I. Introductions
   a. Call to order by Dorothy Sansoe

II. Public Comment
   a. Lavonna Martin: County Homeless Program Concord Shelter was recently notified that we’re recipients of an anonymous bequest, left nearly half a million dollars to benefit the shelter system of care
      i. Doing an internal analysis of how best to improve the shelter
   b. Rita Iravani: all Advisory Board appointments will be expiring on March 31, 2014
      i. Will send out applications to submit to the Family and Human Services Committee of the Board of Supervisors

III. HCD ESG Project Rankings (Action Item)
   a. Issue: Ranking of ESG applications submitted from Contra Costa County to the State HCD
   b. Motion(s)
      i. Statement of Motion
         1. Motion to rank the applications received according to the Component Priority list approved at the November 15, 2013 meeting of the Advisory Board, as follows:
            a. Rapid Re-Housing
            b. Street Outreach
            c. Emergency Shelter
            d. HMIS
      ii. Discussion of Motion
1. Brenda Kain: at November 15, 2013 Advisory Board meeting, it was determined that the following ranked list of program components best reflected the County’s priorities:
   a. Rapid Re-Housing
   b. Street Outreach
   c. Emergency Shelter
   d. HMIS

2. Lavonna Martin: in light of HCD’s prioritization of Rapid Re-Housing, and the County’s priorities, it would be strategic to rank our projects according to the Component Priority list.

3. Brenda Kain: there is only one project for each ranked program component, and one project whose component is not on the Component Priority list:
   a. Rapid Re-Housing: Shelter, Inc. – Rapid Re-Housing
   b. Street Outreach: Pacheco/Mtz Homeless Outreach, Inc. – Night Time Outreach
   c. Emergency Shelter: Trinity Center – Emergency Day Shelter
   d. HMIS: no projects submitted
   e. Homelessness Prevention (not a ranked program component): Shelter, Inc. – Homeless Prevention

4. Stephan Peers: to ensure that applicants are submitting their strongest applications possible, we should reach out to the applicants to provide help in improving their applications
   a. Lavonna Martin: the County and HomeBase outreached to all ESG applicants and provided technical assistance in advance of the ESG application submission deadline

5. Stephan Peers: we need to learn more as a Board about all of the providers and projects in our Continuum
   a. Lavonna Martin: we should encourage all Board members to reach out to different providers on a monthly basis

iii. Final Motion, as Voted by Board:
   1. Motion to rank the applications received according to the Component Priority list approved at the November 15, 2013 meeting of the Advisory Board, as follows:
      a. Rank 1: Shelter, Inc. – Rapid Re-Housing
      b. Rank 2: Pacheco/Mtz Homeless Outreach, Inc. – Night Time Outreach
      c. Rank 3: Trinity Center – Emergency Day Shelter
      d. Rank 4: Shelter, Inc. – Homeless Prevention

iv. Procedural Record
   1. Motion Made by: Brenda Kain
   2. Seconded by: Stephan Peers
3. **AYES:** Dorothy Sansoe, Brenda Kain, Nishant Shah, Stephan Peers, John Garth, Sean Connors, Stephanie Batchelor
4. **NOES:** None
5. **ABSTAINS:** Doug Stewart
6. **ABSENTS:** Teri House, Janet Kennedy, Robin Heinemann, Michael Pollard

IV. **2014 Point-in-Time Count (Action Item)**
   a. **Issue:** Board approval of 2014 Point-in-Time Count Process
   b. **Motion(s)**
      i. **Statement of Motion**
         1. Motion to approve January 31, 2014 as the date of the sheltered Point-in-Time Count
      ii. **Discussion of Motion**
         1. Lavonna Martin: as discussed at the December 19, 2013 Advisory Board meeting, this year the CoC will be conducting only a sheltered Point-in-Time Count, which is required annually by HUD.
            a. Amanda Stempson: The unsheltered count is only required every two years, and was last completed in 2013.
         2. Amanda Stempson: This year, HUD is requiring that all CoCs report on gender, ethnicity, and race. In addition, there are new population data requirements for Veteran households.
         3. Lavonna Martin: Most data will be collected through our HMIS. A survey will be sent out to providers who do not participate in HMIS, to collect Point-in-Time and Housing Inventory information.
      iii. **Procedural Record**
         1. Motion Made by: Doug Stewart
         2. Seconded by: Sean Connors
         3. **AYES:** Dorothy Sansoe, Brenda Kain, Nishant Shah, Stephan Peers, Doug Stewart, John Garth, Sean Connors, Stephanie Batchelor
         4. **NOES:** none
         5. **ABSTAINS:** non
         6. **ABSENTS:** Teri House, Janet Kennedy, Robin Heinemann, Michael Pollard

V. **Next Steps**
   a. **Submit Board Applications to the Family and Human Services Committee of the Board of Supervisors**
      i. **Action Required:** Distribute and collect Board Applications from all CCICH Advisory Board members
      ii. **Deadline for Action:** March meeting of the Family and Human Services Committee
      iii. **Responsible Person(s):** Rita Iravani
   b. **Next Meeting**
i. Date: February 11, 2014
ii. Time: 3:00 pm – 5:00 pm
iii. Location: Homeless Program Conference Room, 1350 Arnold Drive, Suite 202, Martinez CA