



Butte Countywide Homeless Continuum of Care

BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE COUNCIL

MEETING MINUTES

Monday, April 20, 2020

1:00 P.M. to 3:00 P.M.

Zoom Virtual Meeting Hosted by Butte County Employment & Social Services

COUNCIL MEMBERS PRESENT:

Anastacia Snyder, Catalyst Domestic Violence Services
Marin Hambley, Stonewall Alliance
Don Taylor, Butte County DESS Housing and Homeless
Emily Bateman, Youth for Change 6th Street
Lisa Currier, Homeless/Formerly Homeless Representative
Meagan Meloy, Butte County Office of Education
Eric Smith, City of Oroville
Scott Huber, City of Chico
Sarah Frohock, Butte County Dept. of Behavioral Health
Joy Amaro, True North Housing Alliance
Marie Demers, City of Chico
Tami Ritter, County Board of Supervisors (Kathleen Sweeney standing in)
Thomas Tenorio, Community Action Agency
Melissa Frohrip, Veteran's Resource Center
Ed Mayer, Housing Authority of the County of Butte
Alex Brown, Greater Chico Homeless Taskforce

OTHER ATTENDEES:

Elisa Rawlinson, Butte County DESS H&H
Sherisse Allen, Housing Tools
Crystal Mourad
Talmadge G.T. House, Disability Action Center
Amy Bergstrand, City of Oroville
Annie Terry, Oroville Rescue Mission
John Mitchell, Oroville Rescue Mission
Debbie Villasenor, Housing Consultant
Deanna Schwabb, Safe Space

COUNCIL MEMBERS ABSENT:

Mike Zucolillo, Town of Paradise
Larry Hayden, Oroville Hope Center

CoC COORDINATOR:

Briana Harvey-Butterfield, Butte County DESS, Housing and Homeless

RECORDING:

Staci Parisi, Butte County DESS Housing and Homeless

ORDER OF BUSINESS:

- 1. CONVENE MEETING:** The meeting was called to order by Council Chair A. Snyder at 1:05 p.m. This meeting is being recorded. The recording may be posted to the CoC website.

2. **INTRODUCTIONS:** Roll call for Council Members was completed by A. Snyder. It was determined there is enough Council Members for a Quorum. There are 55 people on the call so no field introductions. If you would like your name listed as an attendee please email bhbutterfield@buttecounty.net or ButteCoC@buttecounty.net.
3. **APPROVAL OF MINUTES:** A motion was made to approve the following meeting minutes:
CoC Council Meeting of March 16, 2020
CoC Emergency Council Meeting of March 30, 2020
CoC Emergency Council Meeting of April 6, 2020

Motion: Marie Demers
Second: Lisa Currier
Opposed: None
Abstain: None

4. **HEAP PROJECT UPDATES:** D. Taylor stated that HEAP projects are continuing to do good work.

Base Camp Village I Paula Court Update – Ron Reed stated that clients moved in to the permanent supportive housing complex last week. The complex is located at 78 Paula Court in Oroville. The occupancy permit was granted on March 5. There was no opposition from neighbors. The complex consists of 12 units: 8 studios and 4 one bedrooms. A full time manager was hired by Caminar. Ron wanted to recognize the cooperative efforts from the Sheriff’s Department and the Alternative Custody Service (ACS) workers. Thirty eight ACS volunteers worked on the project, plus 10 volunteers from the community. Inmates learned skills and had a sense of pride in their work.

Base Camp Village II Nelson Avenue - D. Taylor reported that Base Camp Village put in a request to the County as the Administrative Entity for the HEAP funds to change the site from Nelson Avenue to Mono avenue because Thermalito residents opposed the project. Ron Reed reported he found an acre on Mono that is zoned for apartments. Do not need a use permit or zoning permits, just need to apply for a building permit. The land is currently in escrow. Ron is working with architect to fit same project on the one acre lot. Waiting for a building permit. Would like to start work on it by June and finish in 6 months. Will once again use the ACS volunteers for the project. No significant change in the scope of work, just building on a different site.

