The Contra Costa Council on Homelessness provides a forum for communication and coordination about the implementation of the County's Strategic Plan to prevent and end homelessness, and for orchestrating a vision on ending homelessness in the County, educating the community on homeless issues, and advocating on federal, state, and local policy issues affecting people who are homeless or at-risk of homelessness. The Council provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Items may be taken out of order based on the business of the day and preference of the Council.

Date, Time: Thursday, April 4th, 2019, 1:00 – 4:00 pm

Location: 50 Douglas Drive, 2nd Floor, Martinez, CA

Council Member Attendance: Manuel Arredondo, Candace Collier, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Teri House, Miguel Hidalgo-Barnes, Lindy Lavender, Doug Leich, Lynn Peralta, Dan Sawislak, Tony Ucciferri

Absent: Gabriel Lemus, Bradley Lindblom, Deanne Pearn, Tracy Pullar, Manjit Sappal

Staff Attendance: Jaime Jenett, Lavonna Martin, Natalie Siva, Contra Costa Health Services (H3); Erica McWhorter, Emily Fingens, HomeBase

Public Attendance: Mary Terjeson, Maya Iyyani, Jenna Ellans, Taylor Kimber, Donna Colombo, Sharricci Fourte-Dancy, Rachel Mitchell, Michelle Mankewich, Muyo Lunt, Joy Hedgepath, Sean Kearns, Bill Jones, Elizabeth Jones, Susa Padan, Corinne Altevers, Renata Pierce, Dom Pruett, Juliana Mondragon, Dawn McFadden, Amanda Verbrugge, Mario Montes, Vanessa Riles, Maria Munoz, Claude Battaglia, Donovan Brosas

1. Welcome and Introductions (Lavonna Martin, Director, H3)
   - Today’s meeting is about providing an overview of the Continuum of Care (CoC) and opening up the Council orientation to everyone with the hopes that you learn about the history, landscape, and what’s happening in the CoC.

2. Council Member Introductions
   - Lindy Lavender: Serves in the Community Member Seat and is currently the Community Affairs Representative at Central San.
   - Patrice Guillory: Serves in the Reentry Services Seat and is a Reentry Network Manager at Healthright 360
   - Leslie Gleason: Serves in the CoC/ESG Program Grantee Seat and is currently the Director of Programs at Shelter, Inc.
   - Dan Sawislak: Serves in the Affordable Housing Developer Seat and is the Executive Director of Resources for Community Development
• **Sherry Lynn Peralta**: Serves in the Employment and Human Services (EHSD) Representative Seat and is a Program Director at EHSD. Has previous experience with Alameda County’s CoC review and rank panel.

• **Manuel Arredondo**: Serves as the Health Care Representative and is currently a Supervisor of Integrated Behavioral Health at La Clinica De La Raza. Brings experience from San Francisco working with high utilizers of multiple systems and supportive housing.

• **Doug Leich**: Serves in the Faith Community Representative Seat and is a member of the Multi-Faith ACTION Coalition. Currently serving in the middle of a two-year term as Chair of the Council.

• **Tony Uccifierri**: Serves in the Public Housing Authority Seat and is the Special Assistant to the Executive Director of the Housing Authority of Contra Costa County.

• **Miguel Hidalgo-Barnes**: Serves in the Behavioral Health Representative Seat and is a Program Manager at Hume Center.

• **Alejandra Chamberlain**: Serves as the Education and Vocational Services Representative and is the Homeless Education Liaison at the Contra Costa Office of Education (COE). The COE has identified homeless liaisons for all 18 districts and has TA and resources for all the districts.

• **Teri House**: Serves in the City Government Seat and is a Consultant working on government funding, housing, and homelessness issues. Also serves as a member of the Health Care for the Homeless Board and the United Way FEMA Board. Has lived experience with homelessness as a teenager.

• **Lavonna**: The Council on Homelessness is an Advisory Board to the Board of Supervisors but looks a little different than other Councils/Advisory Boards because we have set seats.
  
  o The seats represent areas that need to be brought together to address homelessness.
  
  o Over the years, the Council has shifted and grown over time because one entity can’t do it alone. If we really want to impact homelessness in the community it has to involve multiple partners.

