

SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE MINUTES OF COC BOARD MEETING FROM JANUARY 08, 2018

ADMINISTRATIVE BUSINESS AND CONSENT CALENDAR

Rob Fredericks called the meeting to order at 1:14 pm, with all Board members present either in person at one of the two official locations, or by phone. Rob explained that Sylvia Barnard asked him to run the meeting because Rob was in the location that had a majority of the board members.

Rob called for comments from staff; none were offered.

Rob called for comments from the public in both Buellton and Santa Barbara; none were offered.

Rob called for additions or deletions to the agenda; staff were not aware of any and none were offered.

Rob called for approval of agenda as it stood at 1:17 pm. Chuck Flacks so moved, and Ralph Barbosa seconded the motion. The motion carried unanimously.

Rob called for changes to the minutes of the December 2017 board meeting; none were offered. Ralph moved to approve the December 2017 minutes as written, and Kristine Schwarz seconded the motion. The motion carried unanimously at 1:18 pm.

COC BOARD GOVERNANCE

Rob Fredericks opened a discussion on CoC Governance with an update on CoC Board Recruitment efforts.

Sylvia Barnard noted that she submitted two potential board members: Ed Weaver from Fighting Back, and Amelia from Dignity Health. Sylvia inquired about the process for formalizing their status. Sylvia also asked about the status of Emily Allen, and whether she is replacing Chuck Flacks as the CoC Board member from C3H. Carolyn Wylie responded that the Coordinated Entry Coordinator is a new seat added to the Board, which is different from the seat held by C3H. Carolyn explained that the list of board members in the packet distributed at the January 2018 Board Meeting was based on a survey of current board members and their current subpopulations. The list in the packet was a guide to aid with recruitment, not a formal roster of current board members. Carolyn expressed hope that Ed

Weaver and Amelia would apply for the board positions, and would participate in the elections in March.

Ralph Barbosa asked about the status of board members Christie Alarcon and Terri Maus-Nisich. It was determined that Christie was attending the current board meeting by phone, and that Terri did not attend any board meetings in 2017. Someone in the Buellton location asked whether an agency's alternate board member can be appointed indefinitely. Kristine added that if someone literally doesn't attend for a year, and has the alternate attend all year, then that indicates a question about low commitment to the board. Carolyn suggested that Terri discuss whether the alternate role should be reversed: Terri could appoint Dinah as her alternate, or Dinah could be the board member and appoint Terri as Dinah's alternate.

In response to Rob's request, Carolyn noted that HomeBase has reached out to the Pacific Pride Foundation and to several youth groups. Some general discussion of the Board roster followed. Jason Green-Lowe pointed out that the roster was intended as a guide to structure the elections in March.

Rob suggested that Emily Allen be appointed to the board at this time as the delegate of United Way, the Coordinated Entry Coordinator. Someone in the Buellton location added that Chuck Flacks should also be ratified as the delegate of PATH, the Chronic Homeless Representative. John Polanski moved to approve the Board Roster with these additions; Elizabeth Stotts seconded the motion. All voted in favor except for Chuck and Emily, who abstained. The motion passed at 1:33 pm.

Carolyn noted that HomeBase will publicize the now official roster.

A board member noted that the initial membership of the Coordinated Entry Committee had not yet been determined. The Board agreed, and after brief discussion determined that the initial roster of the Coordinated Entry Committee should be:

- Chuck Flacks
- Wayne Mellinger
- Kristine Schwarz
- Sylvia Barnard
- Ralph Barbosa
- Emily Allen

Elizabeth moved to approve this roster, and John seconded the motion. All voted in favor; the motion carried unanimously at 1:38 pm.

STAFF UPDATES

Ryan Cooksey presented an update on the sheltered PIT Count. A consultant named Akila had been hired and would be revising the survey form to make it more user-friendly. Mr. Snow from HUD had granted an extension on the PIT count due to the natural disasters; the HIC/PIT would be conducted on February 2nd. Ryan noted that Youth participation and DV coverage is very important; Akila stated that they had effectively covered these populations in the past with DV Solutions and Channel Island YMCA. There would also be questions on the survey for providers who do not specifically serve youth to answer questions about youth. What she felt would be more challenging was capturing unsheltered youth for the 2019 unsheltered PIT. Ryan stated that they would need to brainstorm how best to do that for future CoC meetings.

Someone at the Buellton location asked whether there was an increased focus on unaccompanied youth. Carolyn Wylie and Ryan said “yes.”

