

MEETING MINUTES
BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE COUNCIL
November 20, 2017 at 1:00 p.m.
Housing Authority of Butte County

COUNCIL MEMBERS

Thomas Tenorio, Chair, CAA
Benson, GCHTF
Marie Demers, City of Chico
Marlene Del Rosario for Linda Draper,
City of Oroville
Nancy Jorth, Youth 4 Change
Ed Mayer, V.Chair, Housing Authority
Anastacia Snyder, Catalyst
Annie Terry, Oroville Rescue Mission
Bobby Walden, Veterans Administration

COUNCIL MEMBERS ABSENT

Reanette Fillmer, City of Chico
Don Taylor, V. Chair, BCDBH
Doug Teeter, County Board of Supervisors

MEMBERS AND VISITORS PRESENT

Sherisse Allen, Housing Tools
Joy Amaro, Torres Shelter
Laura Cootsona, Jesus Center
Lisa Currier, CCAT
Heather Dennison, CVRC
Dan Everhart, Concerned Citizen
Erna Friedeberg, NVCSS
Sarah Frohock, BCBH
Larry Hayden, Hope Center
Leslie Johnson, CHAT
Crystal Mourad, NVHT/GCHTF
Stephanie Powell, CAA
Eileen Robinson, Torres Board member
Stefan Spirk, CAA
Debbie Villasenor, Housing Consultant

RECORDING SECRETARY

Jaclyn Mattson, CAA

ORDER OF BUSINESS:

1. The meeting was called to order by Chair Thomas Tenorio at 1:10 p.m.
2. **INTRODUCTIONS** – All persons in attendance introduced themselves.
3. **APPROVAL OF MINUTES:** The minutes of the October 16, 2017 CoC Council meeting were approved. *M/S/C:Mayer/Demers*

Concern was expressed by a member in attendance that Council was not in compliance with the Governance Charter, regarding posting of the CoC meeting notice a week in advance of the scheduled meeting. This could affect the council taking any action on today's agenda items. Council members explained that it is not an incorporated body. We conduct business as determined is within the scope of our charter. Meeting notices have always been published a week prior. This month was an exception due to the time needed to refine the proposals for today's meeting. It was also explained that the items on the agenda for action today were carried over from last month's meeting, allowing the council additional time to review the proposed amendments to the Charter. As a non-incorporated entity, there are no legal issues of which to be concerned. The Council will continue to seek to operate in as open and transparent manner as is possible and intended.

4. **CoC COMMITTEE AND OTHER REPORTS:**

- a) **Homeless Management Information Systems (HMIS) Committee:** HMIS is now going through the Annual Housing Assessment Report (AHAR) process. The AHAR pulls from data already in the HMIS so no new data entry is required. It is primarily a data quality check that the CoC's HMIS Lead Agency administers. This ensures that the data is useful for compilation and reporting purposes at the federal level. The HMIS Lead Agency works with participating CHO's (Contributing HMIS Organizations) to review data quality periodically during the year so that this step of local compilation is made easier. This report is now required by HUD, where previously it had not been. We have been sharing our data for a number of years, even when it wasn't required. This report is shared directly with Congress by HUD.
- b) **Coordinated Entry (CE) Committee:** The CE Committee has been taking advantage of some free technical assistance from the Corporation for Supportive Housing (CSH). The HUD funded TA organization was linked to us for the purposes of ensuring that our CE system is fully compliant with HUD standards by January 23, 2018, the established deadline for CoCs across the country to have compliant CE systems. The Committee has walked through a self-assessment to identify any gaps either in policy or practices. We are very close to finishing this project. CE has also become both a priority and a requirement by HUD for all CoCs. The CE Committee has already been placing clients in housing. Tom referred to the CE Waitlist Report provided in the meeting packet. The Committee is continually refining a system to manage this waitlist, e.g. to make more sure that individuals are on the list for no longer than a certain number of days, updating the list, integrating new referral priorities etc.
- c) **Youth/Veterans/Chronically Homeless/Households w/Children Sub Committee:** This Committee has not met yet. This was discussed at last month's council meeting and an invitation was extended to council and audience to participate on one of these committees.
- d) **System Performance Measures (SPM):** Each month the CoC Council receives a copy of the System Performance Measures report. The HMIS Committee reviews this each month, but it is intended for the Council to look at the entire CoC system. The SPM's How to Guide had been distributed to the Council earlier this year, but will be sent out again after today's meeting.
- e) **CoC Coordinator Status/Consultant Update:** Ed Mayer reported the work with the Housing Tools consultant has been completed for the 2017 Homeless Project application. A small contract to work with Stairways with Housing Tools was put in to place to make sure Stairways had signed off for the grants. That has been accomplished. Housing Tools has now been retained to also help with our Council's election process. Three ½ weeks ago advertising began for recruitment for a CoC Coordinator. The application closed on November 15th with 10 applications received. There are two Council members who have expressed interest in reviewing the applications, Anastacia and Marie. There will be an interview process to select the right candidate. Also, the Torres Shelter will be inheriting some of the grants initially awarded to the Stairways program. We will be

