

Housing First Solano  
Vallejo-Solano County Continuum of Care  
General Membership Meeting Minutes  
October 26, 2016  
10:00 a.m. to 11:30 a.m.

1. Meeting called to order by Chair Tranine Chisom at 10:03 a.m.
2. No additions to or deletions from the Agenda.
3. John Evalle moved to approve the agenda. Daniel Del Monte seconded the motion. The motion passed with no opposition or abstentions.
4. Daniel Del Monte moved to approve the minutes of the CoC General Membership meeting from August 24, 2016. John Evalle seconded the motion. The motion passed with no opposition or abstentions.
5. There was no old business.
6. New Business
  - 6.1 Review Revised Renewal Scoring Tools and Evaluation Process-Action
    - a. John Melis presented on the scoring tools and policies for the 2017 Review and Rank process. The Performance and Evaluation Committee met on October 13, 2016 to discuss the revisions and provide input. Mr. Melis explained the core process is almost identical to the FY2016 Continuum of Care Competition. Changes included a revised appeals process policy, the addition of a supplemental funding policy, and a clarification regarding the penalties for late submissions. Mr. Melis also noted the scoring tool remains largely unchanged from 2016 with only a few points values changing.
    - b. Patti Uplinger noted scoring factor seven only asked about agency budget and did not include project budget. Mr. Melis said he would add in language regarding the program budget.
    - c. Kathy Lawton moved to approve the scoring tools and policies with the inclusion of the additional language in scoring factor seven. Daniel Del Monte seconded the motion. The motion passed with no opposition or abstentions.
  - 6.2 Point-In-Time Count Discussion by Facilitator Applied Survey Research-Discussion
    - a. Peter Connery, Samantha Green, and Marissa Jaross presented on Applied Survey Research's (ASR) plan for the 2017 Point-in-Time (PIT) Count. There will be two PIT counts: one for youth and one for adults. Both will include information on sheltered and unsheltered populations as well as a breakdown of demographic information. The methodology for the PIT count is a blitz count and surveys. ASR is looking for

persons experiencing homelessness that could serve as guides for the day of the PIT Count as well as persons experiencing homelessness that could serve as survey takers following the PIT Count.

- b. Norma Ramos noted the 2015 PIT Count was difficult for her organization due to the administrative burden of surveying persons in her emergency shelter. Peter Connery assured Norma Ramos the burden would not be as substantial this year due to increased time for volunteer recruitment.

### 6.3 HMIS Lead and Collaborative Applicant Review and Consideration

- a. John Evalle presented on the Continuum of Care's satisfaction with CAP Solano JPA serving as the Collaborative Applicant and HMIS Lead. HomeBase issued surveys to Housing First Solano members asking for feedback on the performance of the CAP Solano JPA as Collaborative Applicant and HMIS Lead. The results were overwhelmingly positive.
- b. Norma Ramos noted that she had not received the surveys via email. John Melis noted he would follow-up with her after the meeting to ensure she was on the mailing list and could provide her the surveys directly as well.
- c. John Evalle moved to continue using CAP Solano JPA as the Collaborative Applicant and HMIS Lead. Tranine Chisom seconded the motion. The motion passed with no opposition. Kathy Lawton, Tamara Colden, and Daniel Del Monte abstained from the vote as members of the JPA Board.

### 6.4 Governance Charter, Written Standards, and Policies and Procedures Review-Action

- a. Carolyn Wylie presented the revised Governance Charter and Written Standards for Service. At this time, the only revisions were minor technical changes to the documents such as updating names and date so the information was current. Housing First Solano will convene the Governance Committee in early 2017 to do a more in-depth revision of the Governance Charter and Written Standards for Service, especially given the upcoming Coordinated Entry System.
- b. Kathy Lawton moved to approve the changes to the Governance Charter and Written Standard for Service and to convene the Governance Committee in early 2017 to review the documents and make additional changes as necessary. Norma Ramos seconded the motion. The motion passed with no opposition or abstentions.

### 6.5 Review Social Security Administration's Proposed Rule on Acceptable Medical Evidence and Consider Submitting Housing First Solano Comment-Action

- a. Carolyn Wylie presented the Social Security Administration's Proposed Rule on Acceptable Medical Evidence. The rule would expand what types of medical

professionals could provide medical opinions regarding disability for purposes of making a formal disability determination. Ms. Wylie asked the membership if they wanted to submit a letter on behalf of Housing First Solano to the SSA encouraging the adoption of the new rule.

- b. Norma Ramos moved to allow staff to create a comment letter for submission to the SSA regarding the definition of “acceptable medical evidence.” John Evalle seconded the motion. The motion passed with no opposition or abstentions.

## 7. Staff Report

### 7.1 Regional Strategic Planning Report

- a. Carolyn Wylie provided an update regarding the Regional Strategic Planning efforts. There are two issue summits scheduled for December 1 and December 5. One is in Suisun City with the other in Vallejo. The issue summits are a full day and will cover the same topics. For further information, please refer to the Solano Strategic Plan Website.
- b. The Regional Strategic Planning Committee is still seeking responses to their survey. This survey is intended to collect information about consumer and provider experiences with homelessness in Solano County. Members were encouraged to fill out the survey and have their clients fill out the survey as well.

### 7.2 Funding Opportunities

- a. Staff referred members to the handout in the meeting materials listing the upcoming funding opportunities.

## 8. CoC Member Comments

- a. Daniel Del Monte reiterated how important it was for providers and consumers to fill out the Regional Strategic Plan surveys. Mr. Del Monte also noted that Solano County Health and Social Services secured funding for the Whole Person Care program. That program is designed to serve 200 high end users of the emergency medical system and provide them with stable housing and services to reduce emergency services use. Mr. Del Monte thanked Housing First Solano for its letter of support which was included with the application and assisted in securing the funding.

## 9. Chair Tranine Chisom adjourned the meeting at 11:37 A.M.