5. **GOVERNANCE COMMITTEE UPDATE:** Review and Ranking Policy and Procedure – B. Harvey-Butterfield stated that the Governance Committee has been at work on policy/charter updates for Review and Ranking, and Conflict of Interest policies specifically for the upcoming ESG grant process. Today the committee is presenting the Review and Ranking policy. The Conflict of Interest policy will be presented at the May CoC meeting. The committee collaborated with TAC on the Review and Ranking policy. The committee is asking for comments and/or approval to update the Butte Countywide Homeless Continuum of Care Policy and Procedures with the approved Review and Ranking policy on pages 13-15. E. Mayer asked if there were any debate points in creating the policy? B. Harvey Butterfield responded that the committee met as a group March 5, April 8, and April 10. There was lots of input from the committee and changes were made by the group. The Governance Committee consists of volunteers from the CoC, currently B. Harvey Butterfield, A. Snyder, D. Blackhorse, E. Smith, L. Cootsona, and D. Taylor. If you would like to participate on the committee contact B. Harvey Butterfield. Anastacia stated there was good conversation around the policy and TAC was helpful for a global

perspective. E. Mayer makes a motion to approve with the comment that moving forward the policy may change as review and rankings occur and this is a good place to start.

M. Demers would like a comment in the approval section for an allowance for modifications to be made after the Review and Ranking Committee makes a recommendation to the CoC Council. M. Demers would like the ability for the Council to make modifications and a vote taken. A. Snyder states that the Review and Ranking Committee's work should not be dismantled by the Council and the Council should accept the Review and Ranking group's recommendations. L. Cootsona commented that the Council will not see the applications and will only be privy to a summary of each application. There are 2 forms of review: 1) Rank based on points only 2) Qualitative assessment of application. D. Villasenor commented that it is important not to stray too far from the original announcements that went out to agencies in order to respect the time and efforts the agency put into the application based on the criteria in the application. D. Villasenor states that applicants should not be penalized for changes that have occurred in the landscape that may be reflected in the Qualitative assessment. Motion to approve the Review and Ranking Policy and Procedures as presented.

Motion: Ed Mayer
Second: Eric Smith
Opposed: None
Abstain: None

6. Emergency Solutions Grant (ESG) Memo Regarding Review and Ranking Committee Process:

B. Harvey Butterfield stated that in line with the new Review and Ranking Policy, an ESG Memo was provided on April 20, 2020 describing who will be on the ESG Review and Ranking Committee. The Memo provides details of who will be reviewing and ranking the ESG applications. Applications are due to the CoC by April 29 at 5 p.m. The committee will meet on May 4 to review and rank the applications. Prior to the meeting a training will be provided to the reviewers. On May 5 an invite will be sent to all CoC members for the CoC Council members to approve the ranked applications. A. Snyder stated that this Memo is part of the Review and Ranking Policy in order to be accountable to the new approved Review and Ranking Policy. B. Harvey Butterfield stated that if anyone would like to be included on the Review and Ranking Committee in the future to reach out to her.

- 7. HMIS Update: FEMA Non-congregate Shelter Project:** S. Parisi prepared a Memo dated April 20, 2020 with an update regarding FEMA Non-congregate Sheltering (NCS). S. Parisi reported that the Housing and Homeless (HH) Branch and the CoC have been working very closely with our local emergency shelters to get homeless individuals most vulnerable to the COVID-19 virus into NCS. The State was approved for Public Assistance through FEMA to reimburse our local emergency services for NCS if individuals meet the requirements outlined in the Memo. In previous HMIS Committee meetings it was discussed that there would be some data tracking in HMIS related to this. FEMA and HUD have decided that HMIS is the most logical place to collect NCS data and eligibility documents. Our HMIS vendor Bitfocus has developed a new program in Clarity where this data will be entered. The HH Branch will be entering this data in HMIS. Shelters have been completing and collecting the FEMA NCS Certification and COVID-19 Assessments along with their requests for hotel accommodations for NCS and forwarding them to the HH Branch. The HH Branch has a process in place with the shelters, the EOC, and Public Health for this data collection and entry into the HMIS FEMA NCS Program. Question from E. Meyer: What percentage of individuals enrolled in the NCS program are already in HMIS? S. Parisi responded that we are only enrolling the individuals in the FEMA NCS Program and not tying them to the CE system or any other agency program they are already enrolled in. HH Branch is only collecting and entering the information

