HUD CoC Committee Agenda
Tuesday, October 20, 2020
2:00 p.m. - 4:30 p.m.

Meetings are public. Homeless and formerly homeless Alameda County residents are especially 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.

Present:

HUD CoC Committee: Andrew Wicker (City of Berkeley), C’Mone Falls (City of Oakland), Tunisia Owens (Family Violence Law Center), Doug Biggs (Alameda Point Collaborative), Riley Wilkerson (Alameda County Housing and Community Development), Wendy Jackson (East Oakland Community Project)

EOH Staff: Ja’Nai Aubry, Courtney Welch, Elaine de Coligny, Jessie Shimmin, Alexis Lozano, Dorcas Chang

Members of the Public: Josh Jacobs (City of Berkeley), Hannah Moore (All In), Patrick Crosby (Alameda County Housing and Urban Development)

Absent: Marnelle Timson (Consumer), Paulette Franklin (Alameda County Behavioral Health Care Services Agency), Lara Tannenbaum (City of Oakland)

This meeting reached quorum so the committee can vote on items. The meeting was called to order at 2:03pm.

1. Welcome (Doug Biggs, HUD CoC Chair) 2:00 – 2:05 PM
   - Announcement: C’mone started with City of Oakland and is no longer at Social Services Agency.

2. HUD CoC Public Comment 2:05 - 2:10 PM
   - None

3. Approval of Meeting Minutes, #9- 9.15.20 2:10 - 2:15 PM
   
   * Action Item
   * Change “commendation” to “recommendation” on page 4.
   * Andrew made motion to approve minutes with the edit. C’mone seconded.
   * Doug, Andrew, C’Mone, Tunisia, Riley, and Wendy – Yes

4. New meeting Date/ Time (Ja’Nai Aubry) 2:15 - 2:25 PM
There was no consensus on a new date/time for HUD COC meetings from the poll. Courtney sent out a new poll with a new set of dates/times. Please fill out by the end of this meeting.

5. **Youth Advisory Board committee seat** (Hannah Moore)  2:25 - 2:35 PM

*Action Item*

- This vote involves making an interim change to the governance charter, that will go to the whole CoC community for approval, to create an additional designated seat for a Youth Advisory Board (YAB) representative.
- C’Mone made a motion to approve adding a YAB seat to the HUD CoC Committee. Doug Seconded.
- C’mone, Doug, Tunisia, Riley, Wendy, Andrew – Yes
- Because the seat is a designated YAB seat, the YAB can determine who they want to represent them.
  - Hannah can nominate someone to the seat as long as they are active for two years. If they are not, then a suggestion would be to nominate someone for the first year and then someone else after.
  - Hannah will talk to Antonio about their interest in the seat.
  - Ja’Nai will send Hannah the governance charter and a description of the HUD CoC for recruitment.
- Since the strategic planning process is still ongoing, the timeline for appointing someone to the YAB seat is not certain yet.
- First YAB meeting is this Thursday at Covenant House. Hannah sent some of the committee the information.

- **Youth Homeless Demonstration Project (YHDP)**
  - Last Friday (Oct 16), EOH staff heard on the HUD office hours that the YHDP NOFA will be released in a week or two.
  - Jessica Blakemore (All In) has reached out to SSA and HCSA to start conversation on who is going to be the lead applicant and coordinate the efforts.
  - Committee members recommended including Suzanne Warner from HCD in the conversation because in the first application, it was a requirement that the CoC Collaborative applicant, HCD, be the lead.
  - While the application writing process was underwritten by Behavioral Health Care Services Agency at the time, and SSA intended to serve as lead management entity, the application was submitted by HCD.
  - Important to think about what is the lens that HUD is using to evaluate these applications. If an application gets submitted with the lens of a field that HUD doesn’t recognize, it can diminish the competitiveness of the application. We must talk about what we are going to do around youth homelessness in a language that HUD recognizes and sees as aligning with its solutions.
6. **Chair Election** (Ja’Nai)  
**Action Item**  
- C’Mone was nominated to be the new HUD CoC chair.
- Andrew made motion to elect C’Mone as the new chair of the HUD CoC Committee. Wendy seconded.
- Doug, Andrew, C’Mone, Tunisia, Riley, Wendy – yes
- The committee thanked Doug for his hard work, patience, wisdom and leadership.

7. **HHAP Funding** (Elaine)  
**Update**  
- The intentions of this committee are realized in the way the funding of HHAP is being designed.
  - The HHAP funding is going to strengthen the front door of our system through Housing Problem Solving (HPS) and prevention that is targeted to people likely to end up in a shelter or on the streets.
  - $3 million of the $5 million set aside is supporting what happens at the front door of our system at the Housing Resource Centers (HRCs) and the other access points to really buttress housing problem solving. There is work being done on training materials.
  - The funds are intended to go regionally and the distribution matches with the PIT count proportion not including Oakland since Oakland received its own allocation.
- Ja’Nai will distribute Kerry’s presentation on the HHAP plan.
- Even though the Oakland and the County/CoC have different funding streams, it is important that there is consistent strategies and collaboration between the two on the HHAP funding.

