

# SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE BOARD MEETING

MONDAY, NOVEMBER 6, 2017  
1:00 – 3:00 PM

CITY OF BUELLTON PLANNING AND DEVELOPMENT CONFERENCE ROOM  
331 PARK STREET  
BUELLTON, CA

## MINUTES

I. CALL TO ORDER 1:00 PM

Sylvia Barnard called the meeting to order at 1:05 PM.

II. ROLL CALL 1:00 PM

### Board Members:

Sylvia Barnard, Good Samaritan  
Rob Fredericks, City of Santa Barbara Housing Authority  
Elizabeth Stotts, City of Santa Barbara  
John Polanskey, Santa Barbara County Housing Authority  
Wayne Mellinger, Formerly Homeless Representative  
Ralph Barbosa, Santa Barbara County Public Health Department

### Other attendees:

Emily Allen, United Way  
Dinah Lockhart, Santa Barbara County  
Stacy Rowe, Santa Barbara County  
Ryan Cooksey, Santa Barbara County  
Miriam Moreno, Santa Barbara County  
Laurie Baker, Santa Barbara County  
John Winckler, Santa Barbara County Department of Behavioral  
Wellness  
Carolyn Wylie, HomeBase  
Jason Green-Lowe, HomeBase

III. PRESENTATIONS 1:02 PM

There were no presentations.

IV. PUBLIC COMMENTS 1:03 PM

There were no public comments.

V. ADDITIONS OR DELETIONS TO THE AGENDA 1:05 PM

A. Approval of the Agenda – ACTION

VI. CONSENT CALENDAR 1:06 PM

A. Approve CoC Board Minutes of the September 7, 2017 Regular Meeting – ACTION

Ralph Barbosa made a correction to the September 7, 2017 minutes at page 3: “there were” had been duplicated, but should not have been.

Ralph Barbosa moved to approve the minutes with the correction to page 3; Rob Fredricks seconded the motion. There were no objections or abstentions. The motion carried.

VII. GOVERNANCE 1:10 PM

A. Board Development – DISCUSSION AND ACTION

i. Board Composition

ii. Board Leadership

Carolyn Wylie and Jason Green-Lowe presented potential line edits to the Governance Charter to Board; Board members sometimes called for corrections, as noted below:

In Section IV-D-2, **Voting**, the Board noted the danger of having a single agency bring a large number of people to a General CoC meeting to unfairly influence an important vote. Carolyn pointed out that each agency would only be entitled to one vote, regardless of the number of people they bring. The Board accepted this assurance.

In Section IV-D-3, **Quorums**, the Board noted that defining quorum as majority of all members eligible to vote is difficult for General CoC meetings, where people could potentially become eligible to vote immediately upon attending. To address this problem, Jason suggested defining quorum for General CoC meetings as based on an absolute number of people. The Board accepted this solution.

In Section IV-E-1, **Review & Rank Committee**, the Board noted the difficulty of recruiting an adequate Panel out of a fixed Committee. After lengthy discussion, the Board agreed to remove the requirement that Panel members be drawn from a standing Committee. The Board considered instructing that the Panel be drawn from the three existing Review & Rank Panelists plus one representative from each of the five Human Services Commissions, but instead the Board

decided to recommend Human Service Commissioners as an example of the kind of people who would be qualified to serve.

Also in Section IV-E-1, **Review & Rank Committee**, there was significant discussion regarding who should appoint the members of the Review and Rank Panel. The Acting Chair raised a concern that the Panel Members should be appointed by an unattached consultant, i.e., a consultant who was not being paid by any entity that is submitting any new project applications. After some discussion, no specific source of funding for such an unattached consultant was identified. As a compromise proposal, the Board suggested having the Collaborative Applicant nominate a roster of Panelists to be approved by the non-conflicted members of the CoC Board.

Also in Section IV-E-1, **Review & Rank Committee**, the Board suggested that the Appeals Panel be allowed to incorporate knowledgeable members from throughout the tri-county area. This suggestion was well-supported.

Also in Section IV-E-1, **Review & Rank Committee**, the Board raised a concern that quorum for approving or rejecting the Ranked List should be drawn from only a majority of those eligible to vote on the Ranked List, i.e., not including members who would be conflicted by virtue of having submitted an application for funding. The Board decided to clarify this point in the Charter.