Ryan noted that the CoC needed to increase HMIS bed coverage towards the HUD target of 85%, but that this is hard to do because the CoC already has 100% coverage among programs that are required to use HMIS, plus many programs that are not required to do so, and it is a hard sell to convince non-required programs to use HMIS when this requires double entry. Ryan stated that he saw no obvious solution beyond continuing to convert non-required programs and capture beds one program at a time. Ryan noted that clients in jail cannot be counted toward the PIT totals.

Ryan provided an update on Open HMIS, explaining that demographic information will be shared when clients have consented to share it, but that case notes will not be shared. Kristine Schwarz asked how duplication will be avoided. Ryan explained that ideally the goal is to have one chronological history of each client’s treatment. Mediware, the HMIS vendor, will provide the CoC with an automated tool or script that has built-in abilities to get rid of duplications. No automated conversions from Vertical Change are expected.

Ryan reminded the Board that everyone should be using the new Release of Information (ROI), which was finalized last month. Clients who have not signed ROI should not have their data entered into HMIS. Ryan recommended that end users be referred to their training materials on a regular basis. 12 of 18 providers have signed their MoUs with the HMIS Lead. Rob Fredricks thanked Ryan for his hard work; Ryan received a round of applause.

Rob asked whether the Board could get a list of agencies who have signed the MOUs. Ryan said he could provide this because he has a spreadsheet with the information; Ryan agreed to wait until the end of this week and then send out the spreadsheet.

Ralph asked whether the list of 18 providers includes only providers who are required to use HMIS. Ryan answered that 14 providers have projects that require participation, and that Ryan has received 11 out of 14 MoUs from those projects. Ryan's stated that his goal was to first take care of all of the organizations that need HMIS to participate in Coordinated Entry.

Emily Allen provided an update from United Way on status of Coordinated Entry. The system has identified outreach locations across the county to cover all of the cities and regions. United Way has been talking to partners about how they might participate in that outreach. United Way has started developing promotional materials; they're not ready for print yet, but they include the website and the hotline number. Case conferencing will run Tuesdays from 1 to 2:30 pm, at any of three locations: SB Children's Services Conf. Room #119. Children's Mental Health Services in Lompoc; Adult Mental Health Services in Santa Maria.

Emily added that the first case conference would be held on Jan 16th, as a soft launch, with just a few people being conferenced. The conference on January 23rd would ideally feature more people, and would also allow matches between current active clients and PSH / RRH slots.

COORDINATED ENTRY POLICIES

Jason Green-Lowe and Carolyn Wylie summarized the Coordinated Entry Workgroup's response to Kathleen Baushke's letter of public comment on the CE Policies & Procedures. Chuck Flacks responded by expressing Kathleen's concern that men coming to a women's shelter would need to be assessed twice: once when they present at the women's shelter, and again when they are referred to the men's shelter. Carolyn explained that these men would only be assessed once, when they present at the women's shelter, and that the second time, when they arrive at the men's shelter, they would merely need to complete the intake process, without a repeat assessment. Chuck insisted that Kathleen would say that even interacting a second time with the system would be traumatizing, even if there is not literally a second assessment. Carolyn responded that HUD has been very clear about the rules, and that intake points can advertise that they have specialized services in an effort to attract the subpopulation they are best equipped to serve, but that intake

points cannot turn people away and reject them if that's where the clients choose to present themselves to receive services.

Christie Alarcon, calling from the Buellton location, asked what happens if someone plops down in front of the desk and says "I need a place to stay?" Carolyn clarified that we are discussing assessments, not entry into a shelter. Christie asked for a follow-up explanation as to what an assessment is. Carolyn explained that part of the assessment is basic questioning to see if someone fits into the homeless system of care at all, followed, usually, by the VI-SPDAT, and then sometimes by an attempt to see if the person needs shelter for the night, and, if so, where that need can be met.

Sylvia Barnard stated that there have to be realistic boundaries on the low-barrier process for intake; according to Sylvia, her program can't have someone who is completely inebriated or a sex offender present at our family shelter, because they could trigger everyone in the shelter. Carolyn acknowledged that there are some allowable limitations, including those for safety; however, she pointed out that all assessments are supposed to be conducted in private, and suggested that people could and should be assessed in a private area, away from the main group of families. Sylvia then stated that her agency had no private spaces in any of its shelters. Sylvia suggested that people could have a couple of beers or be high on something in a way that's not inappropriate, but that if someone has track marks on their arms, then that could be triggering for our other clients, and would do them harm. Elizabeth Stotts asked how Sylvia typically responds when "inappropriate" clients show up asking for shelter. Sylvia said that they either call the police, or send the clients "next door" to the park or to the riverbed. Sylvia noted that she is not being funded for any extra staff for any of this.

