Joint Leadership Board / HUD CoC Committee Meeting Notes  
Monday, April 25th, 2022  
1:00 p.m. – 3:30 p.m.

Present: C'Mone Falls (City of Oakland), Josh Jacobs (City of Berkeley), Marnelle Timson (Consumer Member), Paul Berry (Youth Action Board), Riley Wilkerson (Alameda County Housing and Community Development), Lara Tannenbaum (City of Oakland), Tunisia Owens (Family Violence Law Center)

Absent: Wendy Jackson (East Oakland Community Project), Paulette Franklin (Alameda County Behavioral Health Care Services)

Leadership Board: Moe Wright (Leadership Board Chair), Susan Shelton (At-Large Representative), Andrea Ford (Alameda County Social Services Agency), Kerry Abbott (Colleen Chawla’s alternative, Alameda County Health Care Services Agency), Michelle Staratt (Alameda County Housing and Community Development), Peggy McQuaid (City of Albany), Sara Bedford (City of Oakland), Peter Radu (Mayor Jesse Arreguin’s alternate, City of Berkeley), Vivian Wan (Abode Services), Gloria Bruce (East Bay Housing Organizations), Darin Lounds (Housing Consortium of the East Bay), Ray Bonilla (Meta), Christine Ma (UCSF’s Benioff Children’s Hospital Oakland), Liz Varela (Building Futures with Women and Children), Doug Biggs (Alameda Point Collaborative)

Members of the public: Antonio Pizano (Voices Youth Center), Hannah Moore (All In), Sahra Nawabi (Youth Action Board), Tammy Nguyen (Youth Action Board), Natasha Paddock (Alameda County Housing and Community Development), Alex Baker (Alameda County Housing and Community Development), Ilse Lund (Larkin Street Youth Services), Marnie Regen (Larkin Street Youth Services), Tom Alexander (Fred Finch Youth & Family Services), Susanna Marshland (Fred Finch Youth & Family Services), Anna Fellers (Alameda County Health Care Services Agency)

EveryOne Home Staff: Chelsea Andrews (Executive Director), Katie Barnett (Systems Planning Coordinator), Katie Haverly (Director of Research and Data Analytics), Dorcas Chang (Operations Manager), Quintin Mecke (Director of Policy and Homelessness Strategies)

Meetings are public. Alameda County residents with lived experience of homelessness 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.

1. Welcome (C'Mone Falls, HUD CoC Chair)
2. **HUD CoC Public Comment**

3. **Approval of Meeting Minutes, #3- 03.28.22**
   a. Josh Jacobs (City of Berkeley) motioned to approve the meeting minutes from March 28th, 2022
   b. Marnelle Timson (Consumer Member) seconded.
      i. C'Mone Falls - Yes
      ii. Riley Wilkerson - Yes
      iii. Paul Berry - Yes
      iv. Josh Jacobs - Yes
      v. Marnelle Timson - Yes
      vi. Tunisia Owens – Yes
   c. Motion passed.

4. **Homeless System Updates** (All)
   a. Michelle Starratt (Alameda County Housing and Community Development) provided an update about the need for an effective countywide response strategy when the eviction moratorium ends.
      i. The state of California just provided an additional $100 million to the funding for the Emergency Rental Assistance Program (ERAP). There will still be a funding shortage, but it now seems possible to serve all households in the county with 30% or below the area media income, and potentially even expand relief efforts to households in the 30-50% area media income range.
      ii. The ERAP portal will close within the next few weeks. The new state funding cannot be used for households that submit applications after March 31st. There are still some federal funds that can be used to assist new clients, but the window will close very soon.

5. **Governance Update** (Chelsea)
   a. Targeted recruitment has begun for individuals working at BIPOC led nonprofit organizations, and those that serve BIPOC populations. Two seats on the combined HUD CoC Committee / Leadership Board will be filled by these applicants. Everyone is urged to share the recruitment flyer and application information and ensure it reaches the wider community.

6. **Transition of Fred Finch Youth Project** Revised recommendation for approval (Larkin Street)
   a. Chelsea Andrews (Executive Director) provided an overview of the ongoing efforts of CoC partners to transfer Turning Point, a youth transitional housing program located in the City of Berkeley, from Fred Finch Youth & Family Services to another organization. The HUD CoC Committee was presented with the same action item in November 2021, but an agency better equipped to meet the needs of the program and the youth it serves has been identified.
      i. Tom Alexander (Fred Finch Youth & Family Services) emphasized the alignment of purpose and vision among both organizations and staff from the City of Berkeley. When the Fred Finch Board of Directions recommended transferring the Turning Point program in 2018, the ideal scenario envisioned was one that ensured Berkeley did not have to reduce the number of beds or scope of services provided by this transitional housing program. The proposed transfer to
Larkin Street will make that possible, with full support from the City of Berkeley. The proposed transfer will be effective July 1st, and the transition process was planned with direct input from HUD Technical Assistants.

