



**MEETING MINUTES**

IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL  
EXECUTIVE BOARD MEETING

June 5, 2019 at 1:00 P.M.

**Location:** Department of Social Services Protective Service Building  
2999 S. 4<sup>th</sup> Street, El Centro, CA 92243

<b>Name</b>	<b>Executive Board</b>	<b>Present</b>
Les Smith, General Manager, Desert Trails RV & Golf Resort	Chair	X
Victor Estrada, Director of Worship & Local Missions, Gateway Church	Vice Chair	X
Rosie Blankenship, Director, Imperial County, Public Administrator/AAA	Secretary	X
Dr. Kathleen Lang, California Health & Wellness	Treasurer	X
Andrea Kuhlen, Director, Imperial County Behavioral Health Services	Board Member	X
Brett Houser, Commander, Brawley Police Department	Board Member	X
Brian Johnson, Chief, El Centro Police Department	Board Member	X
Ernie Mariscal, Veterans Community Representative	Board Member	Absent
Maria Nava-Froelich, Director, Calipatria-Niland Family Resource Center	Board Member	X
Robert M. Brown, Chief of Human Resources, Pioneers Memorial Hospital	Board Member	X
Paula Llanas, Assistant Director, Imperial County Department of Social Services	Administrative Entity Lead	X

**Guests:** Susan Chasang,- Executive Director, Sister Evelyn Mourey Center; Yereida Soto – Woman Haven; Dr. Martha Garcia, Bianca Bisi and Alexis Ayala – IVC; Father Mark Edney – Catholic Charities; Kursat – Mirka Investments; Debbie Garcia – Administrative Analyst, ICDSS and Francis Arias – Office Technician, IC Public Administrator; Rosyo Ramirez – Program Manager, ICDSS .

- I. **Call to Order:** Chair Les Smith called the meeting to order at 1:08 p.m.
- II. **Roll Call:** Board Member Ernie Mariscal was absent. Victor Estrada arrived at 1:12 p.m.
- III. **Approval of Agenda:** It was moved by Dr. Kathleen Lang and seconded by Commander Brett Houser to approve the agenda as presented. Motion carried unanimously.
- IV. **Approval of Minutes:** It was moved by Maria Nava-Froelich and seconded by Chief Brian Johnson that the minutes for the May 1, 2019 meeting be approved as submitted. Motion carried unanimously.
- V. **Public Comment:** None

## VI. Discussion/Action Calendar

- A. **Discussion/Action of the Homeless Emergency Aid Program (HEAP) RFP process and applications/proposal recommendations:** Ms. Llanas informed the Board members that 13 applications were reviewed by the Ranking Committee. A total of 22 proposals were submitted for consideration. Of these, six (6) were for capital improvement projects and 15 were for services or related matters. Ms. Llanas also informed the Board members that the Ranking Committee discussed if the Administrative Entity would be screening the applications as to finding any nonresponsive applicants that did not follow instructions for the RFP. She informed them that the Administrative Entity did not exclude nor did they recommend any applicant. She further stated that six (6) applicants did not meet the RFP guidelines and were therefore the scoring and ranking committee chose not to consider or score them.

Esperanza Colio commented that the Administrative Entity does not have the authority to approve, reject or recommend any applications. She added that after reviewing all applications, all of them missed one or two items.

Ms. Llanas handed out a Score Tally Sheet for review. She explained the breakdown and totals for each category. She mentioned that the highlighted section was for the applicants that did not meet the RFP requirements. Chief Brian Johnson asked who formed part of the Scoring and Ranking committee. Ms. Llanas provided the names of the Ranking Committee members after further request from several board members stating they wanted to hear directly from them on their recommendations.

Susan Chasang of Sister Evelyn Mourey Center asked about item 4 of the RFP on page 11, which states that proposals that do not comply with item 4 were going to be found nonresponsive.

Chief Brian Johnson recommended that further analysis should be considered to the applicants that did not meet the criteria stipulated on the RFP application guidelines. He commended the committee for their time and effort on the completion of the task that they so generously accepted.

Various applicants made public comments that better instructions should be given to the agencies that are applying for the HEAP grant and they commented that they should not be disqualified for submitting more than the limited amount of pages on the application.

After a lengthy discussion of the results on the Score Tally Sheet, it was concluded that the committee would review the six (6) applicants that did not qualify for the RFP approval. It was moved by Victor Estrada and seconded by Maria Froelich-Nava to re-evaluate the six (6) applications that were not reviewed based on technical disqualifier. Motion was approved with four (4) Board members abstaining due to conflict of interest:

**Abstained**

Rosalina Blankenship  
Chief Brian Johnson  
Commander Brett Houser  
Andrea Kuhlen

**Opposed**

Angela Delgado  
Kathleen Lang

**Approved**

Les Smith  
Robert Brown  
Victor Estrada  
Maria Froelich-Nava

Additional discussion was made on the HEAP funding allocation. It was understood by all Board members that the funds would be returned to the State if they were not spent by the end of the fiscal year. It was agreed by all Board members that the Ranking Committee re-evaluate the 6 applications as soon as possible and rank them with the 13 that had previously been ranked.

