a potential referral for the seat since he is working in the homeless field and provides mentorship for youth.
       - Antonio or Hannah can attend CoC in the short term and provide reports or updates on the YAB to stay engaged.
     - Next month, HUD CoC can make an official appointment or do a recommendation to create a youth seat, so that it is included in the strategic discussion.
       - Is there anything YAB needs to do before the next meeting?
         - If there is a sense of the committee as a whole that this is the direction they want to go in, the committee can take a formal recommendation or bring it to the conversation about governance.
         - Big question is who should sit on what committee, what do these different groups decide on, and where is the youth voice needed in the collective work to end homelessness, may be broader than CoC.
         - When the group has the conversation, Antonio can come in and talk during public comment. Good to hear directly from youth.
     - What does it mean for the YAB to be a subcommittee of the HUD CoC?
       - If the Youth Homeless Demonstration Program was released, then input from the YAB would have been needed for that.
       - Next year, there will be distinct opportunities for input for the 2021 youth homeless count.
       - The questions of where youth voice fits in is very timely as the strategic plan is taking place to see how the different groups relate to one another. It is important to get the youth’s voice and perspective in policy making.
   - Ja’Nai is happy to help to prep with Hannah and C’Mone when there are representatives that want to come and speak.

7. **Contract (Jessie)**

   **Action Item**

   - Jessie gave a presentation on an update on the contract.
   - The Continuum of Care (CoC) is responsible for governance and operation and the CoC Board (HUD CoC Committee), the point in time count (PIT), annual NOFA, and
CoC grantee monitoring. The CoC planning grant goes to support this work. The CoC approves the planning grant application before it is submitted to HUD.

- Next steps - Leadership Board and CoC met in July to review the EOH planning grant with the County. Tides signed the contract and the contract was put on the Board of Supervisors (BOS) agenda in August. However, it was pulled and not voted on at the meeting.
- Tides is anxious about not having a contract and EOH has been working closely with County partners to get this sorted out.
- BOS will have a special meeting on Thursday, 8/20 from 1pm to 3pm on the contract.
- Suggestion for future process is to begin negotiations early.
- Elaine requested for committee to issue a thank you letter from CoC to the members of BOS for holding the special meeting to show appreciation.
  - Committee agrees that the letter is appropriate.
- Partnership that developed through the contract process between EOH, Kerry, and Suzanne was great.
- Andrew made motion to approve contract. C’Mone seconded.
- Andrew made motion to authorize staff and HUD CoC chair to submit letter to BOS thanking them for holding a special session on contract so the CoC can move forward in operations. Paulette seconded.
- Committee provided guidance to staff to follow up on the contract with Kerry and Suzanne to set up a better process for next year.

8. M.E. MOU (Ja’Nai) 3:10- 3:25 PM

Action Item
- Ja’Nai gave presentation on the Management Entity MOU.
- CoC is asked to approve MOU and then it will be submitted to county counsel.
- Question: If someone or group of persons were unable to access the homeless services, because they didn’t participate in CE, how would they file a grievance?
  - HCSA management entity (M.E.) will develop/recommend a grievance policy and will be responsible for implementing the approved policy.
  - Next step is for M.E. to propose a process and policy that is as inclusive as possible, while being specific to HUD’s coordinated entry standards. In theory if someone believes they should be eligible to access homeless services and were denied access, that would be covered by the policy. This is something that would be included in the policy.
- Andrew makes motion to approve the C.E. MOU Paulette seconded.

9. Data Modeling (Jessie Shimmin) 3:25 - 3:40 PM

Update
- Jessie shared presentation on how the HIC inventory changed from 2019 to 2020 and how committee can connect HIC to the work CoC has been doing.
- Questions:
o Emergency shelter for singles is modeled at 100 percent, meaning we have as much as we need?
  ▪ No, it means that it is the part of our system that is most developed. This is model is not scaling up, this is leveling up i.e. bringing our system to proportion with the model.
  ▪ To really function at scale, we will probably need more shelter.

o When report comes out, will it show the modeling and scale up?
  ▪ Yes.

o Suggestion to include more explanation on scaling up (or leveling up).

o Messaging can start from saying total number, there’s a gap. Starting off with concept of level up/scale up may be hard for people to understand. Start off with this is what we need to house everybody and give big picture first and then secondary message is requiring the new types of resources.

o Concern is that if the goals seem too expensive/ burdensome to be attainable, would people shut down the idea? The numbers can be scary but if you start with what’s doable, it’s not going to make any impact right away? There is still a lot to navigate in describing to people what to do about this situation.

10. ESG/CARES Act Funding (Michelle Starrat) 3:40 – 4:00 PM

Update

• Michelle gave presentation on ESG/CARES Act funding.

