

Housing First Solano  
Vallejo-Solano County Continuum of Care  
Board Meeting Minutes  
May 24, 2017  
11:30 a.m. to 12:30 p.m.

**Board members present:**

Tranine Chisom, Caminar  
Anne Putney, City of Vallejo  
Lori Bowley, Veterans Affairs  
Scott Mulvey, City Church 2:42  
John Evalle, Congressman John Garamendi's Office  
Kristin Kamm, City of Benicia  
Maurilio Leon, CHOC Housing  
Debi Tavey, Fairfield-Suisun Chamber of Commerce  
Kathy Lawton-Caesar, City of Suisun City  
Bryan Briggs, City of Fairfield  
Elaine Saldana, County of Solano  
Norma Jean Ramos, Christian Help Center  
Zoila Perez-Sanchez, Fairfield Suisun Unified and Family Resource Centers  
Ed Lowe, NorthBay Healthcare

Other attendees:

Patti Uplinger, Connections for Life  
Jose Dominguez, Solano County H&SS  
Dawn La Bar, City of Fairfield  
Marie Libeson, HomeBase, CoC Staff  
John Melis, HomeBase, CoC Staff

1. Tranine Chisom called the meeting to order at 11:34 a.m.
2. There was a quorum of Board members present.
3. There were no presentations.
4. There was public comment.

Patti Uplinger noted there is a developer in Solano County who is interested in building affordable housing in the area. She encouraged the Board to engage this developer and to apply for the No Place Like Home funding through the State of California.

5. There were no additions or deletions to the agenda.
6. Kat Lawton moved to approve the agenda. Norma Jean Ramos seconded the motion. All voted in favor with no abstentions. The motion carried.

## 7. Consent Calendar

### 7.1. Participants reviewed the minutes from March 22, 2017.

Norma Jean Ramos asked to change her organization name from “Global Center for Success” to Christian Help Center.

Kristin Kamm Noted the City of Benicia was spelled incorrectly.

Anne Putney moved to approve the minutes with the two changes noted above. Kathy Lawton-Caesar seconded the motion. All voted in favor with Debi Tavey, Ed Lowe, and Bryan Briggs abstaining. The motion carried.

After the vote, Dawn La Bar noted the minutes did not note that she was at the last meeting and asked for the document to reflect her attendance.

Lori Bowley moved to include Dawn La Bar’s amendment to the minutes, Ed Lowe seconded the motion. All voted in favor with no opposition and Debi Tavey, Ed Lowe, and Bryan Briggs abstaining from the vote. The motion carried.

## 8. Old Business or Standing Agenda Items

Chair Chisom noted the Old Business item now includes standing agenda items.

### 8.1. Solano Strategic Plan Update

Staff informed the Board the Community Action Partnership Solano Joint Powers Authority adopted the Regional Strategic Plan. Staff have created a workgroup to implement the strategic plan. Staff noted members of the Housing First Solano Board, CAP Solano JPA, and other community stakeholders are on the implementation workgroup. Staff noted the workgroup will meet in the beginning of June to begin resourcing the first year of the strategic plan.

### 8.2. Legislative and Advocacy Updates

Staff informed the Board that this item is for Board members to bring items of legislative import to the full Board for educational purposes and public comment.

John Evalle offered to provide summaries and do research on pending legislation if the Board makes him aware of anything.

Lori Bowley noted that there are cuts to the Department of Housing and Urban Development and Veterans Affairs budgets proposed in the new federal budget. She offered to provide a recent summary from the National Coalition for Homeless Veterans for Board review.

Ed Lowe noted he serves on the Board for Habitat for Humanity and offered to bring in information on Habitat’s current projects in Solano County.

Bryan Briggs shared about multiple projects in the City of Fairfield. There is a property at 1700 Santa Monica Street the city is looking to develop. He will inform the Board when an RFP is issued. The project will be mixed use and will reach out to the Board for persons interested in serving on a committee to help plan the development of the property. The City will also consider developing affordable housing during its June 20 Council meeting. This financial contribution from the City would create eight units of permanent supportive housing, four units for income at 30% of area median income and 19 additional units at 80% of area median income.

### 8.3. Veterans Affairs Updates

Lori Bowley provided updates on veterans programs in Solano County. She noted that the City of Vacaville, Community Action North Bay, and the VA have broken ground on the Rocky Hill development which includes affordable housing built using shipping containers. The units will utilize case management from CANB and the housing will be funded through VA housing vouchers.

Lori informed the Board of changes to the Grant Per Diem transitional housing program funded by the VA. The VA required providers to submit applications for future funding. Those applications were reviewed by the VA and funding awards will be sent out in mid-June. If selected for funding, programs will continue operating starting October 1. In Solano there are 42 grant per diem beds; 12 in Dixon through CANB and 30 at Mission Solano. Lori anticipated some additional funding towards the end of the year as the VA likely will not award all of its funding on a national level. Lori encouraged the Board to work with providers in the next round of applications because the VA wants to see that GPD bed types are informed by community need.

