HUD CoC Committee
Meeting Notes
Tuesday, November 16th, 2021
2:00 p.m. - 4:30 p.m.

HUD CoC Members: C’Mone Falls (City of Oakland), Paulette Franklin (Alameda County Behavioral Health), Marnelle Timson (Consumer Member), Paul Berry (Youth Action Board), Tunisia Owens (Family Violence Law Center), Riley Wilkerson (Alameda County Housing and Community Development)

EveryOne Home Team: Chelsea Andrews (Executive Director), Tirza White (Senior Director of Performance and Data Analytics), Katie Martin (Systems Planning Coordinator), Katie Haverly (Director of Research and Data Analytics)

Members of the Public: Hannah Moore (All In), Tony Pizano (Youth Action Board), Sahra Nawabi (Youth Action Board), Melvin Cohen (Building Opportunities for Self-Sufficiency),

Absent: Wendy Jackson (East Oakland Community Project), Lara Tanenbaum (City of Oakland)

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.

1. Welcome (C’Mone Falls, HUD CoC Chair)

2. HUD CoC Public Comment
   a. None.

3. Approval of Meeting Minutes, #9-10.19.21
   a. Hannah Moore (All In) noted a correction in the spelling of Sahra Nawabi’s name.
   b. C’Mone Falls (City of Oakland) moved to approve the minutes from 10/19/21 with the proposed revision.
   c. Paulette Franklin seconded.
      i. C’Mone Falls - Yes
      ii. Josh Jacobs - Abstain
      iii. Riley Wilkerson - Yes
      iv. Paulette Franklin - Yes
      v. Paul Berry – Yes
   d. Motion passed.
4. **Homeless System Updates (All)**
   a. Josh Jacobs (City of Berkeley) announced that Margot Ernst is now the Housing & Community Services Manager for the City of Berkeley.

5. **Youth Action Board and YHDP** (Hannah/ Paul)
   a. Hannah Moore (All In) provided an update on the status of the Youth Homelessness Demonstration Program.
      i. There have been several meetings to determine how the planning grant will be spent.
      ii. A consultant with a background in youth-led programming and organizing will likely be brought into the process to assist with the planning stage. Members of the Youth Action Board (YAB) are taking meetings with candidates.
   b. The YHDP Kick-Off Community Meeting is happening on December 10th from 8:00 am – 12:00 pm.
      i. This is the first of several community events and focus groups that will occur in December and January.
      ii. To create the Coordinated Community Plan (CCP), input is needed from a broad range of stakeholders. The goal is to get a clear picture of the common challenges facing unhoused youth in this community, identify gaps in the system, and understand the challenges that exist for youth-oriented service providers.
   c. The Youth Action Board provided an overview of adultism.
      i. Paul Berry (Youth Action Board) explained that adultism is systemic. Young people are often mistreated due to their age, and their actions are controlled more than any other group in society, aside from institutionalized populations. Adultism can also take the form of age-related remarks such as “You’re so smart for your age.”
      ii. Sahra Nawabi (Youth Action Board) spoke on the philosophy of authentic youth collaboration, which requires adults to be intentional with their own decision-making power and recognize that to end youth homelessness, youth ideas and experiences must inform the process.
   • Hannah Moore (All In) acknowledged that this will be a huge shift, and it will be challenging but necessary for adults to think about these things throughout the process. She encouraged everyone to attend the Kick-Off Community Meeting, which will explain more about adultism and other barriers to authentic youth collaboration.

6. **Governance Update (Chelsea)**
   
   • Chelsea Andrews (Executive Director) provided updates on changes to the governance charter. Progress has been steady. The last Leadership Board meeting didn’t have a quorum, so that has created a slight delay.
Beginning in January 2022, a Transition Working Group will convene. It will be comprised of about ten people, including committee chairs and members of the Leadership Board, and will focus on the implementation of the new governance structure and related discussions about the process for elections, staffing budget, etc.

Once the Leadership Board approves the new governance charter, there will be a thirty-day waiting period for public input. It will then be presented to the membership body of EveryOne Home for a community vote. Membership is free and open to anyone.