3. **Contra Costa Continuum of Care (CoC) Overview** (Jaime Jenett, CoC Planning and Policy Manager, H3)

   • Overview of what the HUD definition of the CoC is
   
   • The Council on Homelessness has two functions
     
     o CoC provides recommendations for community to HUD
     
     o And, the Council is an Advisory Body to the Board of Supervisors
   
   • The CoC has a few different meanings; HUD has money and wants to give it out, and it gives it to the CoC. But, the CoC is also our community of care.

   • HUD’s relationship with funding CoCs
     
     o HUD releases the CoC NOFA
Projects write applications and there is a Review & Rank panel, comprised of CoC Council Members, who review projects and rank applicants. They develop a funding list that goes to the full Council for approval.

- H3 has multiple roles within the CoC and is the Collaborative Applicant in the NOFA competition and HomeBase is involved with the CoC NOFA because H3 is also a project applicant.

- There are many partners as part of this work
  - Homelessness is one of the most complicated issues and there’s a reason why there are some many partners and why we have specific seats.
  - Goal is to make homelessness rare, brief, and non-recurring.

4. Council Roles & Responsibilities (Jaime Jenett)

- You have a copy of the full roster. The representatives for the Consumer, Emergency Solutions Grant (ESG), Homeless Service Provider, Public Safety, and Veterans Seats are not here.

- Role of the Council
  - Provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County.
  - Establishes local process for ESG and CoC Program funding competitions.
  - Provides a forum for the CoC to communicate about strategies to prevent and end homelessness.
  - Educates the community on homeless issues & advocates on policy issues.
    - Role for H3 to support you and help you amplify your voice.
    - Could mean talking to members of the Board of Supervisors, talking at community forums, signing on to letters.

- Responsibilities of the Council
  - Council Planning
    - Policies & Procedures
    - System Development
    - Data, Analysis & Evaluation
  - Transparency
    - As an advisory body to the Board of Supervisors, the Council follows Brown Act and the Better Government Ordinance:
      - Open meetings with regular times and places with opportunity for public comment
      - Public posting of agendas 96 hours in advance (including notation of action items)
• Record minutes, publicly distribute materials
  ▪ Rules of Thumb for Advocacy (as a Council)
  ▪ Alert, inform & educate on best practices related to legislation/initiatives
  ▪ Propose/recommend positions to the Board of Supervisors through the County Administrator’s Office (CAO)
  ▪ As an advisory body, the Council cannot take any position (supporting or opposing) on pending or proposed legislation or initiatives
• As Individual Council Members...
  o Not a County Employee
    ▪ Can acknowledge they are Council on Homelessness member
    ▪ Reference information and discussions held at Council Meetings
    ▪ Can encourage a position
  o As a County Employee
    ▪ Must state for the record they are speaking as private citizen and not as representative of the Council
• Council on Homelessness Structure & Governance
  ▪ Participation
    • Everyone is expected to attend monthly meetings. There are excused vs. non-excused absences
• Conflicts of Interest
  ▪ Updated the Code of Conduct to include a provision that members will “not engage in any unethical business practices that violate the law”
  ▪ Not collecting these today because in order to change the Conflict of Interest policy, we needed to edit the governance charter & by-laws
    • Need to have Council approve the changes and we are not going to act on the changes until you all have approved this. Next meeting will go through formalities of reviewing and voting.
  ▪ Lindy: Do Council Members have to fill out economic interest forms?
    • Lavonna: H3 has asked CC this every other year; will make sure to get it on record that COH members are not required to fill out economic interest form. If so, we’ll let you know and bring it back to you at the next meeting to complete
• Officers: Chair & Vice Chair Seats
Chair: Doug -- provides oversight for the Council; presides over the meetings
Vice Chair: Vacant -- Provide oversight to subcommittees

Quorum & Voting
Quorum is 9; if 9 people aren’t here we can’t vote on something
Vote passes with affirmative vote of 50% + 1 present council member

Committees
Council can create ad hoc committees as the need arises
Members may include CoC and outside individuals; not closed committees
Tony: Are committees subject to Brown Act?
  • Jaime: Committees don’t have to be posted but they are not closed, so public members are welcome
Miguel: Same with Oversight Meetings?
  • Jaime: We’ll get to Oversight