Also in Section IV-E-1, **Review & Rank Committee**, the Board rejected HomeBase's suggestion that the Review and Rank Committee could be treated as outside the scope of the Brown Act. The Charter was amended accordingly to afford maximum Brown Act protection.

In Section IV-E-2, **Coordinated Entry Committee**, the Board discussed the idea of having the committee include Data or HMIS duties. During discussion, this evolved into the idea of an HMIS Users' Group or HMIS Steering Committee. The Board pointed out that the Coordinated Entry Committee would need to include the lead operator and the entry points.

In Section IV-F, **Role of the CoC Board**, the Board pointed out that the phrase "including a homeless or formerly homeless individual, a private sector representative, a public sector representative, and a recipient of ESG funds" was repeated three times: twice in paragraph form, and once as a bulleted list. The Board decided to eliminate one of the paragraphs and place asterisks next to the relevant section of

the bulleted list to show which subpopulations are mandatory for representation in the Board.

In Section IV-F-2, **CoC Board Selection**, the Board noted that it was important to maintain the participation of currently active Board Members and that current Board membership included substantial overlap in meeting subpopulation roles, e.g., there were several Board Members that could be described as serving Families with Children. The Board decided to retain the newly expanded list of roles, but to replace the phrase “stakeholders that should be included” with “stakeholders that could be included,” and to remove the number “1” that had been next to each bullet point. The Board further instructed that a poll be sent out to determine which subpopulations were currently represented, to guide the recruitment of new board members at the next meeting.

In Section IV-G-1, **Chair**, the Board discussed the issue of who should take notes and who should call meetings when the CoC did not have dedicated staff. After some discussion, the Board agreed that the Chair and Collaborative Applicant would collectively decide on a meeting schedule, with the goal of setting a schedule for all of 2018 in December 2017. The Board further agreed that the Secretary would not be responsible for taking notes or minutes, but would instead be responsible for managing a rotation of other board members who would take in turns to take notes and minutes.

Jason and Carolyn presented various other technical changes, as shown in the PowerPoint presentation and in the green and red-colored line edits. These changes were approved without specific discussion.

Rob Fredericks moved to approve all changes to charter as set forth above. John Polansky & Wayne Mellinger both seconded the motion. There were no objections or abstentions. The motion carried.

#### B. Board Chair Election – DISCUSSION AND ACTION

As a Slate; Acting Chair Sylvia Barnard stated her intention to remain on as Chair, and nominated Rob Fredericks as Vice Chair and John Polansky as Secretary. There were no other nominations.

After discussion, Elizabeth Stotts moved to elect the slate; Wayne Mellinger seconded the motion. There were no objections or abstentions among the non-conflicted Board Members. The motion carried.

VIII. OLD BUSINESS OR STANDING AGENDA ITEMS

1:30 PM

A. Coordinated Entry Implementation – UPDATE

Carolyn Wylie reported that the Coordinated Entry Committee continued to make progress towards full implementation. The Committee had made system design recommendations on System Entry, Assessment, and Prioritization. The Committee would continue to meet in December and January.

IX. NEW BUSINESS

1:40 PM

A. 2017 CoC Program Competition Debrief – DISCUSSION

Carolyn Wylie reported that the Collaborative Applicant submitted the CoC's consolidated application to the U.S. Department of Housing and Urban Development (HUD) on Wednesday, September 27. The application highlighted the CoC's strengths, including diverse participation in the shaping and implementation of system-wide policies, while noting areas that could use improvement, particularly with respect to data collection. Carolyn congratulated the Board for leading the CoC through a significant period of change including the adoption of new scoring tools and procedures that aligned the CoC with best practices. HUD had projected that award announcements would be made before the end of the year.

B. HMIS – DISCUSSION AND ACTION

1. Written Standards
2. Release of Information Form

Jason Green-Lowe presented several documents to be approved by the Board: HMIS Admin Policy, HMIS Security Plan, HMIS Privacy Plan, HMIS Data Quality Plan, Omnibus ROI Form. Jason briefly summarized key content of each document. Ryan Cooksey reported having worked with HomeBase to draft the documents and added supportive comments.

Board members proposed some minor corrections to the Omnibus ROI: clients should be able to consent to share their data with police in order to work with restorative justice team, and some edits were needed to the list of participating organizations. These corrections were accepted.

Ralph Barbosa moved to approve all HMIS documents as corrected.

