

**SYSTEM COORDINATION COMMITTEE**  
**Meeting Minutes**  
**Wednesday, October 14, 2020**  
**2:00 p.m. – 4:00 p.m.**

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Due to the COVID-19 stay-at-home restrictions, System Coordination Committee meetings will be held via zoom.

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 SCC Committee was called to order at 2:01 p.m. on September 9th on Zoom by Ja’Nai Aubry.

SCC Committee: Fina Perez (Alameda County Probation), Alison DeJung (Eden I&R), Gloria Wroten (At-large representative), Calleene Egan (Berkeley Food and Housing Project), Lara Tannenbaum (City of Oakland), Jessica Lobedan (City of Hayward), CMone Falls (City of Oakland), Kerry Abbot (Alameda County HCSA), Vivian Wan (Abode Services), Kate Hart (SAVE),

Absent: Sean McCreary (Youth Representative), Jamie Almanza (BACS), Helen Ayala (Ruby’s Place) Suzanne Warner (Alameda County HCD)

EveryOne Home Staff: Ja’Nai Aubry, Courtney Welch, Elaine de Coligny, Jessica Shimmin, Dorcas Chang

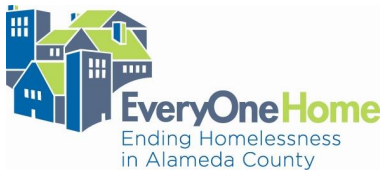
Public: Martha Elias (Alameda County Homeless Office and Coordination), Nashi Gunasekara (Family Violence Law Center), Rachel Metz (Consultant for HCSA), Alex Dami (Abode Services), Teresa Sal (City of Oakland), Caitlin Chan (Legal Assistant for Seniors), Anna Fellers (Alameda County Healthcare Services Agency) Dusty Olson (Abt Associates), Christine Ma (EveryOne Home Leadership Board / UCSF), Josh Jacobs (City of Berkeley), Nic Ming (City of Oakland), Tunisia Owens (Family Violence Law Center), Mona Palacios

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**1. Public Comment (Ja’Nai)**

**2:00-2:05pm**

- a. Public comment - None
- b. Reading of written comments submitted if any – None
- c. Announcement:
  - i. C’Mone Falls is now a Project Planner at City of Oakland.



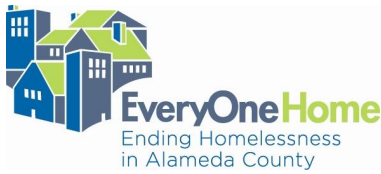
- 2. Staff Report (Ja’Nai) 2:05-2:15pm**
- a. Staffing Update
    - i. Elaine’s Departure & Interim E.D. Search
      - 1. Elaine is leaving her position as the Executive Director at EveryOne Home but will continue to support the work in Alameda County as a consultant. EveryOne Home, with the help of a search committee, is hiring an Interim Executive Director. Please share the announcement with your colleagues.
      - 2. The search for a permanent executive director will continue once the Leadership Board’s strategic planning process is completed.
  - b. Housing Fast/ Navigation Workgroup
    - i. Next meeting October 27<sup>th</sup> from 10 a.m. - 12 p.m.
- 3. Urgent Items (Lara) 2:15-2:20pm**
- a. None
- 4. Discussion Items (Lara/Ja’Nai) 2:15-3:55pm**
- a. Co-chair Election (Ja’Nai)
    - i. Fina Perez and Kate Hart were nominated to be co-chairs. Fina and Kate shared their backgrounds and why they are interested in stepping into this role on the committee.
    - ii. Committee expressed gratitude to have new faces from probation and DV sectors stepping up.
    - iii. Vivian made motion to elect Fina and Kate as the new co-chairs. Lara seconded
    - iv. Alison – yes, Jessica – yes, Gloria – yes, Kerry – yes, Kate – yes, C’Mone – yes, Calleene – yes, Lara – yes, Vivian – yes, Fina – yes
    - v. Motion passed.
  - b. Committee Roster (Ja’Nai)
    - i. The governance charter does not designate seats for Coordinated Entry (C.E.) lead agencies. Does the committee want to designate seats for the C.E. Leads?
    - ii. In governance charter, the seats are broadly assigned.
    - iii. Members of the committee are in favor of having each of the main CE regions represented. However, the Housing Resource Center (HRC) model is about to change. There is significant reconfiguration of CE going on. The committee decided to wait another month or after they have more clarity on what CE will look like in the future.
    - iv. In the meantime, it would be great to have the City of Berkeley represented again.
      - 1. Josh Jacobs is happy to take Peter’s vacant seat.
      - 2. **Ja’Nai will have a discussion with Josh about the committee.**
  - c. City of Oakland Data Reporting Update (Lara)
    - i. City of Oakland now has capability to disaggregate Q1 data by race, including the performance outcomes for grantees. Lara reached out to HUD TA and they worked with Housing and Community Development (HCD) to create reports that can disaggregate performance measures by race. A walkthrough is setup with Patrick next week.
      - 1. **Lara will update the committee.**
    - ii. Once the reports are up and running, other jurisdictions/agencies may be interested in them.