Lori noted veterans providers have created a leadership committee which is designed to organize and implement coordinated entry for VA funded grants. Lori noted this group will be involved with the CoC's Coordinated Entry efforts.

Lori also noted that CANB is engaged in a housing project in Dixon with Habitat for Humanity and is looking to build additional housing with Habitat in Rio Vista.

## 9. New Business

### 9.1. Coordinated Entry Workgroup Recommendations: System Model, System Entry, and Assessment

Staff informed the Board the Coordinated Entry workgroup had arrived at some decisions that the Board needed to approve. The first was the entry points for the Coordinated Entry system. Staff informed the Board that 211, Caminar, outreach workers, Seneca, and the City of Vacaville Police Department – Family Resource Center would act as points of intake. Staff noted 211 will not do a full assessment, but would refer individuals out to Coordinated Entry for intake.

Anne Putney asked if Caminar's office in Vallejo would act as a Coordinated Entry intake location. Chair Chisom said it would.

Kristin Kamm asked how individuals in cities without an intake point would be placed into housing. Chair Chisom noted the Coordinated Entry staff will travel to different parts of the County to conduct intake assessments until more permanent locations could be sourced and funded.

Ed Lowe asked how the hospitals fit in to the Coordinated Entry process. Ed Lowe noted there are a select number of individuals who would be important to talk to regarding hospital involvement in coordinated entry. He indicated he could get in touch with those individuals. Debi Tavey also stated she could assist in that effort. Chair Chisom welcomed the support and noted the hospitals would be a good entry point for coordinated entry as they provide much needed medical services to persons experiencing homelessness. Chair Chisom said she would reach out to Ed and Debi once her staff was in place.

Bryan Briggs wanted to ensure the proper legal relationships were established for the Coordinated Entry system regarding the relationship with persons not funded through HUD dollars. Staff assured Bryan that they would research the proper legal relationships prior to full implementation of the Coordinated Entry system.

Debi Tavey noted her concern that two staff members may not be enough to fully implement Coordinated Entry. John Evalle noted many service providers in Solano County already support Coordinated Entry and will continue to be involved in this effort and provide support.

Ed Lowe moved to approve the policies as presented. Bryan Briggs seconded the motion. All voted in favor with no abstentions. The motion carried.

## 9.2. Report out from Governance Committee

Staff informed the Board the Governance Committee had met last Thursday and considered changes to the Charter, Policies and Procedures, and Written Standards for Housing First Solano. Staff encouraged the Board to review the changes and come to the general membership meeting in a month's time where the documents will be voted on.

## 9.3 Review CoC Board Draft Policy for Letters of Support Requests

At the request of the Board, staff prepared the written summary of the letter of support policy presented in the materials. Staff noted that this policy was already utilized by the Board and is being memorialized in writing for future reference and clarity. The Board reviewed the policy and confirmed that it met their needs and expectations. Per the Charter, all policies and procedures for the CoC must be adopted at a general membership meeting. The Board agreed the policy was appropriate for a general membership vote in June.

## 9.4 Authorize CoC Board Chair to approve a Letter of Support for Solano County's CalWORKs HSP program

Staff informed the Board that the CalWORKs HSP program was seeking a letter of support from the Continuum of Care. CalWORKs HSP seeks to provide short term housing assistance and services to persons experiencing homelessness. Staff noted the County's extensive involvement with the Continuum of Care and the strategic planning process.

Maurilio Leon moved to authorize the Chair to sign the letter of support as drafted. Kathy Lawton-Caesar seconded the motion. All voted in favor with no opposition. Elaine Saldana abstained. The motion carried.

#### 9.5 Review proposed training topics for CoC General Membership Meetings and Discuss any other Board Member Ideas

Due to time constraints, this item was moved to the next meeting.

#### 9.6 Continuum of Care Competition: Subpopulation Outreach

Staff asked Board members to review the handout and provide any additional information about who would be good points of contact for the Continuum of Care Application.

Lori Bowley noted that Patrick Kowalski is the best point person for veterans issues.

#### 10. Board Comments

There were no board comments.

#### 11. Staff Report

##### 11.1. Funding Opportunities

Staff directed the Board to review the funding opportunity handout. Staff noted that many funding opportunities have not been issued yet due to the lack of clarity from the federal government about funding availability.

##### 11.2 Federal Updates

Staff referred the Board to review the federal updates handout provided as part of the meeting materials.

#### 13. Adjourn.

Kathy Lawton-Caesar moved to adjourn the meeting at 12:33 PM. Lori Bowley seconded the motion. All voted in favor with no abstentions. The motion carried.