- B. **2019 Emergency Solutions Grant Balance of State Allocations update:** Ms. Llanas informed Board members that Catholic Charities Our Lady of Guadalupe Shelter and Woman Haven and their Emergency Shelter were given the recommendations for the Competitive Grant. She went on stating that Woman Haven submitted a noncompetitive application for review and which was certified for recommendation of approval and submission to the state. She thanked them for a rapid response on this process.

Rosie Blankenship thanked the Administrative Entity for their professionalism for having all forms and paperwork ready for signatures on time for submittal.

- C. **Discussion/Action on 2019 California Emergency Solutions and Housing (CESH) Grant:** Ms. Llanas informed Board members that they have not heard any confirmation for the 2018 CESH Grant but did mention that she contacted the State on the 2019 CESH Grant. She asked whether or not we could use oversubscribed applications that might not be funded through HEAP or CESH and they replied it could be feasible as long as the proposed activity is allowable cash activity and the application meets all the requirements.

It was moved by Commander Brett Houser and seconded by Dr. Kathleen Lang to approve allowable 2018 CESH and HEAP applications for 2019 CESH funding.

- D. **Discussion/Action on the following items:**

1. Further input on revisions of the IVCCC Charter prior to adoption recommendations (See Attachment #3). Ms. Ramirez informed Board members that IVCCC Executive Council gave recommendations and guidance for the IVCCC Charter based on requirements to incorporate policies and procedures. For example, HMIS, appointment of the lead, selection of a Board member and Committee nomination, and how to adapt the process and how to appoint a member. Ms. Ramirez informed Board members that the maximum time to serve on the Board is two years and should be staggered. She also informed Board members that there are 11 Board members and asked if 2 more should be considered to join the Board.

After a brief discussion on the Charter as to what City or County Official entity should be invited to join the Board, it was concluded that the Administrative Entity make the proposed changes as indicated in the draft shared which included mainly grammar changes, agency updating, to follow the Brown Act, and that the number of voting members remain the same for now. It was also recommended that the adhoc committee continue to work on pending recommendations related to policies that should be incorporated into the charter.

It was moved by Rosie Blankenship and seconded by Maria Froelich-Nava to approve the current proposed changes that the Administrative Entity submitted and discussed and continue working on pending policy integration recommendations.

2. Board members up for elections and nomination committee recommendations. (See attachment #4). Ms. Ramirez identified the Board members that are up for election this year. Board members are:

- Angela Delgado
- Les Smith
- Robert Brown
- Victor Estrada
- Brett Houser

After a brief discussion among Board members, it was concluded that a recommendation to extend the term to 2 more years of the Board members whose term will expire this year.

It was moved by Chief Brian Johnson and seconded by Dr. Kathleen Lang to recommend the Executive Board to adopt a slate of Board members Angela Delgado, Victor Estrada, Les Smith, Brett Houser and Robert Brown for another term beginning June 2019. Motion carried unanimously.

3. Meeting Calendar and location (See attachment #5). Ms. Ramirez handed out the proposed 2019 IVCCC Executive Board Meeting Calendar Sheet and asked Board members if the dates, time and location were suitable to them. It was concurred among all Board members that the dates, times and place of meetings were acceptable.

It was moved by Dr. Kathleen Lang and seconded by Commander Brett Houser that the 2019 IVCCC Executive Board Meeting Calendar be approved as presented. Motion carried unanimously.

4. IVCCC liaison nomination. It was moved by Maria Froelich-Nava and seconded by Dr. Kathleen Lang to have Les Smith as the IVCCC liaison. Motion carried unanimously.

**E. Administrative Entity updates:**

1. 2018 California Emergency Solutions and Housing (CESH) update- Ms. Llanas informed Board members that Grant applications are still in process and will inform the Board when the standard agreement is received from the State.
2. HMIS System Contract & Coordinated Entry System- Ms. Ramirez informed Board members that the HMIS training date has been rescheduled and that she is coordinating with San Diego Regional Task Force on a date within the next two weeks. She also informed Board members that the Leadership team working on the Coordinated Entry System have completed the self-evaluation required by HUD that teaches you how to incorporate requirements, recommendations and other needs to input the data on the Coordinated Entry System.
3. HUD Reports: The System Performance Measures Report was submitted to HUD on May 29, 2019 (See attachment #6). Ms. Ramirez handed out a Performance Measurement Module Report to Board members and informed that Isaen has been helping with the completion and submission of the report. She continue informing Board members that all the information on the report was collected from the HMIS system.

VII. **Adjournment:** The meeting adjourned at 3:05 p.m.