EveryOne Home was recently awarded a grant from the San Francisco Foundation and will be implementing a leadership training program to better facilitate onboarding approximately 35 individuals with lived expertise who will be joining the governance body next summer.

7. NOFO Overview (Chelsea)

Chelsea Andrews (Executive Director) provided highlights about the final NOFO application, which was submitted to HUD ahead of the deadline. The results will likely be provided by HUD in March 2022.

- All of the renewal projects are in Tier 1 and will be fully funded.
- In Tier 2, $1.5 million is being recommended to support and expand HMIS. There are three additional projects in Tier 2, Rapid Rehousing for Transition Age Youth victims of violence, Rapid Rehousing for LGBTQ+ victims of violence, and a new Domestic Violence (DV) Coordinated Entry (CE) project.
  - Hannah Moore (All In) requested additional information about the new DV CE project.
    - Chelsea Andrews (Executive Director) explained that the proposal addresses a gap in the system that was brought to light by the challenges of coordinating referrals for Emergency Housing Vouchers.
    - Tunisia Owens (Family Violence Law Center) explained that the project applicant is Building Futures, and Family Violence Law Center would be a sub-grantee. The goal of the project is collaboratively to create a form of Coordinated Entry for victims of gender-based violence.

Fred Finch Youth Center's Turning Point Transfer Request

- The Fred Finch Youth Center is requesting to transfer the $422,579 grant for their Turning Point Transitional Housing program to the Youth Employment Partnership (YEP).
They've identified challenges related to their operational funding, which is not sufficient to support the work they do on the program.

EveryOne Home has facilitated meetings with the Youth Employment Partnership, which is interested in utilizing the project as an expansion of the dormitories they're building now and expect to be completed around July.

The transfer is a formal process with HUD, and EveryOne Home is seeking approval to write a letter of support, to avoid losing those grant funds from this CoC.

- C'Mone Falls (City of Oakland) made a motion to approve the transfer of the Fred Finch CoC funds to YEP for their Youth Transitional Housing program.
- Paulette Franklin (Alameda County Behavioral Health) seconded.
  - C'Mone Falls - Yes
  - Josh Jacobs - Yes
  - Riley Wilkerson - Yes
  - Paulette Franklin - Yes
  - Paul Berry - Yes
  - Tunisia Owens - Abstain
  - Marnelle Timson – Yes
- Motion passed.

8. PIT Count (Katie H./Kathie Barkow (Aspire)/Peter Connery (ASR))

- Kathie Barkow (Aspire Consulting) provided a brief overview of past methodology for the Point in Time (PIT) Count, and the changes introduced in 2022.
  - Since 2017, the county has used the services of Applied Survey Research, a firm that produces research for many other counties in the area.
  - The methodology used is a "street blitz," where teams conduct a visual count that covers all 360 census tracks in Alameda County. The enumeration will take place on January 25th, 2021, and that is augmented by a random sampling survey during the subsequent two weeks.
  - There are some modifications this year.
    - Electronic tools will be used. Maps will be available to the survey team electronically. The tally during the visual count will be recorded using a smartphone app. The online sign-up process for volunteers is more robust and allows them to select from available tracks they want to cover.
    - This and other changes will allow for an earlier release of data.
    - It has been a priority to embed a race and equity focus into the PIT Count this year, which is reflected in the structure, questions, and disaggregation of data.
• In light of COVID, the process of matching volunteers and guides has changed. Teams will be created and given site assignments in advance, rather than at a gathering point on the morning of the count.
• Outreach teams have a larger role and will be taking some of the highest density tracks where people are living in particularly difficult environments.
• The outreach teams have been asked to assist in recruiting people with lived experience, ideally those they have been able to establish a relationship with before the count.