8. **PIT Count Contract** (Jessie)  
**Action Item**  
- Applied Survey Research is now in the county vendor pool which will make it easier to contract with them.
- Kathie Barkow has been very essential in every PIT count and we want her to play that role again.
- Wendy made the motion to hire Kathie Barkow as project manager and ASR for the data cleanup to move the process along whenever it starts.
- C’Mone, Doug, Andrew, Riley, Wendy – yes. Tunisia – abstained
- Motion passed.

9. **NOFA** (Ja’Nai)  
**Action Item**
No new updates. HUD is trying their best to work with Congress to waive the requirement for a competitive NOFA process this year.

This is listed as an action item to ask for HUD CoC approval for EveryOne Home to staff/manage the NOFA process rather than hiring an outside consultant as previously approved. Although we issued an RFP for a NOFA consultant and received a proposal from Homebase, we have become fully staffed with the onboarding of Ja’Nai and Courtney and it is unlikely that the NOFA process will be as time intensive as previous years.

Andrew made motion for EveryOne Home to manage the NOFA process with flexibility to hire consultant if necessary. C’Mone seconded.

Doug, Riley, Wendy, Tunisia, Andrew, C’mone - yes

10. C.E. / HMIS 2.0 (Jessie) 3:25 – 3:50 PM

Coordinated Entry
   i. We have made great progress around C.E. redesign and implementation.
   ii. However, some challenges include Bitfocus’ contract ending and Robert Ratner who spearheaded some of the C.E. refresh is leaving the County.

HMIS Privacy Policy (Jessie)
   i. There is ongoing work on the HMIS privacy policy. Our policy has been in place for a long time and needs some revisiting.
   ii. HMIS Oversight has been working with a consultant through HCSA. She has been keeping the project moving.
   iii. The deliverable for this project is the end of the calendar year.

Discussion:
   i. Contract ending with BitFocus
      1. We still have subscription of licenses for that part of the work.
      2. For the separate scope of work, that contract ended without people knowing and working on negotiating with them on work for phase 3.
      3. The part that is put on hold is Clarity customizing software for the C.E. refresh. They are working on expanding capacity of what is done such as tracking inventory and occupancy, doing matching and vacancy alert. They want things to look tight before training people.
   ii. Is there anything HUD CoC committee could do to support the work?
      1. The work is on track. Due to open ended language in the amendment, it was interpreted differently by Katharine, Robert, and BitFocus. They are working on nailing that down tighter this time and good point to reassess what the next steps are and will have an amendment soon.

LSA Data Submission (Patrick)
   i. The 2020 LSA was opened yesterday.
ii. LSA is HUD’s replacement for the Annual Homeless Assessment Report (AHAR). HUD submits this data to Congress annually and they make funding decisions for homelessness based on that data.

iii. In 2018 LSA process, HUD sent Patrick spreadsheets with what they considered to be errors from our submission. It was a very in-depth process.

iv. This year, we have to do the submissions for both 2019 and 2020.

v. It’s a long and complicated process to get the upload approved. Many errors have to do with how programs are structured.

vi. At the end, data gets entered in this product called Stella.

vii. Questions:

viii. Doesn’t LSA generate our system performance measures?

1. No, we generate those. Our system performance measures are created from our data so it is a more manageable report.

2. Patrick will still submit a discrete system performance to HUD.

ix. What is the purpose of the LSA? Why does HUD want us to do this?

1. The goal is for HUD to produce visualization and graphics and do analysis work from our data so communities can do dashboards.

2. Stella Performance was used in our racial equity system modeling and it was helpful because it gives a lot more demographic information, and it functions in households as units instead of people so we can see the different characteristics of households.

3. The plan is for there to be a Stella Modeling, a web based interface that uses our data to do the entire system modeling process we just did.

x. How useful is LSA to our planning going forward?

1. We can ask Stephanie (HUD TA) to do a short presentation and show us the value added in our community.

2. However, there are real concerns about how accurate the data in 2018 accurately represents our system.

3. If HUD is promoting LSA to assist communities and planning, there needs to be a conversation on how useful this is to us. If it is not useful, are there other ways we can do data extractions? Or elements of it we can use?

4. What else can we do to meet our obligations to determine needs and strategies? Don’t think our community has the time, level of investment and planning that went into the last system modeling. What can we do to keep that fresh? and evolving as needs evolved?

