

## ADVISORY BOARD MEETING MINUTES

**Meeting Date: February 11, 2014**

**Time: 3:00pm – 4:30 pm**

**Location: 1350 Arnold Drive, Suite 202, Martinez CA  
(County Homeless Program Conference Room)**

**Attendance:** Dorothy Sansoe, Doug Stewart, Nishant Shah, John Garth, Brenda Kain, Teri House, Stephan Peers, Sean Connors

**Absent:** Stephanie Batchelor, Janet Kennedy, Robin Heinemann, Michael Pollard

**Public Attendance:** Lavonna Martin, Rita Iravani, Amanda Stempson, Jay Lee, Megan Monahan, Megan McCabe, Valerie Sloven, Donna Colombo

### **I. Introductions**

### **II. Public Comment**

- a. No public comments

### **III. HCD ESG Project Rankings & HUD CoC Funding Debrief**

- a. Lavonna: HUD CoC consolidated application was successfully submitted on February 3rd
  - i. A big thank-you to the Review & Rank Panel
  - ii. Our CoC application score for this year will impact us next year
  - iii. Now, we wait for results from HUD in coming months
    1. Hopefully by April—we have some projects expiring in February, who will have to rely on other resources until HUD executes the new grant; County does support projects who need help weathering the gap in funding
- b. Lavonna: ESG applications went in
  - i. Thanks to the entire Executive Committee for going through the ranking process
  - ii. Projects ranked according to priorities set a few months prior
  - iii. Top ranked project got 100 points, second 95, third 90, fourth 85, to be added to 685 other points assigned by HCD (total: 785)
  - iv. Announcement of awards expected April 1, 2014

### **IV. Coordination with ESG Program**

- a. Brenda: Contra Costa Consortium is the County plus five entitlement jurisdictions, using the same application for federal funds, same timeline, same process, so agencies only have to do one application to apply to all six jurisdictions
  - i. County get ESG money, as does the City of Richmond
  - ii. In the past, have funded on a two-year funding cycle, with new applications for existing year, and renewals for the second year
  - iii. Consolidated Plan happens every 5 years—big picture for the entire county; on two-year funding cycle, we were always a year off at some point in terms of having our goals aligned with our plan
    - 1. Decided to do a two-year cycle and then a three-year cycle, to come into alignment with our
    - 2. In FY2014/2015, will be doing renewals to come into alignment with this new cycle
  - iv. Announcement to solicit grants goes out to interested agencies list (600 Contra Costa agencies), along with public notice and CCICH list
  - v. Covers CDBG, HOME, ESG and other programs
  - vi. First week of October 2014, will announce FY2015-2017 funding cycle
  - vii. Expecting a reduction in funding
- b. Teri: priorities for 2015-2020 will be set through public process, online survey, and development of Plan of Action, forming the Consolidated Plan
  - i. Public meetings in various County locations
  - ii. CCICH will be notified of meeting dates/locations
- c. Lavonna: HUD has asked that ESG and CoC projects work more closely together
  - i. Lavonna: having Brenda on the CCICH Board as our ESG coordinator is a good first step—what else can we do?
  - ii. Teri: the priorities for all homeless funding have always been the CoC's priorities—we need to know the CoC's priorities by early September
  - iii. Brenda: have to work within HUD's priorities as well
  - iv. Lavonna: HUD has made it clear that certain types of projects should no longer be funded through the CoC—how do we better leverage funding for these project types that may still be eligible under ESG or CDBG?
  - v. Lavonna: staff should sit down to develop a set of ideas/recommendations to bring back to the Advisory Board
    - 1. Lavonna will work with Brenda and Teri on this
  - vi. Stephan: I'm starting to get a sense of what projects we have, but would like to know more about what HUD funding we aren't tapped into yet
    - 1. Lavonna: I think we're tapping into everything, but I will do some research
  - vii. Lavonna: report outs are a good start, but we can do more to reduce duplication of effort; can be more strategic about how we're allocating funding
  - viii. Sean: as a consumer, there are certain aspects of this system that I'd like to see enhanced, outreach efforts such as Doug Stewart's work and Project HOPE

1. Lavonna: this is the type of conversation we need to be having
2. Brenda: we do fund Project HOPE
3. Sean: Doug Stewart has been one of few people who has literally seen me through my recovery process from beginning to end—that's a huge commitment; he's the reason I got into shelter, and continues to be someone I can call any time
4. Teri: Lavonna will reach out to the Consortium and come back with a recommendation to the Board
5. Brenda: Doug will be added to our interested agencies list
6. Brenda: have to make sure we have a full continuum of services—no point in funding outreach if we don't have emergency shelters
7. Brenda: in the big picture, ESG is \$200,000 per year, and HUD has tightened restrictions on how we can use the funds, but we try to ensure a continuum of services—homeless, domestic violence, food services
8. Nishant: two conversations need to happen:
  - a. One: local connecting Doug, other Continuum members to the entire funding process, part of which is recognizing that a lot of people are being currently funded, some aren't, the entire pie is shrinking, so regardless there are a lot of short-term painful decisions that we're making back-to-back—so, strategically how do we realign and allocate funds
  - b. Two: talking about a five-year priority cycle, 2015-2020; we're looking at HUD priorities, that could change, so need a meaningful strategic plan that leverages money outside of HUD, which can be moved around dramatically year-to-year; perhaps there is background work we can do to think strategically long-term and connect back to our current work
9. Stephan: do we get money outside of HUD?
  - a. Teri: funding streams are foundations, corporations, private individual fundraising, major donor campaigns; however, all of these funding streams have shriveled due to the economy
  - b. Brenda: for the next meeting, maybe we should do a presentation on the Con Plan, to help folks understand what it is and to participate in your communities when we have public meetings, provide input, have your voice heard
  - c. Lavonna: is not just about aligning funding to best leverage the streams, but also to align policy—having the Con Plan, and updating our Strategic Plan, is a good place to start