CoC Application Process
How we get most of the money in our community
Labor-intensive process
Review & approve scoring tools & local application materials
Convenes review & rank panel to create the ranked list of projects
Conducts appeals as needed
County will be quieter throughout this process as the County is a competitor and HomeBase will be out front

ESG Coordination
ESG = Emergency Solutions Grant
Similar to CoC NOFA
This process is run through Gabriel’s office (DCD)

5. CoC Restructure (Jaime Jenett)
  • Goal is to streamline the committees
    o Council monthly meeting – no proposed changes
    o Currently have Quarterly CoC Meetings and also have H3 Housing Meetings
      ▪ Combine these two meetings into a Learning Hub Meeting
      ▪ Jenny Robbins and Jaime are sitting down next week to discuss structure of what this might look like
      ▪ Goal of this Learning Hub meeting is to exchange information among staff, consumers, general public
    o Consumer Advisory Committee
      ▪ Retiring this committee and exploring other ideas about how to better get and incorporate consumer input
    o Equity Committee
6. **Performance Measures Committee** (equity is part of performance)
   - Seeking TA from the state to develop this work. Schedule of these meetings is TBD.
   - Coordinated Entry System (CES) Data & Evaluation Committee: Fold into Performance Measures
   - CES Policies & Procedures: Retire
   - CES Oversight: Retire
   - Council HMIS Policy Committee: Nuts and bolts of HMIS needs
   - Council CoC/ESG Providers: Related to HUD funding as part of HEARTH

- **Teri:** What about Homelessness Awareness Month Ad Hoc Committee?
  - **Jaime:** Last year we had this as an ad hoc meeting, might do that this year too.

- **Doug:** What happens to the CES Oversight meetings?
  - **Jaime:** At this point CE is functioning and this work could come through the Council. We had this committee and we didn’t have much for them to do. Decisions that need to be made related to CE grievance would be addressed through an ad hoc committee
  - **Lavonna:** We used to think of CE as a thing and had a need to have governance over a “thing” but this isn’t necessarily the case anymore. CE is the way we do our work.
    - Many things that may come up will come to the CES Manager
    - We also know that sometimes there are conflicts that come up that we need to resolve as a system of care
    - If there was a grievance or recommendation around shifting our system of care, as the Council, this would come to you

- **Erica:** For reference, the proposed changes to the bylaws reflect these changes as well.
  - They’re in the binder & we will also send these out
  - The by-laws and governance charter are still pending so they can be updated still
  - From there, County Council will review and then it will go up to the Board of Supervisors.
  - This will come back to you next month for approval

### 6. Funding Streams (Teri House, Council Member and Lavonna Martin)

- There are materials at the back about the community survey
  - Links on the sheets to surveys & copies of surveys (both English & Spanish)
    - Part of every 5 years of Consolidated Planning
    - Also have analysis of impediments -- analyzing challenges of housing, schools, transit
• Draft report is out now
  ▪ Another part of the outreach efforts involves surveying people in community about what these funds could be used for
  ▪ Invitation to share these broadly
  - Ongoing Funding Streams
    ▪ HUD Formula Programs
      • CDBG: Provide both public services, infrastructure, homeless services (but pretty small amount)
      • HOME: Affordable Housing Construction Loans
      • HOPWA: Often paired with HOME funds and able to set aside certain units for people with AIDS
      • ESG: Administered through DCD; covers rapid rehousing, emergency shelter, prevention
    ▪ HUD Housing
      • Housing Choice Vouchers
      • Public Housing
      • RAD - improves sites
      • Project Based Vouchers
    ▪ HUD Homeless Assistance
      • CoC
      • SAMHSA: Path grants
    ▪ State: ESG funding is ongoing
  - Contra Costa Funding
    ▪ $25M total and the majority is CoC funding
  - CoC Program Awards by Component Type
    ▪ 82.8% PSH
    ▪ 1.1% HMIS
    ▪ 7.7% CE
      • CE is the system in Contra Costa -- coordinate aspects of system and care; it includes 211, CORE, CARE (the 3 entry points); CE funds a lot of those
      • Also funds Housing Navigation services, Rapid Resolution
      • Funds the safety net/response system
      • It doesn’t fund RRH or PSH
    ▪ 5.7% RRH
    ▪ 2.7% CoC Planning
  - ESG Program Awards by Component Type
  - VA SSVF
    ▪ BFHP: Around $300K is used in Contra Costa
• State Funding (Lavonna)
  ▪ No Place Like Home
Awarded specifically for PSH that is subsidized for individuals with mental health needs