ii. Ilse Lund (Larkin Street Youth Services) added that Larkin Street is equally excited about this opportunity. Many of the youth they serve live in Alameda County, and Larkin Street case managers travel throughout the county regularly to support them. Having a site in the City of Berkeley that's part of their system of programs and services for Transition Aged Youth is a great outcome for all involved.

iii. Peter Radu (City of Berkeley) emphasized the strong support of the City of Berkeley, which is prepared to take a request to City Council on May 31st to transfer all city funding for this program from its current contract with Fred Finch to a new one with Larkin Street. This will ensure there are no gaps in services and the program’s capacity is not diminished even temporarily.

iv. Michelle Starratt (Alameda County Housing and Community Development) commended the City of Berkeley for their work in successfully navigating this challenge and finding an outcome that will benefit the entire community.

b. Riley Wilkerson (Alameda County Housing and Community Development) motioned to approve the revised recommendation.

i. Lara Tannenbaum (City of Oakland) seconded.
   1. C'Mone Falls - Yes
   2. Riley Wilkerson - Yes
   3. Paul Berry - Yes
   4. Josh Jacobs - Yes
   5. Marnelle Timson - Yes
   6. Tunisia Owens - Yes
   7. Lara Tannenbaum – Yes

Motion passed.

7. YHDP Planning Grant Request
a. Antonio Pizano (Voices Youth Center), Sahra Nawabi (Youth Action Board), Tammy Nguyen (Youth Action Board), and Paul Berry (Youth Action Board) presented a request on behalf the Youth Action Board and YHDP partners to request an additional planning grant for the YHDP project in the amount of $195,000.

b. Sahra Nawabi (Youth Lead Coordinator) provided an overview of the CoC’s Youth Action Board and related funding. It was created in 2018 and made possible due to a significant donation from Blue Shield of California. The Youth Action Board’s work for the last year and a half has been focused primarily on the Youth Homelessness Demonstration Grant (YHDP), a $6.5 million grant from HUD.

   i. The YAB will run out of funding by June 2022, while the work related to the YHDP will last for at least two more years. Without funding, there is no way to support the YAB members or Peer Mentors.

   ii. A key principal HUD has embedded in the YHDP grant opportunity is direct involvement of youth in every aspect of every phase of the project, which necessitates additional YAB funding.

      1. A second planning rant is proposed, totaling $195,000.
2. 66.7% will be dedicated to YAB sustainability in the form of Peer Mentor salaries, YAB member stipends, and other operational and compensated related funding needs.

3. 23.3% is allocated to coordinated activities, including a Program Director to contract with organizations to provide participants with opportunities for personal and professional training.

   iii. The rest of the grant will be used to support the next phase of the YHDP, which is the RFP process to solicit project applicants.

      1. $5,000 allocated to extend the contract with Matthew Aaronson, a consultant currently assisting with the CCP.

      2. $5,000 allocated for a data consultant to create dashboards.

      3. $5,000 allocated for a graphic designer to create reports and other design collateral.

c. Paul Berry (Youth Peer Mentor) presented a detailed overview of changes to compensation rates in the proposed budget, which would fund:

   i. Two YAB Coordinators working 35 hours per week at $41 per hour, totaling monthly at $5,700 each.

   ii. Three Peer Mentors working 25 hours per week at $35 per hour, totaling monthly at $3,500 each.

   iii. A maximum of ten YAB members working 20 hours per month at $25 per hour, for a combined total of $5,000 per month.

d. C'Mone Falls (City of Oakland) asked if this is a separate planning grant, or a revision to the original planning grant budget.

   i. Riley Wilkerson (Alameda County Housing and Community Development) added that each planning grants is an addition to the initial $6.5 million grant. This second planning grant would bring the total funding to more than $7.6 million.

e. Tunisia Owens (Family Violence Law Center) stated that these salary numbers actually seem low, given the work involved, and asked if there were concerns about people becoming overworked or critically lacking resources.

   i. Antonio Pizano (Voices Youth Center) responded that the amounts in the proposed budget are the result of discussions around those issues and the relative work and time involved in these different roles. The group would like to increase the compensation for Youth Action Board members, but currently this is what was deemed fair and reasonable for the coordinator and mentor roles.

f. Moe Wright (Leadership Board Chair) asked for clarification about what entity or project is ultimately serving as the employer for the individuals in these roles, and if the structure is something like a pass-through grant.

   i. Antonio Pizano (Voices Youth Center) explained that the hope for YAB sustainability after November is that one of the funded organizations or programs would transition at least four Peer Mentors into the newly created Peer Navigator positions they will staff. Those individuals would continue to participate in all YAB meetings and subcommittees.

   ii. The scope of the Peer Navigator positions will be determined in the project development phase, following approval of the CCP. Matthew Aaronson will be working closely with the YAB on this.
g. Paul Berry (Youth Action Board) motioned to approve the proposed budget and request to apply for a second YHDP planning grant.
   i. C'Mone Falls (City of Oakland) seconded.
      1. C'Mone Falls - Yes
      2. Riley Wilkerson - Yes
      3. Paul Berry - Yes
      4. Josh Jacobs - Yes
      5. Marnelle Timson - Yes
      6. Lara Tannenbaum – Yes
   ii. Motion passed.

