



## Butte Countywide Homeless Continuum of Care

### **BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE ALL MEMBER MEETING MINUTES**

**Monday, June 15, 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 6<sup>th</sup> Street  
Lisa Currier, Homeless/Formerly Homeless Representative  
Alex Brown, Greater Chico Homeless Taskforce  
Ed Mayer, Housing Authority of the County of Butte  
Thomas Tenorio, Community Action Agency  
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  
Melissa Frohrip, Veteran's Resource Center  
(Jennifer Zellers on behalf of)  
Larry Hayden, Oroville Hope Center  
(Josh Jamison on behalf of)

#### **COUNCIL MEMBERS ABSENT:**

Eric Smith, City of Oroville  
Meagan Meloy, Butte County Office of Education  
Scott Huber, City of Chico

#### **CoC COORDINATOR:**

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

#### **RECORDING:**

Staci Parisi, Butte County DESS Housing and Homeless

#### **OTHER ATTENDEES:**

Debbie Villasenor, Housing Consultant  
Nancy Jorth, Youth for Change  
John Fleming, Ampla Health  
Sherisse Allen, Housing Tools

#### **OTHER ATTENDEES CONT'D:**

Elisa Rawlinson, Butte County DESS H&H  
Ann Winters, Catalyst  
Laura Cootsona, Jesus Center  
Shelby Boston, DESS  
Jay Coughlin, DESS H&H  
Tara Sullivan Hames, Butte 211  
Matt Reed, TNHA  
Gretchen Bender, City of Chico  
Mike Shafer, CalOES  
Brian Boyer, United Way  
Scott Kennelly, BCDBH  
Emma Jewett, CSU Chico  
Seana O'Shaughnessy, CHIP  
Penny Mittag, DESS  
Ana Vicuna, BCDBH  
Mary Jo Alonzo, City of Chico  
Amilcar Avendano, Caring Choices  
Jennifer Hard, Probation  
Rebecca Rivera, DESS  
Suzy Lawry-Hall, Enloe Hospital  
Molly Jolliff, Butte 211  
Mia Rae Kirk, Base Camp Village  
Brad Brunner, Caminar  
Joe Picard, CSU Chico  
Deanna Schwab, Safe Space  
Rachell Brobst, Boys and Girls Club  
Dawn Blackhorse, Butte College  
Crystal Nelson-Mourad, North Valley Housing Trust  
Leslie Johnson, CHAT

Keesha Hills, OSCIA

**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. This is an all membership meeting.
2. **INTRODUCTIONS:** Roll call for Council Members was completed by A. Snyder. It was determined there is enough Council Members for a Quorum. No field introductions were done. If you would like your name listed as an attendee please type your name and agency in the chat box.
3. **APPROVAL OF MINUTES:** A motion was made to approve the May 18, 2020 CoC Council Meeting minutes.  
**Motion: Ed Mayer**  
**Second: Lisa Currier**  
**Opposed: None**  
**Abstain: None**
4. **HEAP PROGRAM UPDATE:** S. Parisi provided an update on HEAP funded programs which included the following:
  - a. **Agency expenditures through May 2020.** This is based on claims for reimbursement submitted by HEAP funded agencies and does not include claims received by the County in the last two weeks. Some agencies are behind in submitting monthly claims, so these totals do not fully capture actual expenditures through May, 2020. This information is being provided so we can identify if any programs may not fully expend their HEAP grant. We want to make sure if there is any possibility a program will not spend it's grant, we use the money for other agreed upon projects rather than return the money to the State. Expenditures can be made through May 2021. The County is making an effort to identify any potentially unspent HEAP funding so it can be reallocated if necessary.
  - b. **Agency outcomes through April 2020.** Highlights include a total of 111 beds created for homeless individuals, and 221 persons exiting a HEAP funded program to a permanent housing destination.
  - c. **Agency summaries of Successes and Challenges.** Agencies provided a narrative highlighting success stories and challenges experience during the course of administering their HEAP funded programs.
5. **EMERGENCY SOLUTIONS GRANT (ESG) PROJECT APPLICATION APPROVAL:** B.H. Butterfield presented the ESG applications recommended by the Review and Ranking Committee to the Council. The Review and Ranking Committee scored the applications on June 11. Three applications were received. Two for the non-competitive funding and one for the regional competition. One of the non-competitive applications did not meet funding requirements and was and subsequently withdrawn by the applicant. The application did not meet eligibility because it contained no source of match funding in its budget. The applicant was contacted and explained the match requirement for the grant. The agency stated that this was the first grant they had applied for and they have no available funding for a match. The applicant was encouraged to apply for upcoming State funded grants that do not require a match. Based on the recommendations of the Review and Ranking Committee a motion was made for the Council to approve the following ESG applications be submitted to the State:

Balance of State Non-Competitive Rapid Re-Housing:	1. True North Housing Alliance - \$121,636
Balance of State Regional Competitive:	1. True North Housing Alliance - \$200,000

**Motion: Ed Mayer**

**Second: Marie Demers**

**Opposed: None**

**Abstain: Joy Amaro**

6. **EMERGENCY SOLUTIONS GRANT (ESG) CORONAVIRUS NOFA:** D. Taylor reported the ESG-CV NOFA was released June 1. This is federal funding administered by the State (Housing and Community Development Department). CoC Administrative Entity's receive the funding and serve as the applicant. This funding is part of the Coronavirus Aid Relief and Economic Stimulus (CARES Act). First round of funding for our CoC is \$921,500 for eligible activities similar to ESG: emergency shelter, rapid rehousing, street outreach, prevention, HMIS, and local grant administration. There is no cap for each category. Can use 100% on any category. No match requirements. Federal environmental reviews do not apply. Application is due July 20 and will be submitted electronically via e-Civis portal. Virtual meeting to develop budget is July 8 3-5 p.m. If interested in applying for this funding please attend meeting. The meeting will be to develop a budget for the eligible activities to submit with application, RFP's will be requested at a later time. Board of Supervisors resolution is going to the BOS June 23 which will allow the County as AE to accept ESG-CV grant, and the Director of DESS to be the authorized agent to sign the standard agreement with HCD. Forthcoming HERO's Act will have more information for the round two of ESG-CV. G. Bender asked if there is anything in the NOFA about post shelter in place activities for the homeless. D. Taylor stated that would fall under the street outreach category of the ESG-CV grant.
  
7. **CONFLICT OF INTEREST POLICY APPROVAL:** B.H. Butterfield stated that organizations will vote on the Conflict of Interest Policy during this meeting. Grant funders expect that CoC's have policies in place regarding Conflict of Interest. The Governance Committee received technical assistance from TAC and has prepared a new COI policy to incorporate into the Governance Charter. A COI disclosure statement for council and general members to sign on a yearly basis has been included in the policy. Question from M. Demers: Please clarify between council quorum and majority of members. Also, the recusal part is confusing. B.H. Butterfield stated that conflicted members will excuse themselves (leave the room) during the discussion, but will have an opportunity to respond to questions that the council members may have. The recusal process is explained in the policy. L. Cootsona stated that there is sometimes a lot of discussion with a recused party is out of the room, and the recused applicant does not get informed of the discussion points so that they can address concerns with the Council. The organization that is being discussed would like to be informed of the concerns brought up in the discussion. B.H. Butterfield stated that participants should be brought back in for follow up questions or to address concerns that were discussed while they were recused. L. Cootsona stated that organizations need to be able to benefit from the clarity that discussion would have provided to create program or to clarify a misunderstanding. Appropriate, written, immediate feedback should be provided to recused parties. B.H. Butterfield stated that discussion will be detailed in the minutes. A. Snyder stated that feedback of what issues were should come back to individual organizations. A. Snyder stated that revisions can be made to the policy as the Council sees fit. M. Demers requested that another

definition be added for quorum: 1. Regular council meetings 2. Quorum is different for all member meeting. Motion made to approve policy with addition of two definitions for quorum regarding regular council meetings and all membership meetings. This is an all membership vote via entering your agencies vote in the chat box. Motion was passed by the all agency vote.