requested by FEMA to track NCS. E. Rawlinson is entering the data in HMIS and responded that she has only come across one individual that was not already in HMIS. E. Mayer asked for clarification if individuals are being enrolled in a separate HMIS system. S. Parisi noted that the program direction for these individuals is coming from FEMA, and FEMA is using HMIS as a tool to collect this data. FEMA created the template for the program as a way to document that the individuals are eligible for the NCS Program. B. Harvey Butterfield stated that this is not a separate HMIS system, but a program within our HMIS system that these clients can be enrolled in. S. Parisi noted that this is a separate and additional agency in HMIS that clients are being enrolled in. E. Mayer states that the fact that only one individual so far was not already in HMIS is a testimony to the good work we are doing with our HMIS. M. Hambley stated that as Safe Space is doing NCS outreach, they are completing the required documents and also enrolling clients in Coordinated Entry through the 211 program if they are interested in housing.

L. Currier has a question regarding VI SPDAT scores and whether an unmarried couple can get into permanent supportive housing if one of them has a higher ranking score and gets selected for a housing program? What should be done in this situation? B. Harvey Butterfield states that it depends on the program/who is doing the placement. E. Rawlinson offered to talk with L. Currier offline regarding specific questions about the CE list. D. Villasenor said it also depends on the funding source.

Other updates from the HMIS/ CE Committee: S. Parisi stated that:

- As the HMIS Lead we will be updating our CHO Agreements with each agency participating in HMIS, S. Parisi will be reaching out to coordinate
- The County has been doing Clarity user cleanup with each agency to free up room for new users
- The County is currently working on a process to train and onboard new HMIS users
- The next HMIS committee meeting will be on May 11 at 1:00 p.m. We will hold office hours immediately after the HMIS Committee Meeting to walk through questions and talk through training needs.

- 8. COVID 19 Updates:** D. Taylor stated that we are working with as many hotels as are willing to work with us regarding Project Room Key. As of today we have 98 individuals in hotels. Oroville Rescue Mission is providing meals in the South County, Jesus Center is providing meals in the North County. Haven of Hope has provided laundry services in South County. Thank you to all who are coordinating and collaborating on this project and to Marin Hambley and the outreach efforts.

Annie Terry will give the South County update and Matt Reed will give the North County update.

South County - Annie Terry states that 14 people are currently housed in 2 hotels. Oroville Rescue Mission is providing meals and case management. Haven of Hope has picked up laundry at Oroville hotels.

Meagan Meloy stated that she is available to arrange virtual tutoring if school age children are housed in hotels.

North County - Matt Reed stated there was a potential exposure at Aurora North House and 4 families are in a motel. Torres is using HMIS to get information that they need to complete assessments. They have been getting some requests from hotel management to ask clients to leave hotels. There have been a couple of individuals who do not meet the criteria for NCS. Other than a couple of people trying to “game” the system, it has been working well.

Question from T. Sullivan-Hames: is hotel capacity full? If callers to 211 appear to meet requirements they are passing the referrals on to the outreach team. D. Taylor stated we continue to take referrals for hotels as they come in on a case by case basis. In South County we have some rooms with double beds. Referrals can be sent to Oroville Rescue Mission and they will be assessed for Project Room Key. Tara stated that Butte 211 will message that rooms may be available on a case by case basis as rooms are available. Marin Hambley is taking all referrals from 211 and putting them on a wait list that will be submitted to the EOC for placement. Marin has 42 people that will be submitted.

Question from J. Amaro - Did we get a statewide contract with Motel 6? The Governor said the State has contracted with Motel 6. D. Taylor states that it depends if the hotel is a corporate Motel 6 versus a privately owned Motel 6. We are currently engaging with Motel 6 in Chico which is corporately owned.

Update from J. Amaro – J. Amaro stated she has had meetings with Mike Wiltermood. There is capacity of 125 beds in case of medical surge for people being discharged from hospitals, instead of going to hotels. Alternative options are being explored. The County will keep all informed.

Marin Hambley had a question for Annie Terry: Marin has 2 people on the Project Room Key wait list that live in Oroville. Annie says have them check in at Oroville Rescue Mission and say they want to be assessed to see if they meet the requirements for Project Room Key. Marin asked if the assessment be done on-line? Conversation will be taken off line between Don, Annie, and Marin.