• Peter Connery (ASR) presented the PIT Count methodology used in the past, and changes implemented this year.
  o Outreach teams will focus on high-density tracts, and teams of volunteers and program staff will focus on lower-density ones.
  o Of the 360 tracts in the county, the working goal is that 250 will be covered by outreach/guide teams. The remaining 100 would then be covered by volunteers and program staff teams.
  o Fewer guides will be involved this time; in 2019 there were 165. Outreach teams have been encouraged to integrate guides into the process due to the value they add to the process. Some already have individuals with lived experience embedded in the team.
  o A significant change is that volunteers this time will be asked to sign up as a group, such as families, co-workers, or neighbors. This is to ensure volunteers are safe and comfortable, as they will be sharing close quarters with their group in the confines of a vehicle.
  o The count will happen on January 20th around daybreak, roughly 5:00 am-6:00 am.
  o The planning team is currently looking to develop a regional coordinator position to help be a liaison between the outreach teams, program workers, and volunteer teams on how to effectively cover their areas.
  o The survey questions this year will address questions related to race and equity.
  o Outreach efforts targeting certain subpopulations will be part of the process.
    ▪ It's known that youth are undercounted, and several strategies are being used to improve data collection, including conducting the count during the afternoon and evening; coordinating with youth advocate agencies; and having “Come and Be Counted” events at youth-based service sites.
    ▪ Individuals who live in encampments that are remote or difficult to access will be able to report a headcount of that encampment on the day of the PIT Count.
    ▪ Vehicle outreach is currently underway, as are efforts to improve enumeration of people living in vehicles. It's evident that individuals residing
in vehicles have different ways of navigating the county, and successful outreach requires the recruitment of people who are currently experiencing this form of homelessness. Other strategies are dedicated vehicle routes and working directly with safe parking staff.

- Unsheltered families are difficult to enumerate for every CoC. HUD requires confirmation of where the family slept the night before for them to be counted. Efforts are being made to improve this aspect of the count. Family homeless advocates have been sought out to assist and provide insight.

- Hannah Moore (All In) asked for clarification about what it means to conduct a visual youth count, and how it can be done without relying on assumptions.
  - Kathie Barkow (Aspire Consulting) explained that youth volunteers and their team leads approach potentially homeless youth and use a scoring tool for this purpose. They ask questions and record the responses; there are protocols if the person refuses to answer. Information is also gathered that helps prevent duplication.
  - Peter Connery (ASR) added that youth recruitment is critical to the process because they know their area and many of the other unhoused youth there. They also can help account for the youth who make a point of avoiding the service centers entirely.

- Paul Berry (Youth Action Board) asked if the count is conducted even if the weather that day is bad.
  - Kathie Barkow (Aspire Consulting) confirmed that it does, and part of the training for volunteers includes preparing them for different weather scenarios. There will be regular communications with those involved, as well as a helpline they can call and reach someone who can assist them with any challenges that arise.

- Paul Berry (Youth Action Board) questioned whether the results of the count would be accurate if conducted in poor weather conditions because many people would likely not be sleeping where they normally would if it was raining.
  - Katie Barkow (Aspire Consulting) acknowledged that it does impact the count, and that’s true for all CoCs.
  - Peter Connery (ASR) added that the size and scope of the PIT Count make it virtually impossible to postpone. Weather conditions do sometimes result in a small dip in volunteers, but not enough to prevent the count from being conducted. He also noted that there’s an opportunity when submitting the data to HUD to explain any factors that may have caused the count to increase or decrease.

- C’Mone Falls (City of Oakland) requested clarification about the survey, the decision to solicit feedback from the community, and whether it would be coming to the HUD CoC Committee for approval.
Katie Haverly (Director of Research and Data Analytics) explained that feedback has been obtained, and revisions are being made to the survey based on that. It will then be posted online for a public comment period.

Chelsea Andrews (Executive Director) added that the HUD CoC Committee votes on the PIT Count methodology, but not the survey.

- Josh Jacobs (City of Berkeley) moved to approve the PIT Count methodology.
  - Marnelle Timson (Consumer Representative) seconded.
    - C'Mone Falls - Yes
    - Josh Jacobs - Yes
    - Riley Wilkerson - Yes
    - Paulette Franklin - Yes
    - Paul Berry - Yes
    - Tunisia Owens - Yes
    - Marnelle Timson – Yes
  - Motion passed.