8. System Performance Measures Q&A
   a. Katie Haverly (Director of Research and Data Analytics) explained that an in-depth presentation on System Performance Measures was on the agenda for January’s meeting and had to be rolled over more than once.
   b. The presentation was given to the Leadership Board in January, and those materials were provided to this committee in the meeting materials. A presentation on current SPM data and numbers the Point in Time Count will be forthcoming, and in the meantime, she is available to answer any questions about the SPM data from FY 2021.

9. HMIS Data Quality Action Plan
   a. Katie Haverly (Director of Research and Data Analytics) provided an update on the Data Quality Action Plan work group for the HMIS Oversight Committee.
   b. A contractor, ICF, has been retained for six months to provide TA support as the work group develops the action plan as well as a series of strategies for how to deal with data quality issues when they are flagged.
   c. A draft will hopefully be ready for review by the HUD CoC Committee next month.

10. Coordinated Entry / Emergency Housing Voucher Update
    a. Anna Fellers (Alameda County Health Care Services Agency) provided updates on Coordinated Entry 2.0 and Emergency Housing Vouchers.
       i. There are currently 892 households on the CE Crisis Queue, and 1,510 on the CE Housing Queue.
       ii. The total number of Emergency Housing Vouchers (EHV) is 875. There have now been 1,129 individuals matched to EHV through Coordinated Entry, 754 applications submitted to a housing authority, 620 vouchers issued, and 187 vouchers leased up.
          1. Out of the 10% set aside for the gender-based violence community, 87 applications have been submitted and 25 vouchers have been leased up.
          2. From the 9% set aside for Transition Age Youth (TAY), 67 TAY have been assigned to a housing authority, 28 applications have been submitted and 9 vouchers have been leased up.

11. NOFO FY 2022 Update (Chelsea)
a. **NOFO Consultant Procurement Update**

i. The consultant retained for the FY 2021 NOFO, Homebase, automated aspects of the process that received positive feedback and was regarded by all involved as a significant improvement. Since the last HUD CoC Committee meeting, the procurement committee has learned that Homebase will not be providing that level of support this year, and their proprietary software is no longer being updated or supported.

ii. The NOFO Procurement Committee is now discussing the release of a new RFP for another consultant that can offer comparable technology and tools.

iii. Moving swiftly is essential right now to prepare for other aspects of this year’s NOFO process, as well. The HUD CoC Committee can anticipate strategy recommendations at the next meeting. Those materials will be sent in advance, and thought partnership is strongly encouraged.

b. **NOFO Committee**

i. Chelsea Andrews (Executive Director) reviewed the process that was used to vet NOFO Committee applicants during the last two NOFO rounds, which were FY 2019 and FY 2021. Amid the transition, there needs to be clarity around the responsibilities this entails, and who will hold it. Recruitment and training for the NOFO Committee needs to begin very soon.

   1. Members of the HUD CoC Committee and Leadership Board are asked to respond to a Zoom poll indicating their preference for the recruitment efforts, vetting, interviews, and recommendations to the HUD CoC Committee for these annual committee positions.

   2. Either EveryOne Home staff can hold this work in FY 2022, or a special subcommittee can form to review applications and make those recommendations by the next HUD CoC Committee meeting on May 23rd.

   a. Poll results with 63% participation:

      i. EveryOne Home - 79%

      ii. Special subcommittee – 21%

   3. EveryOne Home will begin soliciting volunteers and prepare a roster of potential candidates and all relevant qualifications, which will be presented to the committee for approval on May 23rd.

12. **HHAP Funding Update** (Suzanne Warner)

   a. Due to lack of time, the agenda item was not reached and will be addressed at the next meeting of the HUD CoC Committee.

13. **Point in Time Count Unsheltered Data** [CLOSED SESSION]

   a. Josh Jacobs (City of Berkeley)

      i. Riley Wilkerson (Alameda County Housing and Community Development) seconded.

         1. Riley Wilkerson - Yes
         2. Paul Berry - Yes
         3. Josh Jacobs - Yes
         4. Marnelle Timson - Yes
5. Tunisia Owens - Yes
   6. Lara Tannenbaum – Yes
      ii. Motion passed.

14. HUD CoC Committee Upcoming Events
   a. HUD CoC Committee meeting – May 23rd, 2022
   b. Leadership Board meeting – May 26th, 2022