Rob Fredricks asked whether the page 23 Change Log didn't provide Sylvia with enough accommodation on the issue of clients posing a danger to other people.

Kristine pointed out that she doesn't see any aspect of Coordinated Entry that would attract any unusually large number of drunk people, high people, or sex offenders to physical entry points. Emily responded that one of the requirements of Coordinated Entry is that it be well-advertised.

Kristine proposed sending an e-mail to all partner agencies in advance of the soft launch instructing those agencies as to the date on which they should begin following new policies, and what those policies are. Emily Allen responded that there is an entire training manual that will be given to anyone doing VI-SPDAT assessments, as well as another training guide that is meant for people who are not

doing VI-SPDAT assessments. Carolyn agreed that it would be useful to cover the basics for providers who have not been attending the meetings. Rob suggested that this training could be promoted by the new Coordinated Entry Committee that was just formed.

Rob noted that the changes proposed by the Coordinated Entry Workgroup may not go far enough to satisfy Transition House. Rob explained that he hopes that the Board can get Transition House as a partner for case conferencing and Open HMIS, but he acknowledged that these changes have been under discussion for a long time.

Sylvia requested that the Board strike the parenthetical language (such as sobriety or ability to pay program fees) in the change log to page 8. Rob asked if all board members were OK with this change. No dissent was offered.

Ralph Barbosa asked whether the policies have been approved or ratified. Carolyn explained that the policies were recommended by the CE Workgroup, and that the change log is based on public comment.

Ralph moved at 2:44 p.m. to approve the policies as amended by the change log, including Sylvia's proposal to strike the parenthetical language; Kristine seconded the motion. Rob called for further discussion; none was offered. All voted in favor; there were no abstentions; the motion passed unanimously.

SCHEDULING AND NEXT STEPS

Carolyn Wylie offered to set a schedule for future board meetings either now or after new members are elected in March. Rob Fredricks suggested that we should wait until new members join. John Polanskey agreed. Kristine Schwarz noted that a fixed schedule in general is a good idea, but it should wait until the new board members join.

Carolyn explained that for most communities, HomeBase designs the scoring tools and pull APR data before the competition begins, starting on April 1st, so that during the competition the community can focus on the Collaborative Application, and everyone has more time to focus on their HUD applications. This would require a committee meeting to hold a debrief and discuss improvements to the tools, including ways of making the new scoring tool correspond more closely to the renewal scoring tool. Can this be scheduled between now and the March meeting?

Rob had no preference. Rob noted that there is no board meeting in February.

Carolyn offered to send out a Doodle poll to see who wants to participate and when they are available.

Kristine asked about quarterly / annual reporting of number of people housed. Kristine wanted to know how to keep track of people who are receiving New Beginnings funds but not enrolled in a New Beginnings program. Carolyn and Jason Green-Lowe offered to talk more about that after the meeting.

Dinah Lockhart updated the group on County business; several Board letters are being worked on. The new idea is to let the County take on role as Lead Agency of the CoC, along with a request for money for new staff. The County could give HCD the money but not the personnel slot, or they could delay the whole issue until the budgeting process. Other Board letters include a continuation of HomeBase contract for technical assistance and transitional services to new staff and help with 2018 NOFA application, and a confirmation of the transfer of projects where Good Samaritan is a subrecipient to be under the direct administration of Good Samaritan as the direct recipient.

Carolyn provided a federal update: HUD appears to have accidentally posted awards information to their website and then withdrew it. We hear that they are planning on actually publishing the data by the end of the week.

Elizabeth Stotts noted that some of the awards appeared to be for more money than was requested. Rob clarified that many of the grants are full of rental assistance, which increases to the current Fair Market Rent value based on the time the grant is awarded, vs. the lower rate from when the grant was applied for.

Rob offered a Board comment; March 12th is also the day of ribbon-cutting for Grace Village, from 11 am to 12:30 pm; Rob proposed that the Board meet there, or at least meet somewhere in South County, because Rob would like everyone from North County to come to the ribbon-cutting also. The meeting would still have call-in / video as needed. The board meeting would be after 1 pm, to accommodate. Dinah offered to find a County location with a speakerphone.

Ryan Cooksey thanked HomeBase and Jason for being extremely helpful with HMIS.

Wayne Mellinger moved to adjourn; Kristine seconded the motion. The meeting was unanimously adjourned at 2:59 pm.