- C'Mone Falls (City of Oakland) asked if a link could be provided for the site where volunteers can sign up, and asked if there is a separate link where individuals who have experience relevant to the youth count can sign up to assist with that.
  - Kathie Barkow (Aspire Consulting) responded that EveryOne Home has a page where anyone interested in updates on the process can sign up for those.
  - The official registration site will go live the week after Thanksgiving.
  - Anyone who is part of an outreach team is encouraged to contact her directly because outreach teams are currently being recruited.
  - The next Youth Count meeting is on December 13th from 2:00 pm - 4:00 pm. EveryOne Home will be sending out the invitation with the Zoom link, and anyone interested in the Youth Count should sign up for those updates on EveryOne Home’s site.

9. HMIS Oversight Update (Mike Keller & Nic Ming)
   a. The HMIS Oversight Committee has been reevaluating its work plan, and there's a strong desire to ensure that its priorities are in line with the HUD CoC Committee's wishes. The HMIS Oversight Committee chair requested an opportunity to present the question and provide updates.
      i. Nic Ming (Social Impact Wheel) presented an overview of the MOU between EveryOne Home on behalf of the CoC and the HMIS lead, and noted the priorities that were outlined when it was signed, and are now being reviewed for prioritization.
ii. Mike Keller (East Oakland Community Project) presented the working draft of the 2022 work plan. Goals that have been identified include:

1. Supporting the HMIS lead at HCD to improve data quality across the system. Proposed strategies are creating a new funder liaison role, which would help funders follow up with their grantees about data quality problems. Another is working with the HUD CoC Committee to jointly reach out to those organizations.

2. Monitoring the HMIS lead was originally on the 2021 work plan for this part of the year. The committee recommends taking additional time to build a tool and monitoring process that can be transitioned to the System Impact Committee under the new governance structure. The monitoring would then be conducted in late June 2022.

iii. Additional goals will be addressed in workgroups, such as how to better review targeted data to identify trends and areas where data quality is falling short, and how to include race equity measures.

iv. There’s also strong interest in connecting the HMIS Oversight Committee with the Results-Based Accountability (RBA) committee since the RBA’s work is based on HMIS data analysis. The two committees are looking at potentially merging under the new governance structure.

b. Melvin Cohen (Building Opportunities for Self-Sufficiency) asked about the stated goal of working racial equity into the data utilization process, and what that means – what would be measured, and how would it be possible to achieve a goal related to that?

i. Chelsea Andrews (Executive Director) responded that the new governance structure has been developed in a way that will facilitate monitoring equity. The first step will be a Racial Equity Work Group that will focus on creating and determining data points that need to be tracked by each committee. Both the RBA and HMIS Oversight committees have begun discussing this.

c. Mike Keller (East Oakland Community Project) concluded that any way the HMIS Oversight Committee can deepen its capacity is something they want to focus on. That committee exists to connect the HMIS lead with the CoC. While they regularly get feedback from the HMIS lead, they want to ensure they’re pursuing the priorities of both entities when making decisions.

d. Tirza White (Senior Director of Performance and Data Analytics) added that HCD had an opportunity to present its updated priorities, and the drafted work plan reflects those. The purpose of this agenda item was to give the HUD CoC Committee that information and let the committee know they will return in February with a final draft of the HMIS Oversight Committee's work plan as an action item for approval.

10. Emergency Housing Vouchers (Colleen)
a. The total number of Emergency Housing Vouchers is 875, and 868 people have now been matched. 455 applications have been submitted to Public Housing Authorities (PHAs). 222 vouchers have been issued. There have been 17 lease-ups.

i. Regarding the 10% set aside for the gender-based violence community, 26 interest forms have been submitted, which is the first step in that process. The facilitation of matching individuals with Public Housing Authorities (PHAs) is separate and somewhat different because anonymity is necessary.

ii. Of the 9% set aside for Transitional Age Youth (TAY), there have been 152 notifications sent, 54 assignments to PHAs, and 21 applications submitted to PHAs.