NPLH TA Award: Received this after the NPLH competitive application was due (initially wanted to use it for housing assessment) instead of using those dollars to do the housing assessment we are using the dollars to hire a housing consultant to pull together developers to go after these competitive funding opportunities
  - Housing assessment (initially earmarked for TA funding) isn’t off the table but we’re well underway with NPLH
  - Just got go-ahead to hire housing consultant to help with this process

NPLH non-competitive: about $2M → going to hold on to this
  - It’s about $600,000 to create 1 new unit of housing in Contra Costa
  - Want to keep the money separate to help fill gaps in other projects
  - NPLH competitive pot → round 1 is in for 10 units that will hopefully be funded (~$2M) but there are more rounds coming so we need to keep preparing

  - HMIOT
    - Will come up with a new name for this in the community
    - One-time funding and has to be spent down by 2020
      - We will create outreach methods and treatment options for individuals living on the street & in shelters who haven’t connected to services
      - Looking to bring the services to them
      - Collaborative partnership between H3 (integrate MH clinicians into CORE); Healthcare for the Homeless (add clinicians); Behavioral Health (provide clinical interns in CARE centers)
        - During CE evaluation, CARE centers didn’t feel like they had capacity to work with those with mental health needs
        - Piloting it now and then figure out how to keep it going

  - CESH
    - Round 1: Approved $855K. These are one-time agreements for 5 years
      - Big portion went to Flexible housing pool -- now up to $1M and being pushed out to community
      - Round 2: About $519K

  - HEAP
• One-time, $7.2M
  o Potential to advocate to base any new HEAP-like funding to come down from the state to be based on newer PIT count data. The 2018 HEAP awards were based on 2017 count (but 2018 count significantly different)
  o Divided up $7.2M by East, Central, West and rolling dollars out now
    ▪ For East Contra Costa County it’ll go to developing a CARE Center in East Co.
    ▪ Other funding: storage units, pet friendly environments
  o Youth funding: $1M for a Youth CARE Center in Central or East Contra Costa County (hopefully)
    ▪ Also need to figure out how to sustain services
    ▪ Will likely be bringing in new partners to figure out how to best serve youth
• All funding needs to be spent by 2021
  o Large portion went to infrastructure
• Will likely be another round of HEAP-like money
  o Building Out Our Continuum of Care
    ▪ Have base funding (~$16M in HUD CoC funding) -- this is the base
      ▪ Most of this $16M is out there in the community
    ▪ Need to increase housing & service capacity
    ▪ As one-time funding comes from state, looking at how to build out system responsibly
      ▪ Bricks & Mortar
      ▪ Innovations like housing security fund
      ▪ Build housing
  o Projects in the Works 2019
    ▪ East County CARE Center
    ▪ Extended Warming Center Hours
      ▪ West County Warming Center opening April 15 -- will be 7 days a week
    ▪ Multi-disciplinary Teams & Clinicians
    ▪ Storage & Pet Friendly Sites
• Will be coming to the Board with additional requests and proposals for funding
  o Hoping to continue to build off of community processes
  o Teri: Can also use survey answers to help inform this work
• Patrice: You spoke quite a bit about state and federal funding, do you have any knowledge of what the County’s investment is in addressing homelessness?
Lavonna: The County has made investments in what we talked about and put us in a position to make sure we can draw down these funds. But, we know the County’s general fund doesn’t get spent on homelessness services.
- Been able to draw down on other funding streams
- General Fund is contributing about $.5M more this year to homeless services
- Continuing to advocate to our Board of Supervisors. There is interest from them and learning how we’re using resources and what we need.
- Acknowledge that we can’t service someone out of housing
  - Other ways that this Council could use its voice to advocate for what’s needed -- housing bond is one thing
  - Board of Supervisors created a Housing Advisory Council and Supervisors Andersen and Gioia chair that Council
    - Having conversations around what is needed to build housing in our community -- is it a housing bond? Housing Bond is great, but it is a one-time source so also having conversations about permanent, ongoing funding source
- Dan: State funding is pretty amazing. For years just had the CoC funding and it was spoken for so to have funding for bricks and mortar is a big deal.
- Doug: Funding from state is combination of having housing crisis and budget surplus but will need to see what happens if budget surplus disappears.