- d. Brenda: ccreach.org has copy of the 2010-2015 Con Plan under Publications ([http://ccreach.org/ccc\\_cdbg/2010-15%20Con%20Plan%20Final.pdf](http://ccreach.org/ccc_cdbg/2010-15%20Con%20Plan%20Final.pdf))
- e. Stephan: would be nice to see a summary of all sources of funding in the community
  - i. Lavonna: we are close to hiring an evaluator for the County, who might be able to take a stab at this, based on the annual reports from the various agencies
  - ii. Stephan: we need to have the funding construct and the strategic planning process considered at the same time
  - iii. Nishant: just from simple numbers, acknowledging what money we can influence, what gap we have in funding we have, we can then approach funders to explain what's going on and how to participate in the strategic vision of the county—if CCICH wants to be the group that does this, our strategic plan should accomplish this, and the Board should support the efforts (for example, writing an editorial as a CCICH Board member)
  - iv. John: we need to get businesses to come in and sit down and dialogue to address homelessness
  - v. Lavonna: related, we have to discuss governance, what is the focus of our Board? Needs to be a part of our new governance structure

**V. CCICH Board Member participation in BH integration value-stream mapping exercise**

- a. Issue: Lavonna: Behavioral Health Division is still integrating; next step is to look at our divisions, what waste there is between the three divisions, how to enhance activities, throw out the waste
  - i. Week-long (February 24-28, 8 am – 4:30 pm) value-streaming mapping exercise is looking at access
  - ii. Requesting that a CCICH Board member participate in this exercise
- b. Motion
  - i. Statement of Motion
    - 1. Motion to designate Stephanie Batchelor as the CCICH Advisory Board member to participate in the BH integration value-stream mapping exercise
  - ii. Discussion of Motion
    - 1. Nishant: this is the start of a very long process (have experienced this in Ambulatory Care); it would be helpful to know if different

- Boards could be involved at different moments in the process; will be looking at what it means to have a need and get it met
  - a. Doug: I could be involved with this over the summer
  - b. Lavonna: I will try to get the schedule of future weeks ahead of time
- 2. Lavonna: for the February exercise, John and Stephanie have volunteered to participate
  - a. Lavonna: as staff, my recommendation is to move forward with Stephanie, because of the limit of 25 individuals that can participate in the process, and Stephanie is line staff working at access points, a Board member, and a former consumer, so she has a range of experience (provides multiple perspectives)
- 3. Lavonna: I will be involved with the process as well, and will work with the Board member who attends to provide updates to the Board about this process
- iii. Procedural Record
  - 1. Motion Made by: Stephan Peers
  - 2. Seconded by: Doug Stewart
  - 3. AYES: Dorothy Sansoe, Doug Stewart, Nishant Shah, John Garth, Teri House, Stephan Peers
  - 4. NOES: None
  - 5. ABSTAINS: None
  - 6. ABSENTS: Stephanie Batchelor, Janet Kennedy, Robin Heinemann, Michael Pollard, Brenda Kain

**VI. CCICH Full Membership Meeting Agenda (Action Items)**

- a. Jay: suggested agenda items:
  - i. Consumer Update, from Megan McCabe, Health Care for the Homeless
  - ii. County Housing Element, from Kara Douglas, Affordable Housing Program Manager, Department of Conservation and Development
  - iii. Strategic Planning process/update, from HomeBase
  - iv. HUD CoC Program NOFA and HCD ESG NOFA Updates, from HomeBase
- b. Sean: at last meeting, had discussed having people give presentations on different housing in the community, and looking at SLEs
  - i. Doug: agreed, we need to look at SLEs
  - ii. Lavonna: monitoring of HUD programs is a good conversation to have at CoC Board as part of governance discussion
  - iii. Doug: could also do this at AOD Advisory Board
- c. Stephan: we should have governance meeting at next CCICH Board meeting (March 11th)
- d. Sean: how does governance fit in with recovery?
  - i. Lavonna: we had appointed representatives to the other advisory boards, but we need to revisit this

- e. Teri: we should do the Con Plan presentation at this meeting, to invite the community to participate in upcoming meetings
  - i. Teri: put right after the County Housing Element presentation
  - ii. Jay: I can provide you with a related presentation
- f. Jay: to make the meetings more engaging, we have been asked to bring in more presenters to talk—should we do this for the March meeting?
  - i. Lavonna: would be a great idea to come back to big CCICH meeting with suggestions for what topics to cover in the future, based on the feedback from the December meeting
  - ii. Stephan: part of our governance charter should be what things we promote to the larger group
- g. Lavonna: on March 11, staff recommendation is that we discuss:
  - i. Strategic planning process (with carry-over to the March 14th bigger meeting)
  - ii. Governance
  - iii. Coordinated assessment
- h. Jay: will add “Nuts and Bolts” to March 14th agenda as check-in for the community, what’s going on

**VII. Fulfilling Next Steps in Coordinated Assessment and Strategic Planning (Action Items)**

- a. Teri: we’re doing a big kick-off meeting for Con Plan planning in June—could have a breakout session on homelessness

**VIII. Next Steps**

- a. Next Meeting
  - i. Date: Tuesday, March 11, 2014
  - ii. Time: 3:00 – 4:30 pm
  - iii. Location: Homeless Program Conference Room, 1350 Arnold Drive, Suite 202, Martinez CA