1. Hannah Moore (All In) asked for elaboration on the discrepancy between the number of TAY assigned to a PHA and the number of applications submitted.

   a. Part of the TAY workflow is the submission of an interest form, to match them with the right PHA and avoid the process of porting the voucher to a different one. While 54 individuals submitted those and were assigned a PHA, many have not completed their application yet, which requires supporting documents and can be a lengthy process.

2. C'Mone Falls (City of Oakland) requested clarification about the low number of vouchers that are being used with a lease.

   a. Many of the individuals who haven’t leased up yet are currently housed through the Project Roomkey Housing Transitions program and will be using the voucher for the unit they currently occupy. Switching the subsidy is a slow process, and it includes scheduling a unit section by HUD, and other external factors.

   b. C'Mone Falls (City of Oakland) asked how long this low utilization number could be deemed reasonable, and when the CoC should be concerned by it.

      i. Colleen responded that this is comparable to the numbers other communities are seeing, and it’s moving at a consistent pace. Currently, the program is still working with priority groups; if they can’t successfully use all the vouchers for those groups, the focus will shift and the remaining vouchers will be an opportunity accessible to others.

11. Annual C.E. Assessment (Colleen)
Colleen Budenholzer (HCSA) provided an overview of HUD's Self-Assessment Tool and the key findings from the self-assessment conducted by the Coordinated Entry Management Entity.

- The assessment was for 2020. As it’s nearing the end of 2021, the findings mostly highlight what has been implemented this year, and what gaps need to be addressed. COVID response was a significant area of focus in 2020, so that dominates a lot of the findings.

- Many aspects of Coordinated Entry 2.0 were in the planning stage in 2020. This includes things that have since been implemented, such as Housing Problem Solving, easily accessible training, the development of a crisis queue to match shelter and transitional housing resources, and the adoption of a standard grievance policy.

C'Mone Falls (City of Oakland) noted that the action item doesn't directly relate to the Self-Assessment.

Chelsea Andrews (Executive Director) explained that the HUD CoC Committee has received a recommendation to postpone the annual Coordinated Entry Evaluation until 2022 and use the findings of the Self-Assessment to satisfy the C.E. monitoring requirement.

- The recommendation was initially voted on by the Results-Based Accountability committee in August. It was then sent to the System Coordination Committee, which also voted to approve the recommendation and send it to the HUD CoC Committee.

Josh Jacobs (City of Berkeley) raised concerns about not having that data for the next NOFO, as it would be very helpful for applicants.

Chelsea Andrews (Executive Director) noted that if the recommendation is adopted, a committee will form to plan out the monitoring process and its timeline.

Katie Haverly (Director of Research and Data Analytics) clarified the difference between Coordinated Entry Evaluation and Coordinated Entry Self-Assessment.

- The Coordinated Entry Evaluation was last conducted by the RBA Committee in 2019. It is a comprehensive report that includes multiple forms of data collection, including focus groups, and an in-depth analysis of that data. The RBA Committee voted to postpone it in August, and the recommendation doesn’t specify when in 2022 it should occur.

Josh Jacobs (City of Berkeley) suggested adding language to the motion requesting that it happen as soon as possible, ideally before June 2022.

- Katie Haverly (Director of Research and Data Analytics) confirmed this is a reasonable request, and aligns with the priorities of the RBA Committee.
• C’Mone Falls (City of Oakland) made a motion to approve the RBA and SCC recommendation to postpone the Coordinated Entry Evaluation and to have a report back by the end of the first quarter, June 2022.
  o Josh Jacobs (City of Berkeley) seconded.
    ▪ C’Mone Falls - Yes
    ▪ Josh Jacobs - Yes
    ▪ Riley Wilkerson - Yes
    ▪ Paulette Franklin - Yes
    ▪ Paul Berry - Yes
    ▪ Tunisia Owens - Yes
    ▪ Marnelle Timson – Yes
  o Motion passed.

12. 2022 Workplan (Executive Session)
   a. C’Mone Falls (City of Oakland) announced that a special executive session of the HUD CoC Committee will be scheduled in December or January, so the committee can work together on building out the 2022 work plan.

13. HUD CoC Committee Upcoming Events
   a. Next meeting – January 18th 2pm to 4:30pm