

Housing First Solano
Solano County Continuum of Care
General Meeting Minutes
January 28, 2015
10:00 a.m to 11:00 a.m.

1. Introductions and announcements
 - a. Ruth Matz called the meeting to order at 10:03.
 - b. Handouts were placed at the entrance of the meeting
 - c. The agenda was posted in advance
 - d. Ruth Matz requested that Ashley Hart McIntyre from HomeBase announce the CoC awards. All Solano County funding requests were granted, and the County received one of only twenty-five bonus grants. The grants received were for the following projects:
 - Sereno Village Expansion (Caminar, PSH) - \$30,926
 - Sereno Village (Caminar, PSH) - \$76,875
 - STOP Plus (Anka Behavioral Health, PSH) - \$159,366
 - Healthy Living Your Way (Community Action North Bay, new PSH for Chronically Homeless adults – reallocation from TH) - \$117,572
 - Laurel Gardens (Caminar, PSH) - \$48,824
 - Bonus Grant (Caminar, PSH for Chronically Homeless with disabling mental health condition) - \$30,681
 - Living Self Sufficiently (Community Action North Bay, PSH for Chronically Homeless adults) - \$65,942
 - Reynnaissance Family Center (Reynnaissance Family Center, PSH) - \$42,600
 - Samaritan Permanent Housing and Supportive Services (Vallejo Lord's Fellowship, PSH) - \$34,410
 - Helping Hands for the Homeless (Vacaville Social Services Corp., TH for individuals and families) - \$98,588
 - Better Living in Supportive Services [BLISS] (LUHAD, PSH) - \$29,165
 - Transitional Housing for Homeless Disabled Single Men (Vallejo Lord's Fellowship, TH for single disabled men) - \$38,488
 - Rosewood House (Youth and Family Service, TH for women) - \$93,533
 - Housing Express (Community Housing North Bay, RRH for families with children) - \$108,195
 - Rays of Hope PSH (Mission Solano, new PSH for Chronically Homeless adults) - \$20,096
 - Planning Grant (CAP Solano JPA) - \$12,216
 - CalWORKS PSH (Solano County Health and Social Services, new Bonus Grant PSH for Chronically Homeless families) - \$151,323

2. Ron Grassi announced the JPA/CoC staffing changes. In response to an RFP issued by the county, HomeBase and Mission Solano submitted proposals. HomeBase was selected to provide staffing assistance to the CAP Solano JPA, the CoC, and the Tripartite Advisory Board, to conduct the NOFA, and form a strategic plan. This staffing will include full-time HMIS administration, and hopefully will result in the ShelterPoint component of HMIS being utilized. HomeBase has discussed subcontracting with a full-time HMIS administrator.

4. Carol Elliot spoke on the upcoming HUD Environmental Review. All non-exempt projects will need to provide documentation for the environmental review. Exempt projects in the past have been those without property, such as SSO projects. Solano County will be responsible for coordinating documentation as the Responsible Entity. Nonprofits may have to monitor their own projects, but the county is ultimately responsible. The inspector will likely be coming in April. Carol

distributed information on the requirements for different type of property. Leasing agencies, which are approximately 6-7 agencies, are considered Categorically Excluded Subject to §58.5. Tenant-based rental assistance agencies are Categorically Excluded Not Subject to regulation 58.5. If a project does not have a current form, it needs one. The instructions on the forms have FAQs and links to HUD Exchange. Angela Lacour is the new compliance officer overseeing the process. Kathleen McNulty, the HUD Field Environmental Officer, may come out in March to help with the review process. If you already have documentation, send it to Carol. If your project is in an incorporated area, you will need your city housing department to sign off on your environmental review. In Vallejo, this may be the Planning Department. Project representatives should call Angela and Carol to discuss what kind of submission can be put together. Even if all a project has is old documentation, it will still help to present it as, "This is what we have, just updated." Carol talked to Angelo Thom at the HUD Field Office, who said that HUD has sometimes waived environmental review in the past, which may be why it hasn't been done in so long.

3. Ruth Matz noted that the Congressional Appropriations agenda item had been skipped and asked HomeBase to present it. Carrie Sager from HomeBase summarized the federal spending bill as it applies to HUD homelessness funding. There were additional housing vouchers for homeless veterans included in the budget, but otherwise no new spending to prevent and end homelessness. However, there were also no new spending cuts in homeless programs.

Natalie Siva from Berkeley Food & Housing (BFH) mentioned that they have funding for veterans in SSVF, mostly for Rapid Rehousing but also some for prevention, in Solano, Contra Costa, and Alameda Counties. This year they are focused primarily on Solano County. Carrie Goodspeed is the person at BFH who focuses on Solano County. Interested projects should contact her for information (cgoodspeed@bfhp.org).

