

Housing First Solano - Board Meeting

Wednesday February 26, 2014

Suisun Council Chambers 701 Civic Center Drive Suisun, CA

10:00 am to 11:00 pm

MINUTES

1. Welcome New Board Members: Meeting started at 10:15 Called to order by PJ Davis, Collaborative Applicant at the request for the board members.

Board Members Present: Norma Ramos; Frank Wells; Reginald Doss; Ron Marlette; Ruth Matz

Board Members Absent: Brenda Shebanek; Kay Tracy

Staff Present: PJ Davis and Kari Rader of CAP Solano, the Collaborative Applicant. CAP Solano has agreed to act as staff for the Housing First Solano (HFS) Board for the time being.

2. Election of Officers: PJ Davis called for nominations from the board members. Norma Ramos nominated Ruth Matz. There were no further nominations. On a motion and second (Ramos/Doss) and hearing no further discussion the motion carried unanimously.

Chairperson: Ruth Matz

Chairperson Matz took over running the rest of the meeting. Chairperson Matz called for nominations from the board members for Vice Chair. Chairperson Matz nominated Frank Wells for the position of Vice-Chair. There were no further nominations. On a motion and second (Matz/Doss) and hearing no further discussion the motion carried unanimously.

Vice-Chairperson: Frank Wells

Chairperson Matz called for nominations for Secretary. Norma

Ramos nominated herself. There were no further nominations. On a motion and second (Ramos/Wells) and hearing no further discussion the motion carried unanimously.

Secretary: Norma Ramos

3. Term Acceptance (one third one year/ one third two years/ one third three years). Chairperson Matz began the discussion regarding designating each new board member for a term of one/two/or three years per the Charter. Staff provided copies of the Charter to each board member and discussion ensued. The following terms were agreed on by the board members present:

Brenda Shebanek	3
Frank Wells	3
Ron Marlette	2
Norma Ramos	2
Ruth Matz	1
Reginald Doss	2
Kay Tracy	1

4. Review of Charter – Roles and Responsibilities
Chairperson Matz, asked staff to brief the board on portions of the Charter, specifically on the area of Committee Structure. Staff will place on the Agenda for the next meeting an action item to vote and formally adopt the recommended Committees. Additional committees may be added by the board through a similar process.
5. Review of Recommendations by HomeBase for the Continuum of Care. A copy of the report with recommendations was provided by staff to each board member for their review between this meeting and the March meeting. A few areas were brought to

the attention of the board by staff, such as identifying the high priorities for the recommendations.

Staff will continue review of the full report with the board members at the March meeting. The board will use this document along with the Charter and the current HUD Application as their foundation for determining priorities and next steps. At the March meeting the board will discuss and identify next steps and set priority standards to each of the topics reflected in these documents.

6. Item Requested by: Matz :

Approve a request for a letter of support from Housing First Solano for the SSVF grant application to the VA by CANB for the second year of funding for VETs Express Rapid Re-Housing. This is required for the application due March 14, 2014. Matz mentioned the need to have the CoC send a letter of support.

In the past, the Continuum of Care voted to supply letters of support for member agencies requesting grant funding. The board members discussed the issue and agreed to supply letters of support for the SSVF grant to agencies requesting this time. In the future, the board will be developing a policy that may include asking agencies to make a short presentation to the board prior to approval of a support letter.

A letter for CANB, Berkeley Housing and Food, and Mission Solano Were identified in the discussion. On a motion and second (Ramos/Wells) and hearing no further discussion the motion carried unanimously. Agencies may be requested to make a presentation (no more than 5 minutes) at a future HFS Board Meeting.

7. Item Requested by Matz:

SOAR Technical Assistance application RFA is due in March. This is another opportunity to get the training the CoC did not receive last year, and is a question from HUD during the NOFA process.

Matz mentioned it would be good to submit an application for our CoC and the board gave direction to the Collaborative Applicant that if staff had the time to develop and submit the SOAR Technical Assistance application on behalf of the HFS CoC.

8. Comments from Board Members:

There were no comments from board members.

Staff brought up a request from an agency wanting HFS to send out a flyer promoting their program. The board members discussed this issue and determined it would benefit the HFS board to know more about the agency before promoting the program. Matz recommended a questionnaire be completed and submitted along with a request so the board has substance when determining recommending a program. Staff will draft the questionnaire and bring options to the board at their March meeting or April meeting.

However, if the flyer is simply for something such as a fund raising event, and not a recommendation of the agency, the board was comfortable in sending a flyer to the HFS CoC membership.

9. Set next meeting: March 26, 10:00 am Suisun City Council
Changers

10. Adjourned 11:50 am