working with HUD and Torres Shelter to be sure the hand off is smooth. We are looking at retaining Housing Tools to assist with this process as well.

5. **2017 HOUSING & COMMUNITY DEVELOPMENT (HCD) EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG):** Lisa Carrier reported that she called HCD to get an update on the status of her application and learned that HCD has only 2 staff members reviewing 100s of applications. She was told to check back after January 4, 2018.
6. **2017 HUD CoC FUNDING COMPETITION:** As of this date, there are not updates.
7. **COUNCIL MEMBERSHIP:**

a & b) Action for the extension of current Council member terms-all term out in January and Action to allow election process and seating of Council members to be conducted no later than the end of the first quarter of the 2018 calendar year: Tom reported that the Council took extra time to review and make sure the processes and timeline were what the Council wanted. Last month both Marie and Anastacia reported on certain aspects of the Governance Charter process to elect Council members. The Council reached a consensus to move forward, with additional features in need of some focus by Council. Anastacia reported that both agenda items for action today go hand in hand. One is an acknowledgement that the entire council terms out in January and is recommended to extend terms. The proposal asks that the current Council terms extend no later than March 2018 in order to complete the election process. Motion was made for Council to approve the extension of the current Council terms to March 31, 2018 and approve to allow the election process to go through the end of March 2018 if needed. *M/S/C:Mayer/Jorth.*

c) Discussion of Charter Amendments: Tom explained that there were some policy level issues that had been raised since Council last met that we wanted to make sure Council had full opportunity to review. Anastacia explained that some amendments to the charter were presented last month. Council at that time provided good feedback and allowed the Committee more time to refine based on the feedback and present this month. The amendments were focused on two specific items: 1) Create proposed language on a quorum as it relates to government appointed positions, and how to encourage their participation, but also not let their busy schedule when unable to attend impact our quorum; 2) to revise our initial suggestions of having 3 localities as advisory and to put them back as full voting members. With regards to adding new Council members, there is a proposal to stagger Council member terms. The proposal is to have 2 year terms and 3 year terms this first year, and then after that, the terms would be 2 year terms. We would still hold an annual election. The Committee is requesting the Council to approve all the changes to the Charter that were noted in the proposal. The motion was made to accept the amendments as outlined in the proposal.

M/S/C:Terry/Walden Another motion was made to adopt the policy recommendation as brought forward in the election timeline which would have Council completing the work by January 12th in time for the January 22nd meeting. *M/S/C:Mayer/Walden*

8. **Presentation of Proposed Service Improvements-Relocation of Jesus Center:** Tom introduced Laura Cootsona of the Jesus Center, who presented proposals to look at how to improve services to individuals in the local community.

The Jesus Center is looking at a possible relocation of their center near the fairgrounds. Folks are encouraged to contact Laura with any questions regarding the relocation and consolidation. In addition Laura will return to the CoCC with concept updates.

- 9. Transfer of HUD CoC Grant Awards from Stairways to Chico Community Shelter Partnership:** The following information was shared with the Council: a) HUD has confirmed that Stairways did execute both grant awards from 2016; b) they did issue a letter to transfer the 2 grants to another entity; and c) the CoC did authorize the transfer to Chico Community Shelter Partnership. Ed Meyer explained we are at a very critical moment. These applications now need to be “massaged” so that they can be inherited by the Torres Shelter. The CoC, through the Housing Authority, will ask Housing Tools to assist in this effort to bring the transfer of grants to a successful conclusion.
 - 10. Report on Simplicity Village-Tiny Homes Concept:** This report will be brought back to a future Council meeting.
 - 11. Local Coalition/Announcements:** Lisa Carrier shared with the Council some proposed universal forms created regarding Disclosure of information and Revocation that could be used by all agencies, as currently each agency has their own. This could be used with the HMIS system for all agencies. Sarah Frohock shared a letter of appreciation from a client.
- **Adjournment:** The meeting was adjourned at 3:07 p.m.