- iii. As we move forward, the committee should consider what kind of regular CE reporting it wants from the M.E.
  - 1. Important to use data to assess progress on racial equity by disaggregating data by race.
- d. Project Homekey Updates
  - i. County Updates (Kerry)
    - 1. The County is closing on the Comfort Inn on Nov 10<sup>th</sup> and working on converting that to permanent housing.
    - 2. Several other projects have moved from waitlisted to tentative Project Homekey funding awards.
    - 3. Very likely the Days Hotel has a tentative award and would be turned into permanent housing by January.
    - 4. The Lao Family Community Development submitted proposal for Motel 6 (285 rooms).
    - 5. Two projects in Berkeley and Alameda are still officially waitlisted.
  - ii. Oakland Updates
    - 1. Two applications awarded funding: Clifton Hall (42 units) - permanent family shelter for deeply affordable housing for seniors, and BACs – (110 scattered units) for single family homes
    - 2. Two projects waitlisted – Small hotel operated by Operation Dignity for people who have vouchers, and building at 11<sup>th</sup> and Franklin and the service provider is BOSS targeted at reentry population
    - 3. All together 266 units coming through Homekey funds, all of them will be considered deeply affordable
  - iii. There will be a total of about 700 new rooms in the next 3 months.
- e. Coordinated Entry Prioritization during COVID-19 (Lara)
  - i. Prioritization for Roomkey Exits (Kerry/Rachel)
    - 1. Ja’Nai did a quick run through of Joyce’s PowerPoint of examples from other communities (Chicago, Miami, and Rhode Island) on the temporary changes they made to CE prioritization during COVID.
    - 2. Considerations:
      - a. Do we want to make an addendum to our existing CE prioritization for COVID-19?
      - b. If we make an addendum for folks that are especially vulnerable to COVID, how do we identify who is at risk?
      - c. How long do we want amendments to be in effect?
      - d. What is our target population? Who does this prioritization cover?
    - 3. Primary source of funding for rehousing individuals into permanent housing from their temporary placement (Project Roomkey/Homekey) is ESG -CV money for RRH. ESG-CV requirements include using CE for placements and systemically using this funding as COVID response. Accomplished through prioritization in CE.
    - 4. Questions:
      - a. Clarify – at a minimum, we need to take action that clarifies the intended use of and the prioritization for the use of ESG CV funds?

- i. If you are using your existing prioritization with no change to your system, there isn't anything you need to do for your prioritization. You would have to document how you are responding to COVID with this money within the context of that prioritization.
- b. Is there a timeline for getting this done?
  - i. There is an urgency because the hotels will be closed by the end of December.
  - ii. Hundreds of people will need to be housed in the next few months. Need to make sure CE is not going to be a barrier.
- c. What is the current CE policy for Rapid Rehousing (RRH)?
  - i. Our policies have always approached RRH as a permanent housing solution. Some of our intention here is to use RRH as a bridge to other kinds of intervention, rather than a permanent solution.
- d. Is the committee aligned with the goal of not returning people from the Roomkey hotels to the streets? (i.e. prioritizing Roomkey exits)
  - i. Many people on the committee agreed with this goal.
- e. Do we want to create a policy/addendum to the current C.E. prioritization that is limited to just the Roomkey residents or make it broader prioritization related to COVID but put the Roomkey folks at the top?
- f. What is the status of the full funding?
  - i. Announcements have been made so Oakland, Berkeley, and the County knows the funding is coming but don't have it in hand yet. Oakland, Berkeley and the County are putting ESG-CV funding in the same pool.
  - ii. Between the Housing Authority mainstream vouchers, ESG-CV funds, Cares Funding, Homekey, we have the potential to house everyone in the hotels but the question is how quickly we can do it by January.
- g. Do the folks in the hotels match the race equity balance of the sub geographics and the overall county? Another goal to consider is to ensure that our outcomes/access to resources were at a minimum proportionate to the PIT count and going further by trying to rehouse more African Americans than their representation in the PIT count.
  - i. First start with hotels, but as we move down the list in this time of COVID, take the folks that are highest scoring/risk of COVID. Using highest risk for COVID might addresses race equity issues because African Americans are more likely to have pre-existing conditions / high risk factors for COVID.
  - ii. We need to make sure we are allocating by PIT count and geography to make sure we are housing the correct percentage of people from Oakland, Berkeley, etc.