**Motion: Tami Ritter**

**Second: Don Taylor**

**Opposed: None**

**Abstain: None**

8. **POINT IN TIME (PIT) COMMITTEE:** B.H. Butterfield stated PIT is six months away. Steering committee is being formed. Meeting will be in July. If you are interested email B.H. Butterfield.
9. **DOMESTIC VIOLENCE TRAINING:** Sarah Sullivan from Catalyst Domestic Violence Services gave a presentation on Catalyst Domestic Violence services and housing programs. The presentation is available to view on the CoC website under on the Resources page under Education.
10. **REPORT ON 2019 CONSOLIDATED APPLICATION:** Sherisse Allen with Housing Tools provided a de-brief received from HUD on last years consolidated application. The consolidated application is a sort of report on how our CoC is meeting HUD's and the CoC's goals. The de-brief will help us prepare a stronger application for 2020. Our 2019 application score was 142 out of 200 possible. The areas we lost the most points are what we can focus on: System Performance Measures (we lost 26.5 points earning 50% of points). We can possibly use our planning grant to focus on improving this. We earned 74% of points possible in Coordinated and Engagement category. Application Process section, we lost points in the criteria for review and ranking and including vulnerability priorities in the ranking. New application process has been created which will improve our score this year. Ideas for improvement: Catalyst small training with a more comprehensive training later, select areas of growth and do a more comprehensive analysis of progress then integrate ideas into an annual plan.
11. **COUNTY UPDATE:**
  - a. MOUs between Butte County and CoC for: 1. HMIS Lead 2. Collaborative Applicant and Lead Agency. A. Snyder will be signing and the County will be executing these agreements.
  - b. Introduction of Jay Coughlin, Health and Human Services Program Analyst, Senior with the HOME Team. J. Coughlin is working on the HHAP RFP. Eligible uses for HHAP prioritized by community planning meetings are: Operating Subsidies and Reserves, New Navigation Center and Emergency Shelters, Outreach and Coordination.
  - c. Project Room Key: D. Taylor reported that total FEMA qualified individuals in hotels as of this morning is 152, 123 rooms used. Cumulative total to date 265 unique individuals placed in hotels with 37% exiting to transitional or permanent housing. Project Room Key efforts will continue through June. We are assuming that Cal OES will ask for another 30 day extension through July.

- d. CoC HUD NOFA should be released in the next 60 days or so. The County is currently working with Housing Tools on developing the NOFA and the rating and review process. Housing Tools has been involved in the last six CoC HUD NOFA's. We are trying to stagger timelines for agencies applying for the upcoming grants.
- e. Question from T. Ritter on how individuals get enrolled in Project RoomKey. D. Taylor responded that individuals should call Butte 211 who will send referrals to either TNHA in the north county or ORM in the south county, who will in turn send them to the DESS Housing and Homeless team to process through the Emergency Operations Center process for FEMA Project Room Key. Referrals from hospitals come directly to the DESS Housing and Homeless team.

## 12. COMMITTEE REPORTS:

- a. **Chronic Homeless Committee:** J. Mitchell reported that E. Rawlinson was voted in as 2<sup>nd</sup> chair. Looking on how to message community regarding chronic homelessness. Committee determined messaging should be coming from the CoC, not the Chronic Homeless Committee, and the Committee recommends putting a page on the CoC website that deals with Chronic Homeless information. Consider having a press liaison to communicate with the public. Would like to have a slogan campaign to address housing aspect and what chronic homelessness looks like within our community. Not sure where funding would come from. Committee will be doing a survey monkey to CoC members for ideas for slogans.
- b. **Governance Committee:** A. Snyder stated the Governance Committee updated and presented the Conflict of Interest Policy to the CoC.
- c. **HMIS/CES Committee:** D. Villasenor stated we are benefiting greatly from having a housing navigator. E. Rawlinson has been cleaning up the Coordinated Entry list and making it easier for agencies to access and use the CE list. The office hours for CE and HMIS have been very helpful. S. Parisi added that an updated VI SPDAT has been released, version 3, updates have been made based on user recommendations. The HMIS/CES is looking at the new assessment and will possibly be making a recommendation to the CoC to use the new VI-SPDAT in the Coordinated Entry process.

## 13. ANNOUNCEMENTS:

- a. E. Bateman announced that the Homeless Runaway Youth Task Force meeting has been rescheduled from after this meeting to Wednesday, June 17 at 12:30 p.m.
- b. M. Demers announced there will be a virtual Fair Housing Workshop on Tuesday, June 23 at 1:00. Link for the meeting has been sent out by the CoC.
- c. Brown announced that the Greater Chico Homeless Task Force will meet Thursday, June 18 10-12 pm on Zoom. Get in touch with A. Brown or M. Demers for Zoom link. June is Pride month so there will be a presentation from Stonewall Alliance regarding equity in housing.

**14. Next Meeting:** Monday July 20, 2020, Butte County Department of Employment and Social Services to host Zoom Virtual Meeting.

**15. Adjourned:** 2:57 p.m.