Rob Fredricks seconded. There were no objections or abstentions. The motion carried.

C. CES Lead Agency RFQ Proposals – DISCUSSION AND ACTION

Stacy Rowe reported that the County had run a Request for Proposals period during which one applicant, United Way, submitted a scope of proposed work to serve as the Coordinated Entry System Lead Agency. Staff felt like it was a strong application. Stacy asked for Board authorization for the County and CoC Board Chair to move forward with United Way and the Board of Supervisors on Coordinated Entry implementation.

Ralph Barbosa asked whether the competition period was over. Sylvia confirmed that the competition period had ended and that the Board's vote would be to assign to County staff and Chair the ability to negotiate with United Way.

Ralph moved to delegate the authority to negotiate with United Way on the staffing of a Coordinated Entry System to the County and CoC Board Chair. Rob Fredricks seconded the motion. There were no objections or abstentions. The motion carried.

D. CoC Joint Letter of Support to the Santa Barbara Foundation – DISCUSSION AND ACTION

Stacy Rowe summarized need for a letter requesting financial support from the Santa Barbara Foundation for the CoC's Coordinated Entry implementation work.

After brief discussion on whom the letter should be addressed to, the Board adopted Sylvia Barnard's suggestion to address the letter directly to the Santa Barbara Foundation.

Emily Allen asked whether the letter should include language on the urgency of the federal deadline. Sylvia responded by asking who would be the recipient of any grant made by the Foundation. Stacy explained that the purpose of the support letter was for it to be attached to a request to be submitted by United Way to the Foundation. The Board agreed that the content of the letter could be approved by the Board now, but that United Way would submit it to the Foundation later when United Way was operational as the Coordinated Entry System Lead Agency.

John Polanskey moved to approve language of letter. Ralph Barbosa seconded. There were no objections or abstentions. The motion carried.

E. Ten-Year Regional Strategic Plan - DISCUSSION

Sylvia Barnard explained that she had helped write the first 10-year plan to end homelessness for the county, but that plan needed updating now so that County Department of Behavioral Wellness could be competitive to apply for funding dependent on such a plan. Sylvia asked the Board to discuss how to update the plan without hiring dedicated staff.

Dinah commented that she felt the old plan was good, if somewhat grandiose. That plan had assumed a large influx of funding that never materialized.

In response to questions, Carolyn Wylie explained that HomeBase had facilitated the development of Santa Barbara's last strategic plan and had experience writing three- to five-year plans, with a focus on implementation in the first year.

Laurie Baker asked how HomeBase gathered public input for the plans it drafted. Carolyn replied that HomeBase sought feedback at each stage of drafting.

Laurie stated that the Department of Behavioral Wellness had some technical assistance funds that came along with No Place Like Home which could be used for a strategic plan.

The Board was told that the first Notice of Funding Availability for No Place Like Home would go out in the spring.

The Board decided to have the CoC Leadership work with the County on developing a plan to update the strategic plan.

F. November, December, and 2018 Board Scheduling –  
DISCUSSION AND ACTION

Carolyn Wylie proposed the week of December 6, 2017 for the next meeting. After brief discussion, Tuesday, December 5, 2017 from 10 am to 12 pm in Solvang was selected.

The Board noted that a general meeting might follow, because general Meetings usually featured the same people.

The Agenda for the December 5, 2017 meeting was expected to include:

- Review Coordinated Entry policies
- Coordinated Entry Committee membership
- Recruiting new Board Members
- Schedule for 2018

- X. STAFF REPORT 2:50 PM
- A. FEDERAL UPDATES – DISCUSSION
- B. FUNDING OPPORTUNITIES – DISCUSSION

John Polanskey explained why the potential elimination of four percent tax-exempt bonds was a problem: doing so could reduce the ability to create new permanent supportive housing by 75 percent. Nine percent tax credit rounds were too competitive. Rob Fredrickson pointed out that the State of California created or conserved about 20,000 homes last year with the four percent program, out of a 1.5 million deficit of affordable homes.

- XI. COMMENTS FROM BOARD MEMBERS 2:55 PM

There were no further comments from the Board.

- XII. NEXT STEPS 2:57 PM

The only next step discussed was for Board members to attend the next meeting in December.

- XIII. ADJOURN 3:00 PM

Sylvia Barnard adjourned the meeting at 3:33 PM.