- iii. A way to address both goals is to put in a temporary COVID prioritization plan that adds prioritization for Project Roomkey overlaid with COVID risk factors and to also do a geographic distribution. That would mean if people didn't equitably get into the hotels, prioritization would be expanded beyond Roomkey exits to for example people experiencing homelessness in Oakland (i.e. highest population of African Americans experiencing homelessness) and at risk of COVID.
- iv. There are people in the hotel who won't get housed?
  - 1. Either people wouldn't get housed from the hotels or we need to add additional resources.
- v. Are people in alignment that if first prioritization went to people coming out of hotel, the second would be anybody else receiving RRH funding that we would layer COVID risk factors on top?
  - 1. We have temporary prioritization for people who are in Roomkey and high risk for COVID and the tier 2 are people not in Roomkey but unsheltered or in shelter and high risk for COVID. You would have COVID prioritization over both groups with few exceptions.
- vi. Is there going to be a threshold at all around PSH?
  - 1. If the first prioritization are people in Roomkey, then we make decision that people with the target threshold score are referred to PSH and people below are referred to RRH and other deeply affordable housing.
  - 2. We need a policy that allows us to pull from middle group (below top 50, etc. on BNL).
- vii. For the different models, thoughts why each of those communities develop prioritization they did? Why each of those are the way they are setup? Is there discussion on set asides?
  - 1. A lot of that has to do with how they made decisions about who came into their hotels.
  - 2. Lots of factors, depending on how much ESG money goes towards housing versus how much went to housing in the first round. Each community is different in how their initial COVID responses were setup and how they are braiding their funding together.
- viii. Discussion of looking at outside of the hotels, looking at who is outside the hotels and look at equity of access? How will that look if there is space to do some of that after the people in the hotels are moved into units?
  - 1. Do we have data about the percentage of TAY in hotels? Or percentage of families with minor children?
    - a. Very few TAY wanted to come in

- b. Groups mostly like to be referred without FEMA COVID eligibility are DV survivors and families with minors who came from shelters.
      - c. Out of everyone currently in the hotels are about 946 Households (HH), 759 of those HHs are single adults, less than 100 HHs are more than 3 members.
    - 5. Pause here, and have meeting next week to finalize and vote on something.
    - 6. **Ja’Nai will send email to everyone to schedule a special meeting to vote on CE prioritization COVID addendum.**
    - 7. For next meeting, Kerry, Suzanne, Lara and Rachael will meet to draft a recommendation for SCC’s approval.
      - a. Is it possible to run the numbers once we have this draft policy?
        - i. **Martha is running the numbers.**
- f. Housing Problem Solving update (Nic)
  - 1. Kathie helped to get us to Version 2 of the Housing Problem Solving (HPS) the training curriculum, and the training deck.
  - 2. We want to have a core deck and a full deck.
    - a. Core components –we want to have the learning community for the folks who are doing problem solving. This would be folks who are in the HRC and doing assessments as part of the workflow.
  - 3. How we can support folks in the hotels? How do we tap into some of those spaces to deploy staff to focus for housing problem solving?
    - a. By December, we will have to do a 50 people training and have reinforcement with that training collaborative.
    - b. In the roll out, asking leaders and hotels, to begin trying and see how we can incorporate training and housing problem solving happening alongside training and document in HMIS – this is through December.
    - c. Place where HPS happening broadly – we want to think about what we are asking our staff to do.
  - 4. Trying to digitize info and make it more accessible for end users and providers
  - 5. **Nic will connect with Mona about providing HPS to housing navigators at hotels.**
- g. C.E. / HMIS 2.0 Update (Jessie)
  - i. We are in the process of implementing and building out Clarity (HMIS database) to being able to do the phased assessment that was approved by SCC recently.
  - ii. Jessie working closely with consultants Kathie and Katharine and the HMIS team to come up with a plan to train people to get that work flow implemented.
- h. Annual C.E. Assessment (Jessie)
  - i. Given the HMIS and CE redesign is still being implemented, Jessie recommends delaying the annual CE evaluation to next year to assess the implementation of the new CE process. By the end of the year, we will have trained people to do this work, and so February / March would be a good time for assessment.
  - ii. If you think of something or have an idea, reach out to Jessie.
- i. Workplan (Ja’Nai)



- i. What activities/tasks do we want to include in the workplan?
  1. For the management entity, Kerry got back the MOU from the county counsel. They made very few edits and Kerry will send a final version to Doug and EOH to review one last time.
  2. There is a lot of transition happening around governance but still wanted to give people a chance to review and see if there is anything they want to add.
  3. Do we have a timeline for transition to M.E.?
    - a. When the MOU is signed, M.E. would begin implementing it, and could go back to find specific date.
    - b. HCSA/ M.E. should be in a good place to have that conversation in another month since Marta (HCSA) is returning on Nov 2<sup>nd</sup>, there is new workflow and revision for CE, etc.
    - c. **Committee would like to review CE workflow diagrams next month.**
  4. Committee indicated need for grounding in committee's role and understanding of new system before adding to the workplan.
    - a. **Committee would like to discuss SCC's role/governance next month.**

## 5. Action Items for Vote

- a. None
  - i. Presentation of Recommendation
  - ii. Amendments
  - iii. Call to Vote
  - iv. Vote

## 6. Consent Items

- a. None

## 7. Conclusion (Ja'Nai)

3:55-4:00pm

- a. Upcoming Agenda Items
  - i. DV CES Integration
  - ii. Recruiting new members
- b. Inviting Public Participation