



Butte Countywide Homeless Continuum of Care

BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE COUNCIL MEMBER MEETING MINUTES

Monday, December 14, 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
Don Taylor, Butte County DESS Housing & Homeless
Emily Bateman, Youth for Change/6th Street
Eric Smith, City of Oroville
Joy Amaro, True North Housing Alliance
Lisa Currier, Homeless/Former Homeless Representative
Marie Demers, City of Chico
Sarah Frohock, Butte County Dept. of Behavioral Health
Tami Ritter, Butte County Board of Supervisors
Stephanie Hayden for Larry Hayden, Oroville Hope Center
Thomas Tenorio, Community Action Agency
Ed Mayer, Housing Authority of the County of Butte
Meagan Meloy, Butte County Office of Education
Melissa Frohrip, Nation's Finest (formerly VRC)
Angela McLaughlin for Alex Brown, Greater Chico
Homeless Taskforce

COUNCIL MEMBERS ABSENT:

Mike Zucolillo, Town of Paradise
Scott Huber, City of Chico
Marin Hambley, Stonewall Alliance

CoC COORDINATOR:

Briana Harvey-Butterfield, DESS, Housing & Homeless

RECORDING:

Staci Parisi, Butte County DESS Housing and Homeless

OTHER ATTENDEES:

Armando Hernandez, VECTORS
Robyn Cole, Cal OES
Leslie Johnson, CHAT
Laura Cootsona, Jesus Center
Emely Arienza, Anthem Blue Cross Medicaid
Tiffany Danger, BCOE School Ties

OTHER ATTENDEES CONT'D:

Ann Winters, Catalyst Domestic Violence Services
Brad Brunner, Caminar
Tracey (Stogsdill) Gillihan, Butte Glenn 211
Dawn Blackhorse, Butte College
Elisa Rawlinson, Butte County DESS H&H
Rachel DeLeon, Butte County DESS
Keesha Hills, OSCIA
Annie Terry, Oroville Rescue Mission
Pahua Thao, Butte County DESS H&H
Debbie Lucero, Butte County Board of Supervisors
Mary Jo Alonzo, City of Chico
Kathleen Sweeney, Supervisor Ritter's Office
Melody Proebstel, United Way of Northern California
Lu Ann Peitz, Butte County DESS H&H
Hillary Crosby, Caring Choices
Deanna Schwab, Safe Space
Dennis Whitt, Veteran's Services Office
Debbie Villasenor, Housing Consultant
Ana Vicuna, Butte County Department of Behavioral Health
John Mitchell, Elijah House
Seana O' Shaughnessy, CHIP
Mark Alvidrez, CHAT
Lori LaRiviere, MD, TNHA
Jennifer Wilkins, CSU Chico
Susan Roll, CSU Chico Basic Needs Program
Kevin Thompson, OSCIA
Kyle Willman, Butte County Dept. of Public Health
Jay Coughlin, Butte County DESS H&H
Alicia Pimentel, Anthem Blue Cross Medicaid
Tara Sullivan Hames, Butte Glenn 211
Sarah Frohock, Butte County Dept. of Behavioral Health
Laura Sorensen
Josh Jamison, Oroville Hope Center
Nikki Balboa, Dept. of Veteran's Administration
Angie Little, Housing Authority County of Butte

Alyssa Nolan, Tiny Pine Foundation

ORDER OF BUSINESS:

1. **CONVENE MEETING AND ESTABLISH QUOREM:** The meeting was called to order by A. Snyder at 1:04 p.m. This meeting is being recorded. 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.
2. **APPROVAL OF MINUTES:** A motion was made to approve the November 16, 2020 Council meeting minutes as presented. It is noted that the Change Management Plan on page 20 of the HMIS Policies and Procedure Manual that is included with the November 16, 2020 Meeting Minutes will be corrected by Staci Parisi to include “CoC Council Approval” in the final approval step.

Motion: E. Mayer
Second: M. Meloy
Opposed: None
Abstain: Angela McLaughlin with Greater Chico Homeless Task Force

3. **COUNCIL MEMBERS UPDATE:** B. Harvey-Butterfield reviewed the Butte CoC Council 2020 Election Roster (Attachment A) which shows elected CoC Council Members and Appointments for Coalition and Jurisdictions effective January 1, 2021. A. Snyder thanked Melissa Frohrip and Lisa Currier for their service on the CoC Council.
4. **HEAP FUNDING REALLOCATION:**
 - a. **HEAP Interest:** D. Taylor presented a memo dated 12-13-2020 with the subject line “Use of accrued interest funds from HEAP grant” (Attachment B). The memo states the HMIS Lead Agency recommends HEAP accrued interest totaling approximately \$88,000 be authorized to fund the CoC Coordinator Position. D. Taylor noted that per HEAP requirements, 5% of HEAP accrued interest will be spent on youth homeless services. D. Taylor also noted that per HEAP requirements no more than 5% of accrued interested can be spent on Administrative expenses. D. Taylor stated he believes the CoC Coordinator falls within the service provision and ongoing operational expenses spending categories, and will not be capped at 5% as an Administrative expense. D. Taylor states we will reach out to the State to make sure CoC Coordinator and staff support does not fall into Administrative expense.

Question: L. Cootsona asked when the HEAP funding needs to be expended.