7. Approve Minutes (Action Item)
- Motion
- State of Motion:
  - We move to adopt the minutes from the November 1st Council on Homelessness Meeting.
- Discussion
  - Alejandra: provide some edits to Erica at HomeBase for the February meeting minutes.
  - Doug: Anything substantial?
  - Alejandra: Made some clarifications with regards to the Office of Education’s presentation around the process used to count and verify the number of students experiencing homelessness in the district.
    - *The Council moved to approve.*
- Procedural Record:
  - Motion made by Teri House
  - Seconded by Dan Sawislak
8. **Council Vice-Chair Elections (Action Item)** (Jaime Jenett)
   - Jaime: This person helps track committees, attends a monthly council planning call, fills in for the Chair when the Chair can’t make a meeting.
   - Motion
   - State of Motion:
     - I move to nominate Lindy
   - Discussion
     - Lindy: Accepts the nomination. How long is the term?
     - It’s a two-year term and in the Chair’s absence the Vice-Chair is the public face.
   - Procedural Record:
     - Motion made by Teri House
     - Seconded by Doug Leich
     - AYES: Manuel Arredondo, Alejandra Chamberlain, Patrice Guillery, Leslie Gleason, Teri House, Miguel Hidalgo-Barnes, Lindy Lavender, Doug Leich, Lynn Peralta, Dan Sawislak, Tony Uccifierri
     - NOES: None.
     - ABSTAINS: None.
     - ABSENT: Candace Collier, Gabriel Lemus, Bradley Lindblom, Deanne Pearn, Tracy Pullar, Manjit Sappal
     - MOTION APPROVED

9. **CESH Program Funding (Action Item)** (Lavonna Martin)
   - We have the award letter and are waiting for the contract for Round 1 of CESH funding but the Round 2 competition just opened up.
   - Round 2 is due May 6, 2019 and we are aiming to get the applications in May 3
     - Contra Costa’s Allocation is $519,000
     - CoC Designates the Administrative Entity once again for Round 2 and we’re going to vote on that again to make sure.
     - Propose using funding from Round 2 similarly to how Round 1 funding was used
       - The money needs to be spent down in 5 years and want to put as much to the Housing Security Fund as possible
       - Will put some money toward HMIS
The remaining funding will go to emergency housing interventions.

- Suggesting that we hold one RFP process that combines both Round 1 and Round 2.
- Patrice: Is it possible we wouldn’t get this money?
  - Lavonna: Very little risk of this
- Teri: Would that our Housing Security Funding is $1.3M? Do we feel like we have capacity to spend that down?
  - Lavonna: Yes, the reason why the HSF is important is because we can spend it and we can spend it quickly. We’ve spent about $8,000 in about 3 months with the pilot. Once we start spending at scale, the money will go quickly. Have no concerns about being able to spend down those funds
- Teri: Will we be opening up the fund to more agencies?
  - Lavonna: Currently being piloted in two places. Rapid Resolution is being piloted with HUME -- this is a new intervention around slowing the inflow of individuals coming into our system of care.
  - Miguel: We’ve been spending $200 to help people connect with family members
  - Lavonna: We won’t open this up to other agencies. Want to allow one or two agencies to help figure out what is the average cost, most effective approach to getting people housed. Will bring this back to the Council.
  - Also using the Housing Security Fund with Housing Navigation that this has been most effective, but the question is then if Housing Navigation ends up looking different. We’re piloting this and learning from it.
  - As the next CE Evaluation happens, we’re looking at how to iterate and tweak the system
- Patrice: Appreciate the thoughtfulness and intentionality about getting money out and not rushing.
- Leslie: So with the resources and services going with it, how does this differ from ESG?
  - Lavonna: Exactly, how do we align all of this. This is requiring us to align this funding. We’ve requested TA from the state about a number of topics including, Housing First, System Performance Measures, and Aligning funding.
- Doug: Have activities #4, #5, #3 listed there -- is admin activity #1?
  - Lavonna: We do have funding for admin but activity #1 and #2 are other places the money can be spent that we’re not using it for.

