

Housing First Solano
Vallejo-Solano County Continuum of Care
Board Meeting Minutes
July 27, 2016
11:30 a.m. to 12:30 p.m.

Board members present:

Tranine Chisom
John Evalle
Kathy Lawton
Ruth Matz
Ron Marlette
Dan Marshall
Nicole Holloway
Daniel Del Monte (alternate for Ron Grassi)
Guy Ricca (alternate for Anne Putney)
Tamara Colden (alternate for Emily Cantu)
Raquel Portillo (alternate for Zoila Perez)

Other attendees:

Brandon Thompson, Assistant to Congressman John Garamendi
Carolyn Wylie, HomeBase
John Melis, HomeBase
Genevieve Herrera, HomeBase

1. Tranine Chisom called the meeting to order at 11:37 a.m.
2. There was a quorum of Board members present.
3. There were no presentations.
4. There was no public comment.
5. There were no additions to or deletions from the agenda.
6. Kat Lawton moved to approve the agenda. John Evalle seconded the motion. The motion passed with no opposition or abstentions.
- 7.1. Participants reviewed the minutes from May 25, 2016. No additions or corrections were made. Daniel Del Monte moved to approve the minutes. Nicole Holloway seconded the motion. The motion passed with no opposition or abstentions.
8. Old Business

8.1. CoC NOFA Update

Staff presented on the status of the 2016 CoC Competition Notice of Funding Availability (NOFA). The NOFA was released on June 29, 2016 for the CoC Competition. This year's competition focuses heavily on HMIS data and system level performance. Staff noted there was a new project training on June 14, 2016 and a TA Workshop conducted on July 14, 2016. Staff highlighted that applications for the competition would be due on August 5, 2016. This was a

change due to the delay in the release of project applications in HUD's electronic application system esnaps. Staff highlighted other key dates in the schedule, including the Review and Rank panel meeting to review applications on August 12, 2016, the CoC Board meeting to review and approve a final Priority Listing on August 24, 2016, and the CoC Board meeting to approve the CoC Consolidated Application on September 8, 2016.

Staff facilitated a discussion on areas for further development or improvement. Staff noted that the CoC should include a health representative on the Board, similar to having one participating in the regional strategic plan. Staff also encouraged Board members to reach out to victim service providers as well as youth services providers to improve collaboration. Daniel Del Monte volunteered to reach out to Lift3 and Safe Quest for additional partnerships.

Staff discussed expanding coordinated entry utilizing the byname list through HMIS that is prioritized based on vulnerability. Ron Marlette stated his program had openings. Tranine Chisolm also agreed to accept persons through the byname list.

Staff noted the system performance measures for Solano were submitted to the HUD data exchange. Ron Marlette asked if there was a way to show the differences between the PIT count for persons experiencing homeless and the County count of persons experiencing homelessness. Staff said they would add an explanation of the PIT count numbers when those numbers are released by HUD.

Staff called on programs to create dedicated programs for youth homelessness. Ruth Matz said she would introduce staff with Ian Stanley at St. John's Catholic. His organization may be willing to establish a dedicated youth program.

8.2 ESG Update

Staff informed the Board the review panel for ESG would meet on July 28, 2016 and determine what projects would receive funding. Ruth Matz informed the Board CANB applied for funds. Kathy Lawton noted she was going to sit on the review panel.

8.3. System Performance Measures Update

Staff informed the Board the CoC had submitted the required information to the HUD Data Exchange. However, HUD informed the CoC that additional data is required due to a coding error. Staff is waiting on HUD to provide updated information.

9. New Business

9.1. Approve new HMIS Policies and Procedures

Staff presented the updated HMIS Policies and Procedures. The only change from the previous version is the addition of new language wherein staff will provide projects with data quality reports. Page numbers were also added to the document.

Ruth Matz asked if programs had to enter client information in before serving clients. Staff stated programs had to record as much information as possible at

client intake, but that if a client was reticent to provide information, the program could enter in additional information later. At a minimum the client name and social security number were required.

Dan Marshall asked if law enforcement had access to HMIS. Nicole Holloway informed Dan Marshall that the City of Fairfield's Department of Housing would add information into the system on behalf of law enforcement, but that law enforcement would not have access to HMIS.

Nicole Holloway moved to approve the HMIS Policies and Procedures as presented. Kathy Lawton seconded the motion. Nine voted in favor, no opposition, and one abstention (Dan Marshall).

9.2. 2017 Unsheltered Point-in-Time Count

Tamara Colden reported out from the PIT Committee. She informed the Board that much of the committee's work would be based on how the PIT Count was going to be conducted, either through a private vendor or as a community lead effort. Staff informed the Board that funding was still being acquired to pay for a private vendor. The cost would be \$60,000. John Evalle suggested the CoC frame the ask for funding in terms of return on investment. Daniel Del Monte supported using the private vendor Applied Survey Research for the PIT Count. ASR did the PIT Count in 2015 and would provide consistent data. With enough lead time the problems experienced by the CoC with ASR as a vendor would be remedied. Board Chair Tranine Chisom stated more conversation needed to occur regarding payment for ASR and hoped for a collaborative solution.

10. There were no Board comments

11. Staff Report

11.1. Committee Updates

Staff noted committee meetings were currently suspended during the CoC Competition.

11.2. Funding Opportunities.

Due to time constraints, the funding opportunities were not presented, but were available in the meeting materials.

12. Kathy Lawton moved to adjourn. Ruth Matz seconded the motion. The motion passed with no opposition or abstentions. The meeting adjourned at 12:48 p.m.