5. Something to be mindful of as committee develop its workplan.
6. Do an ongoing assessment and consider how to get the data in better shape to begin with.
7. Where else do we go for data that is out of the HMIS to help our thinking and planning?
8. Caution that if we do use the extractions, we must validate them.

xi. When is the LSA submission due?
   1. HUD wants an upload by Oct 30th
   2. On HUD Exchange, the date is December 31st
      a. This may be the official public version, not the completion.

3. System Measure Performance data are due March 1st and this should be on the agenda in January
4. HIC and PIT submission deadlines are TBD.

xii. Is there something that the committee needs to approve before LSA goes in?
   1. There is no input from the community or review process with any committee.
   2. Patrick can come to November meeting to provide an update on how submission is going.
   3. EOH can ask Joyce/Stephanie to come to next meeting for a demonstration.

- **C.E. Prioritization** (Ja’Nai)
  i. SCC started discussing making amendments to our CE prioritization for COVID, a temporary plan to add COVID-19 risk factors to our existing prioritization factors. SCC will be meeting soon for a special meeting to vote. Ja’Nai can provide more updates next month.
  ii. Does it include Project Roomkey? Or trailers?
     1. There was agreement on having a temporary addendum cover the Project Roomkey exits and discussion on how it should be expanded out to other resources. SCC has not met yet and the recommendations are not fully fleshed out yet.
  iii. Reminder, we must have a system wide policy around rapid rehousing (RRH) of any rapid rehousing money spending that comes from HUD. State funding requires grantees to use CE for HHAP and HEAP expenditures.
  iv. What are the changes being contemplated?
     1. In using prioritization, start first with housing folks from hotels and expanding out to beyond hotels to households.
  v. It is helpful for HUD CoC to be aware of the process and general direction.
vi. Ja’Nai will send recommendation when they are fully fleshed out and report back.

11. Annual C.E. Assessment (Jessie) 3:50 – 4:10 PM

Action item

- Every year for the annual CE evaluation, HUD wants us to do some sort of data collection with providers and participants in CE that takes into consideration each of part of the CE process.
- Jessie is proposing that since we are in a transition place to not do the CE evaluation this year and to push it out until the CE refresh is up and running.
- Are we looking at the CE refresh after it has been in operation for a month or two, or after a longer period?
  i. The goal is to do the evaluation in the Spring.
  ii. Now is a challenging time to collect input from consumers.
  iii. Within a couple months after the implementation, would be a better time to ask providers and consumers how we do this better. As there will be a different C.E. workflow.
  iv. Is the C.E. assessment tied in with the NOFA?
     1. No, we don’t have to reflect it in the NOFA.
  v. Doug made motion to postpone the C.E. evaluation until later date to be determined. Andrew seconded.
  vi. Tunisia, Wendy, Riley, Andrew, Doug, C’Mone – yes

12. Annual Election (Ja’Nai) 4:10 – 4:25 PM

Action item

- Since the Leadership Board retreats will not happen before the membership meeting and given the upcoming strategic planning retreats, EOH staff recommends:
  o Delay annual amendments to governance charter until after the strategic planning retreat
  o Delay the elections for HUD CoC and LB seats until June or after amendments are completed, whichever comes first
  o Extend committee seat terms until end of Dec 2021 or until amendments happened
  o Where committee vacancy occurs, to allow committees to fill the vacancy under recommendation of committee chair and vote of full committee.
- This will be submitted to the LB and after, to the full CoC membership for a vote during the fall community meeting.
• Doug recommends adding a vote on the two interim changes (allowing digital/verbal Release of Information [ROIs] once shelter in place started, and adding a YAB seat to HUD CoC) but withhold further amendments until after the strategic planning.

• Which terms are ending in December?
  o For HUD CoC, Doug, Tunisia, and Lara’s terms are end in December 2020.
  o For Leadership Board, Katies’ term will also end.

• Designated seats on HUD COC:
  o Suggest including designated seats for ESG entitlement districts.
  o After the strategic planning process, there will be significant rehab to the governance charter in the April membership meeting, that is going to necessitate changes in the composition of this committee.
  o In governance charter, the designated seats are two representatives from the County, Cities, homeless assistance providers, and two persons with lived experience and one at large representative.
  o Technically its compliant, the kinds of thing we should look at as Doug transitions off and C’Mone and Lara are both from City of Oakland. And Andrew is not planning to extend his term.
  o Given the delays in the strategic planning, staff thought it made sense to defer nominations and give committees authority to fill vacant seats instead of going through a full membership nomination and election process.

• Doug made motion to adopt memo with the change to incorporate the interim governance charter amendments that have already been approved by the HUD CoC (the electronic ROI and establishing the YAB seat). C’Mone seconded.
  o Andrew, C’mone, Doug, Riley, Tunisia, Wendy – yes

13. Announcements and Next Meeting/Agenda 4:25 - 4:30 PM
• Community Meeting - October 29th, 2:30 – 4:00 P.M.
• November Meeting Date/Time