Motion #1
- State of Motion:
Approve the designation of H3 as the Administrative Entity for the CESH Program

- **Discussion**
- **Procedural Record:**
  - Motion made by Leslie Gleason
  - Seconded by Patrice Guillory
  - **AYES:** Manuel Arredondo, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Teri House, Miguel Hidalgo-Barnes, Lindy Lavender, Doug Leich, Lynn Peralta, Dan Sawislak, Tony Uccifierri
  - **NOES:** None.
  - **ABSTAINS:** None.
  - **ABSENT:** Candace Collier, Gabriel Lemus, Bradley Lindblom, Deanne Pearn, Tracy Pullar, Manjit Sappal
  - **MOTION APPROVED**

- **Motion #2**
- **State of Motion:**
  - Approve the proposed recommended allocation for Round 2 of CESH funding
- **Discussion**
- **Procedural Record:**
  - Motion made by Tony Uccifierri
  - Seconded by Teri House
  - **AYES:** Manuel Arredondo, Alejandra Chamberlain, Patrice Guillory, Leslie Gleason, Teri House, Miguel Hidalgo-Barnes, Lindy Lavender, Doug Leich, Lynn Peralta, Dan Sawislak, Tony Uccifierri
  - **NOES:** None.
  - **ABSTAINS:** None.
  - **ABSENT:** Candace Collier, Gabriel Lemus, Bradley Lindblom, Deanne Pearn, Tracy Pullar, Manjit Sappal
  - **MOTION APPROVED**

10. **Community Announcements**

- **Tony:** Teri was talking about Project Based Vouchers -- we currently have a waitlist, if you haven’t known about this and would like to, let me know
  - 2 Antioch, 1 in Walnut Creek, and 1 in North Richmond
    - Closes at 4pm tomorrow (April 5, 2019)
    - Go to our website: contracostahousing.org, click on big green button and it will go to the portal.
- **Lindy:** Contra Costa Economic Council
  - Recently released infographic about opportunity gap -- primarily around young children. Will send this to Jaime and we can send it out
- **Teri:** Put articles on the back table. The first article looks at California hospitals seeing an increase in the number of homeless patients. The second article is
“Early Intervention to Prevent Persistent Homelessness” and is a research study about ways to intervene to prevent homelessness with employed low wage earners and youth. Will also send these to Jaime to send out.

- Lavonna: PIT Count numbers are not coming out until early May.
  - Currently inputting information and creating reports in a way that’s digestible
  - This is good timing because in talking with colleagues in Bay Area, everyone is thinking they’ll release numbers in May

- Alejandra: Contra Costa Office of Education with partners will be hosting a Foster & Homeless Youth Symposium on May 31 from 9am to 3pm at Los Medanos College in Pittsburg. People can register online: https://www.eventbrite.com/e/foster-homeless-youth-symposium-tickets-56592901893.

- Lavonna: For every person who exits our system of care and gets housed, there are 20 more knocking on the front door. 20 coming in for every 1 person that leaves
  - Look at how we can slow that entry -- it’s things like Rapid Resolution that help so this month we can have 19 instead of 20.
  - Natalie: Example of Rapid Resolution, a young man came here thinking he’d want to live out in California but was then experiencing homelessness here. As part of Rapid Resolution, they were able to re-connect with family in Ohio and cover the transit costs to get him back there.
  - Donna: Fun fact regarding rapid resolution; I have one case manager who loves rapid resolution and doesn’t want to do anything else.

- Community Member: Is there a deadline to take the community survey?
  - Teri: Will be kept open until June 30. Make sure that youth and family participate; spread it far and wide
  - Dan: Is it online?
    - Teri: Yes, it’s an all online survey but for clients who are not online, there are paper copies

11. Pin It

- The next Council meeting will be on Thursday, May 2 from 1-3pm at this location (50 Douglas Drive, Martinez).
- Erica: There is a CoC/ESG Providers Meeting to discuss the Scoring Tools on April 9. There many need to be another meeting to discuss the new tool once HUD releases the CoC NOFA.

12. Adjourn Meeting – Doug Leich