• Questions:
  o Hotel exits and RRH funding – does that extend to the trailer exits as well?
    ▪ Yeah, using ESG funds, working with Oakland and Berkeley and county funds to assist everyone in Operation Safer grounds (Covid high risk population) in exiting to housing. Looking at hotels and trailers in the same way, both are safer ground eligible.
  o For the HMIS upgrade, could that include funding?
    ▪ Already under contract with BitFocus, if more funding is needed, then we can make it a high priority.
  o What did you mean by reporting for Oakland and Berkeley?
    ▪ It is written in ESG that HMIS admin is responsible for all the ESG reporting. Michelle is working with Lara and Kristen on making reporting more streamline.

• It is exciting to get ESG funding out the door. All of the CDBG contracts are done. County entered above and beyond their normal contract process, with probably 50 more contracts than normal. This is the work county staff has been doing and exciting to get contracts out to community.
11. NOFA Committee (Ja’Nai Aubry) 4:00 – 4:10 PM

*Action Item*

- Roster included in the packet is missing Miguel Dwin.
- Ja’Nai shares NOFA roster with committee. In case NOFA gets released, CoC needs to make sure a committee is ready to go if needed.
- From the Heroes Act negotiations in Congress, it doesn’t seem like NOFA is going to be resolved through that process anytime soon.
- Most of the people on the roster the committee will recognize. Ja’Nai and Courtney reached out to people that have served in the last few years.
  - In addition, they reached out to Kerry, Ellen, and Miguel who applied during the community meeting and were vetted last year.
- Questions: How did the vetting go to confirm there is no conflict?
  - Laura and Alexis had interviews with Kerry, Ellen, and Miguel.
  - Ja’Nai and Courtney reached out to previous members to see if they were conflicted.
  - Jane Micallef was the only conflicted member and she is not on the list. She served in the past and did some consultant work with EOH for the NOFA and felt that would make her conflicted.
  - Heather Macdonald-Fine works for Alameda County but she is not in the department that manages the HUD funds so she is not conflicted.
  - In the past, consumers did not rate and rank applications from agency they received services from to avoid conflict.
- Is Timothy Evans connected with the city of Oakland?
  - No, he lives in the City of Oakland. The roster will be amended to clarify.
- Lara made motion to seat NOFA committee. C’moned seconded.

12. Workplan (Doug Biggs) 4:10 - 4:25 PM

*Discussion*

- The workplan needs to be reviewed and updated.
- There was a lot of work on setting up systems and the committee has made good progress but going forward the CoC will need more routine check ins now that these systems are in place.
- Couple things to call attention to:
  - There is going to be a membership meeting in October. Committee needs to start looking at additional seats and election.
    - The people that were appointed to HUD CoC today will need to be re-appointed by the membership.
  - The governance charter needs to be reviewed and updated annually. We may want to postpone this until the strategic planning/retreat is done. We will have to give an update at the membership meeting.
NOFA Process will need to be discussed in future meetings depending on what happens and whether a NOFA consultant needs to be hired.

There will need to be more regular HMIS Oversight updates for monitoring requirements.

CE oversight to take on next month or after:

- Setup with the Policy Oversight entity, the System Coordination Committee, on what 1) type of reporting the committee wants from them and 2) how often
- Maybe policy entity comes up with recommendations and HUD CoC looks at that?

Point-In-Time (PIT) – There is a scope of work crafted but it is on hold pending the contract but needs to move forward.

- There is no guidance from HUD so far.
- Next month, hoping to start thinking about project management.
- Jessie will report back at next month’s meeting after talking to County.

On system performance outcome, we did meet that benchmark.

Committee needs to revisit project monitoring evaluation process. Katharine Gale has finished her report and is working on a consolidated tool.

Jessie is working on finishing the system modeling final report and will have a solid draft finished by end of next week.

For Employment collaboration, Laura Guzman was working with workforce and there was interest in doing a MOU with EOH/CoC. This is something the last NOFA included. Initially there was going to be a workforce presentation for the committee and then a plan to move forward with the MOU.

- Elaine was in communication with Latoya (Workforce development) at the height of COVID. She can circle back to her and see if they have any requests.
- If this shows up on NOFA, this will be critical but otherwise it can be deferred to next year.

YAB – after today, the committee will need to get an update and will add a representative to the CoC Board.

HHAP Funding – Regulations include CoC receiving updates. Need to get reports on schedule.

Yesterday, our community was invited to participate in a HUD racial equity demonstration project, mostly centered on CE prioritization. We are interested in this opportunity. The intention is to provide coaching and additional support. This will get put on the agenda for next month.

Staff can revise this workplan and get it back to the committee. Doug can send comments.

- There is a suggestion to extend the workplan into next year.
13. Announcements and Next Meeting/Agenda 4:25 - 4:30 PM

- Tuesday meetings are becoming problematic in part due to City Council and Board of Supervisors meetings.
- Staff can send out doodle poll and start looking at alternate days and time.

Adjournment
Meeting was adjourned at 4:30 p.m. by Doug Biggs. The next meeting will be on Tuesday September 15th from 2 p.m. - 4:30 p.m.

Notes submitted by: Dorcas Chang
Reviewed by: Ja’Nai Aubry