5. 2015 Committees: Ashley Hart McIntyre described the need to focus our committee work to maximize our competitiveness in the 2015 CoC application. She suggests that four committees be formed/focused on: the Coordinated Assessment Committee, which has already started meeting and currently consists of those projects participating in the VI-SPDAT pilot; the Governance Committee, which will refine the governance structure of the CoC, revise the Charter, and develop Policies and Procedures; the Performance & Evaluation Committee, which will take the place of the existing NOFA Committee, and which will review and retool existing NOFA and review and rank procedures focused beyond NOFA to measure and improve the performance of the CoC as a whole; and the Strategic Planning Committee, which will review the CoC's existing 10-year plan, evaluate the current progress, and determine what should be done to improve that progress. The Performance and Evaluation Committee will start meeting in February and hold monthly meetings. Anyone interested in joining the committees should get in touch with Ashley Hart McIntyre at Ashley@homebaseccc.org.

Carol Elliot asked how people would be recruited for the committees. Ashley Hart McIntyre noted that it was still being determined; however they would be open to all and urged meeting attendees to contact her about joining a committee if interested.

Greg Schwei asked about a Point-In-Time Count committee. Ashley Hart McIntyre suggested that since there will not be another unsheltered PIT Count for two years, the CoC's limited resources were best spent focusing on the four committees previously mentioned over the next 6 months.

Ruth Matz suggested that PIT be added to one of the four committees, either Strategic Planning or Performance.

Emily Cantu noted that this year's PIT results would be useful information for those committees.

Reggie Doss asked if everyone had received the email about participating in this year's PIT count on January 30 and suggested that those who had not yet volunteered could still do so.

6. Planning for 2015 CoC Meetings: A calendar was included in the packets noting the deadlines for requesting agenda items, posting the agenda to comply with the Brown Act, and the meetings themselves.

Ruth Matz noted that since the formation of the CoC Board, the board had gone from monthly meetings to both monthly board meetings and monthly general meetings, which was excessive.

Ashley Hart McIntyre described a plan to switch to bi-monthly general meetings with the Coordinated Assessment and Strategic Planning committees meeting in the current General Meeting timeslot on months when the General Meeting did not meet. The other committees would meet separately on a monthly basis.

Ruth Matz asked for comments. Greg Schwei asked that agendas be put out in PDF form. There were no other comments.

Ron Grassi moved that the switch to bi-monthly meetings be adopted. Eva Bernardes from Reynaissance seconded the motion.

Carol Elliot called for further discussion. Confusion over the calendar was clarified. Ashley Hart McIntyre promised to send out a new calendar reflecting the new bi-monthly schedule that would be more clearly marked.

Reggie Doss asked when the other committees would meet. Ashley clarified that only the Coordinated Assessment and Strategic Planning committees would meet in the off months, with the other two committees having separate, likely monthly, meetings. HomeBase will contact the members of the Coordinated Assessment committee, as they currently have a meeting scheduled that will change.

Having already been moved and seconded, the motion was brought to a vote. No opposition. Greg Schwei abstained. The motion passed with the rest of the general membership in agreement.

7a. Point-in-Time count. Ron Grassi provided an update on the PIT Count. Solano County's PIT Count will be a 2-step process. From 6:00 AM to 10:00 on Friday, January 30, volunteers will be sent out in pairs with a guide familiar with the area, using census tracts to cover the area. These volunteers will be doing a quick count, not collecting any additional information. Over the following couple of weeks, volunteers will go back for more detailed information and demographics. Anyone who wants to help should talk to Ron. There is a particular need for volunteers in Vallejo. Anne Putney says a number of new Vallejo volunteers have signed up in the last few days.

7b. Coordinated Assessment: Ashley Hart McIntyre provided an update on Coordinated Assessment. The Coordinated Assessment pilot is underway. The Coordinated Assessment

Committee had previously met monthly, although that will be changed to bi-monthly. There will be more information when it is closer to a full CoC rollout. At HomeBase, Maureen Sarver and Carolyn Wylie will lead the Coordinated Assessment effort.

7c. Status of HUD TA Request: Ruth Matz provided an update on the status of a request for Technical Assistance from HUD on integrating homeless assistance with healthcare. Applying for this TA was discussed at the November meeting. The purpose for applying is to get more funding, hopefully for case management, since many people experiencing homelessness are also “Frequent Flyers” who regularly utilize medical resources. It would be better for Solano County to be ahead of the curve in pursuing other avenues for funding. Ruth applied for this funding after the November meeting with CoC Board approval on behalf of the CoC.

8. Other Updates and Announcements: Ashley Hart McIntyre noted that there had been some confusion with HMIS management and reassured everyone that the focus for the next couple of months would be evaluating HMIS needs and optimizing HMIS for use. If anyone is having trouble with HMIS, they should contact HomeBase at solano@homebaseccc.org.

Ruth Matz asked if there were plans for an HMIS committee. Ashley said there will not be a freestanding committee, but it will be part of the Performance & Evaluation committee.

Emily Cantu noted that the contact for Solano Housing Projects is Dawn La Bar. Her office number is 707-428-7749. Ruth Matz said that this was being funded with CSBG money, which is not currently available. Ron Grassi noted that most of the money had been used to fund the PIT Count. However, approximately \$200,000 in 2015 CSBG funds will be available in future.

9 Reggie Doss moved to adjourn. Emily Cantu seconded. Greg Schwei abstained. The motion passed with the rest of the general membership in agreement. The meeting adjourned at 11:00 a.m.