- 9. Discussion Regarding How Homelessness is Messaged in Community:** K. Sweeney spoke on behalf of Tami Ritter. Tami is requesting there be some messaging about what the CoC is doing to address homelessness in the community. She would like to have some messaging to counter information in the community. E. Mayer states this is a legitimate area of concern for the CoC. It is up for discussion how we can do this. A. Snyder states we do not have promoters and it would be good to have an update to the community to show projects such as MMU and Project Room Key. K. Sweeney stated Supervisor Ritter wants messaging to come from the CoC, specifically that the CoC supports the City of Chico with encampment decision.

E. Mayer asked if the County can use its press release process for CoC messaging. Don Taylor states we may need to do this through the Housing and Homeless Branch. Even though we have a team of County employees supporting the CoC we want to be thoughtful about what we are saying.

John Mitchell says the Chronic Homeless Committee is focusing on messaging. Do we want to have a Communications sub-committee? Many members of the CoC Chronic Homeless subcommittee have been involved in the COVID-19 response. John Mitchell will try and set up a Zoom meeting for the committee.

- 10. County Update:** B. Harvey Butterfield stated the County has been busy with COVID-19. We will continue to monitor HEAP and CESH grants, look to receive emails from S. Parisi to schedule monitoring. We will have an update at the June meeting regarding the HEAP and CESH programs. We did receive award letter for HHAP and are executing the agreement. We anticipate it will be executed by mid-May and we will be working on an RFP to get out.

D. Taylor stated that HUD has put additional money into play in the form of ESG grant dollars, Community Development Block Grant dollars and housing opportunities for persons with HIV/AIDS. This means there could be more money available for COVID 19 response. This is related to the CARES act. On March 27 Congress passed the CARES act, money will come to the State through HCD. Federal ESG highlights: 2 allocations: CoC

and Balance of State. Our CoC falls in the Balance of State category. Eligible activities include Emergency Shelter, homeless prevention, outreach, HMIS. The allocation will come to the AE (County). Preliminary Federal ESG/Covid-19 allocation is \$922,000 for our County. We will need to come up with an RFP process to get this money out as quickly as possible. This funding may not require a certain amount to be spent on RRH.

A. Snyder wants to make sure all agencies funded through the CoC received the email allowing the CoC to move money around for agencies currently funded through the CoC. D. Villasenor will request a six month extension for two of their grants. A. Snyder asked if a grant is extended, is the start date of the next grant extended as well? D. Villasenor stated she believes so but to reach out to the representative to confirm.

11. Committee Reports:

HMIS/CES Committee – see report above in item 7. S. Parisi added that 202 HIC and PIT count data submission deadline has been extended from March 9 to June 30. County is in the process of working on this. The County is in the process of finalizing the contract between the County and our HMIS vendor Bitfocus and it should be executed shortly. The County is continuing to learn the roles and responsibilities of being the HMIS Lead. The link to the Ampla MMU schedule has been posted on the CoC website under Notices.

Governance Committee – May meeting is May 6 at 3:30. Currently reviewing a draft of the Conflict of Interest Policy and Procedure. Contact B. Harvey Butterfield if you would like to attend.

Chronic Homelessness Committee - E-mail John Mitchell if you want to be part of the communication team within the Chronic Homelessness Committee.

12. Announcements:

L. Cootsona reported that the MMU launched last week. Thank you to HEAP dollars. The staff hired on unit were chosen specific for this unit and are happy to be doing the work on the MMU. Torres shelter guests are grateful. Matt Reed reports that clients at the shelters were concerned about leaving the shelter to get medical attention, and were happy to have the MMU's onsite.

J. Amaro asked if MMU can come out to hotels and see guests, 35 unsheltered at hotels have severe chronic medical needs. J. Fleming with Ampla will message the request to the Operations department.

M. Demers announced that a draft of the 5 year 2020/2024 HUD Consolidated Plan will be reviewed at the May 5 Council meeting. The final plan will be reviewed at the June 2 Council meeting. May be making modifications to FY 19 annual plan to utilize the COVID funds. Updates are on the City of Chico website.

13. Next Meeting: Monday May 18, 2020, Butte County Department of Employment and Social Services to host Zoom Virtual Meeting.

14. Adjourned: 2:42 p.m.