

# Attachment 1



## MEETING MINUTES

### IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL EXECUTIVE BOARD MEETING

July 3, 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

Name	Executive Board	Present
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	Excused
Ernie Mariscal, Veterans Community Representative	Board Member	X
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
Rosyo Ramirez, Program Manager, Imperial County Department of Social Services	Administrative Entity Lead	X
Paula Llanas, Assistant Director, Imperial County Department of Social Services	Administrative Entity Lead	X

**Guests:** Esperanza Colio Warren - Deputy Chief Executive Officer, County of Imperial; Debbie Garcia – Administrator Analyst, ICDSS; Adriana Nava – Community Service Director, City of El Centro; Teri Nava – Executive Director, Calexico Housing Authority; Sarah Enz – Asst. Public Administrator, ICPA; Jessica Solorio – Founder, Spread the Love Charity; Ken Waytens – Executive Director, UWIC; Stacey Caro – UWIC; Ray Roben – Agent, CRP; Susan Chasang – Executive Director, SEMC; Brenda Shoner – Board Member, SEMC; and Francis Arias - Office Technician, IC Public Administrator.

- I. **Call to Order:** Chair Les Smith called the meeting to order at 1:08 p.m.
- II. **Roll Call:** Chief Brian Johnson was absent.
- III. **Approval of Agenda:** It was moved by Robert Brown and seconded by Maria Nava-Froelich to approve the agenda. Motion carried unanimously.
- IV. **Approval of Minutes:** It was moved by Commander Brett Houser and seconded by Victor Estrada that the minutes for the June 5, 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 (Attachment #2 – A, B, C):** Paula Llanas updated the Board Members on the latest ranking of the HEAP proposals and announced the RFP final results. Ms. Llanas read aloud a letter that she gave to all present (Attachment #2), which included the totals of all the proposals that were submitted for approval, including the six (6) proposals that were originally rejected for exceeding the allowable ten (10) page limit.

Ms. Llanas explained a second sheet she handed out to all present (Attachment A) “Funding Approved by IVCCC Executive Board and the Scoring and Ranking Committee Recommendation”. This sheet reflects where the HEAP RFP funds will be allocated.

She also explained (Attachment B) “Capital Improvement Projects” which included the names of all of the RFP applicants.

Finally, she read the last sheet (Attachment C) which was a chart with all of the approved agency names that shows the requested projects and the recommendations of the Ranking Committee.

Ms. Llanas thanked the Ranking Committee for a tremendous job in accomplishing and completing such a tough task.

- B. **Discussion/action on HEAP RFP applications and proposal award recommendations (Attachment #2 – A, B, C):** Before discussion of the agenda item, Ms. Llanas requested that those board members with a conflict of interest with the item, step outside to ensure that there no conflict during the voting/recommendation process. Assistant County Counsel, Geoff Holbrook recommended that to continue to ensure the validity of the process and following the Brown Act rules, that any agency who submitted a proposal and is a Board Member, to excuse themselves from the HEAP and RFP discussion and voluntarily step outside of the room. Board Members Rosalina Blankenship and Andrea Kuhlen stepped out of the room including Francis Arias, Office Technician from the Public Administrator/Area Agency on Aging, who takes the Board meeting minutes due to declared conflict of interest on agenda item.

Ms. Llanas continued discussing and reported that the total funding available for HEAP proposals is \$4,616,441, a breakdown of the recommended funding appropriation by the IVCCC Executive Board is attached (Attachment A). Thirteen (13) proposals, which included twenty-two (22) projects, were submitted for review. The proposals included different activities; a synopsis of the proposed projects is attached (Attachment B). A combined total of \$17,447,115.77 in funding was requested via the proposals.

During the second evaluation, and after the scoring and ranking of the proposals was completed, it was conceded that eight (8) projects would not be recommended for funding due to limited funds available. In total, there were fourteen (14) projects that the scoring and ranking committee recommended for funding; 13 were partially funded and one (1) was fully funded as described in Attachment C indicating the agency, ranking and recommended funding.

Ms. Kathleen Lang asked if someone from the scoring and ranking committee could speak on the recommendations being made. Ms. Llanas indicated that at this time, they would not be providing the names of those in the scoring and ranking committee following practice and recommendations

from the Purchasing department. Ms. Llanas indicated that the scoring and ranking committee scored each application separately and followed a tool provided to them to score independently.

**Public Comment:**

Adriana Nava, City of El Centro, asked if the names of the Ranking Committee could be disclosed. The City wanted to make the Board aware that there may have been a conflict of interest among the scoring and ranking committee as one of their contractors was previously listed as one of the ranking members. Mr. Les Smith responded that although we would not be naming the committee members, the individual referenced was not part of the final committee that did the second review. He also indicated that the committee used a tool provided to them to score each project independently and objectively. Ms. Nava also asked if the applicants would be have access to the point allocation for each application and cumulative score? She wanted to know if there applications and process would be available through a Public records request and how to go about doing that. She also indicated there was a concern that 72% of funded proposals were coming back to the County of Imperial. She stated that this raises concern over the validity and transparency of the process. She indicated that the Heber Family apartments were in an unincorporated area and question the process and where future funding would be addressing. She suggested for IVCCC to make better consideration for future funding cycles.

Terri Nava, Calexico Housing Authority, echoed the same concerns that City of El Centro raised and stated that the City of Calexico had a very high number of homeless people in the Point-in-Time count, and thinks that the funds were not distributed correctly. It didn't seem that funding was distributed based on the PIT.

Kathleen Lang indicated that the PIT is one of many factors used in the evaluation process.

Ray Roben wanted to clarify that the Heber Project is in fact a shovel ready project.

Jessica Solorio from Spread the Love Charity, expressed having some of the same concerns previously expressed. She also wanted to understand how she went from being recommended for funding in the first round of reviews to now not being recommended for funding. She wanted to know where their agency ranked in the second round of reviews.

Ms. Llanas explained that the funds were awarded and distributed accordingly by the Ranking Committee, which included the initial six (6) applications that had been originally rejected. Additionally, by adding in the additional six (6) applications that had been rejected, it caused the ranking to change. In addition, she wanted to clarify that the committee included experts in the field that included at least one person that worked with capital improvements and non-profit agencies.

Ms. Solorio also would like to know where in the application they missed instruction specifically the piece of required signature instruction and wants to know if any additional input will be provided to applicants.

Esperanza Colio responded by saying that the requirement was in the RFP and Ms. Llanas stated that assistance would be provided to help locate that information on the RFP.

After no further discussion and additional public comment, Mr. Robert Brown recommended that the

Executive Committee to accept the recommendations from the scoring and ranking committee and move forward with asking the Board of Supervisors for further approval of such recommendation as well as moving forward with the agreements required.

Ms. Nava requested further clarification of recommendation to the Board of Supervisors from the Executive Board. Ms. Llanas explained that the approval from the executive board will be taken for discussion/action of the Board of Supervisors to move forward with the preparation of the agreements. The Administrative Entity will go back to the BOS for approval of the individual contracts at a later time.

Sara Enz (Public Administrators) asked for clarification if the contracts would be taken as a single item or if each contract would be going to the BOS for approval. She was concerned that there would be agencies that would be ready to move forward with a contract while others may not and did not want to be held back. Ms. Llanas indicated that the county would make every effort to take all the contracts at the same time for approval of the BOS, however, they would not hold contracts back if some were not ready and rather return to the board at a later time with pending contracts.

After further discussion/clarification, the call for the vote by Mr. Brown was brought back and seconded by Ms. Maria Nava-Froelich. Approve: 5; Oppose: 1; Abstention: 0. Vote passed by majority. Present in the room: Les Smith, Brett Houser, Victor Estrada, Ernie Mariscal, Robert Brown, Kathleen Lang, and Maria Nava-Froleich. Voting members included: Les Smith, Victor Estrada, Ernie Mariscal, Robert Brown, Kathleen Lang, and Maria Nava-Froleich.

Subsequent to the aforementioned voting, board members Rosalina Blankenship and Andrea Kuhlen returned to the room.

**C. Discussion/action on IVCCC Board vacancy and recommendation of Board of Supervisors member appointment:**

Chair Les Smith brought back the discussion of having the Imperial County Board of Supervisors (BOS) to appoint a community member to the IVCCC Executive Board. Ms. Rosyo Ramirez reminded those present that in the past Mr. Les Smith on behalf of the IVCCC Executive Board had asked the Board of Supervisors for assistance in appointment of members to be part of the IVCCC Executive Board. The BOS at that time indicated an interest in doing so and at the last meeting requested that the item be brought back to their agenda to appoint someone as they were interested in doing so. In the last meeting, this executive board decided to not increase the board membership at time and leave at 11 members. Since then, there is now a vacancy for a board appointment. We would like to request that this executive board allow that vacancy be filled by BOS appointment.

Secretary Rosie Blankenship made the motion to approve a new member to be selected by the Board of Supervisors for one of the vacant seats on the IVCCC Executive Board. Dr. Kathleen Lang second the motion.

Motion was open discussion.

Brett Houser asked if this appointment was meant to have another county agency be part of the board. He indicated that he would like to see this vacant position go back to the community. He would

like to go to the IVCCC council for recommendations.

Clarification was provided that this position would not be a BOS or county member on the board and that it may be a member of the community that they would be appointing to represent them. Clarification was also provided that the AE was not a voting member on the executive board.

**Public Comment:**

Ken Kuytens (United Way) expressed to the board the importance of ensuring that those that accept the position are present at the meetings. Also recommend that whomever is appointment works with the homeless population.

Geoff (counsel to the AE) indicated that any public appointment must go through a public process of applying for the position; therefore, anyone interested including non-profits will have the equal ability to apply for that position. He also indicated that the executive board was free to make recommendations to the BOS as they felt saw fit as to the eligibility of vacancy.

Ms. Esperanza Colio also reminded the executive board the they needed to make sure that the positions also comply with HUD CoC represented requirements.

After a brief discussion between the Board and Community members present as to who should be appointed to hold a seat on the IVCCC Executive Board, it was the consensus of the Board that a caveat be added to the motion requesting that the appointed person be a member of a non-profit organization directly working with the homeless population.

Ms. Blankenship amended her motion to allow one seat be appointed by the BOS in a matter that is acceptable to HUD agency and has hands on experience working with the homeless population. Motion carried unanimously.

**D. Administrative Entity updates:**

1. 2018 California Emergency Solutions and Housing (CESH) – Ms. Llanas informed the Board that the 2018 CESH has not received that state agreement and is still in process. She stated she was told to expect the standard agreement within the next 60 days.
2. 2019 Emergency Solutions Grant Balance of State Allocation – Ms. Ramirez informed the Board that the State has received Woman Haven’s and Catholic Charities submitted ESG applications.
3. HMIS System – Ms. Ramirez informed the Board that two HMIS training sessions were held last week for new users and everything went well.
4. HUD Reports: HMIS Longitudinal Systems Analysis (LSA) report – Ms. Ramirez informed the Board that a final submission of the LSA report was completed.

**VII. Adjournment:**

Chair Les Smith expressed to all present that it was amazing that over \$17 million in 2019 HEAP funding, was requested, but unfortunately, there were not enough funds to approve all those that applied. He did emphasize that this should not discourage anyone from applying in the future.

The meeting adjourned at 2:08 p.m.