Answer: D. Taylor stated claims for payments to HEAP grantees will be for expenses incurred through May 31, 2021. The HEAP funds need to be fully expended by June 30, 2021, meaning payments to grant recipients will need to be made by then.

T. Tenorio offered up a motion was made to allocate accrued HEAP interest to fund the CoC Coordinator Position, with 5% to go to Administration, 5% to go to Youth Set Aside, and remainder of HEAP accrued interest to go to the County to fund the CoC Coordinator and support positions.

Discussion: L. Cootsona asked if the state does not approve the County receiving HEAP accrued interest what is the back up plan? D. Taylor stated that the CoC is in the process of deciding how to reallocate unspent HEAP funding, and in the case the State does not approve, this funding would be used for activities decided in agenda item 4.b. Unused HEAP Dollars.

Motion: T. Tenorio
Second: M. Demers
Opposed: None
Abstain: D. Taylor

- b. **Unused HEAP Dollars:** D. Taylor presented a memo dated 12-13-2020 with the subject line “Disencumbered HEAP funds” (Attachment C). The memo states approximately \$400,000 of HEAP funds has been identified that will not be spent by the expenditure deadline of June 30, 2021. The CoC Lead Agency recommends the following:

There are several paths the CoC Council could take at this point. There is no clear recommendation coming from the County but a list of the options in no particular order are as follows:

1. Have a discussion within the regular CoC meeting and make a decision on awarding the funds.
2. Request a special meeting be held to make the decision. Prior to the meeting ask any current HEAP awardee to submit a one page written proposal on how they would use the funds.
3. Request the County to offer an RFP.
4. Award the funds to the County for COVID-19 response efforts.

New and amended HEAP contracts will need to be approved by the Board of Supervisors, most likely on the February 23 Board of Supervisor meetings, therefore new and amended HEAP contracts will not be fully executed until February 23.

E. Smith asked if there is any chance there will be an extension for HEAP expenditures. D. Taylor stated based on information received from the State the answer is no. D. Lucero asked if funds can be spent retroactively for eligible expenditures, can HEAP recipients expand the scope of services for their HEAP contracts to be reimbursed for other costs that are eligible for the HEAP funding? D. Taylor stated that the funding needs to be expended by June 30, 2021. E. Smith asked about Project Room Key service providers who have spent other funding on COVID related activities, can they retroactively apply for this funding? D. Taylor stated that COVID expenditures are an eligible cost under HEAP.

D. Villasenor asked if acquisition of housing or expansion of existing housing is something we should look at more? D. Taylor stated that yes capital expenditures are a direction we are trying to go. D. Villasenor states capital expenditures will add permanent housing that will last beyond the HEAP grant term.

Oroville Hope Center, Oroville Southside Community Improvement Association, and Oroville Rescue Mission say they all have shovel ready capital improvement projects that this funding could be used for.

L. Cootsona stated that Jesus Center had a project selected for HEAP but did not enter into a contract as they did not have site control for their project. L. Cootsona is asking if Jesus Center could apply for the unused HEAP funds for their current building projects of Jesus Center/Sabbath House Extension or Renewal Center.

The discussion leaned toward augmenting existing HEAP projects and, capital improvements. D. Taylor stated with direction from the CoC Council we can have a special meeting on 12/21/2020. The HHOME team will create a one page application with a budget to request additional HEAP dollars for capital expenditures for existing HEAP awardees, including the Jesus Center and as a contingency any other agencies that have capital expenditure projects ready to be completed. A special CoC Council meeting will be held on 12/21/20 at 1:00 p.m.

5. COUNTY UPDATE: D. Taylor reported:

- a) Project Room Key (PRK): 113 FEMA qualified persons in hotels with 28 caretakers for a total of 131 individuals currently housed in 99 hotel rooms. We are still on a month to month basis with FEMA to continue receiving FEMA funding for PRK.
- b) HHAP 2.0: the funds from the CoC were directed to the County. The County is working on the application. The HOME team is formulating a survey for the needs assessment. Objectives and goals will be made based on the results of the needs assessment survey, so please take a moment to complete it when it is emailed out.
- c) Point in Time (PIT) count: B. Harvey Butterfield reported that the CoC Lead Agency is leaning toward an exception from the 2021 Unsheltered PIT count due to the Coronavirus Pandemic. We will continue to conduct the Sheltered PIT Count. This will be discussed more thoroughly at the PIT County meeting tomorrow, December 15, 2020. D. Taylor stated that many other CoC's are opting to not do the Unsheltered count. D. Villasenor asked if CoC's can do their Unsheltered PIT at a later time, or will funding sources be based on 2019 PIT data? B. Harvey-Butterfield stated that HUD has stated that all CoC's can request an exception to the Unsheltered count and are approving all requests, HUD stated they will hold CoC's harmless for not completing the Unsheltered count, and noted that the 2021 count will not be comparable to previous counts, but have not given concrete answers on what PIT will be used for funding determinations. The final decision to opt out of the Unsheltered count will be brought to the CoC Council at a later date.

6. COMMITTEE REPORTS:

Governance Committee: Next meeting in January

Chronic Homeless Committee: Next meeting is December 15 at 11 am. J. Mitchell stated the committee has been discussing a means to communicate the message regarding Chronic Homelessness to the community and also communicate what the CoC has accomplished. The committee wants to get this information out into the community to break down resistance to homeless needs. A. Snyder stated that public communication must go through the County.

HMIS/CE Committee: S. Parisi reported the committee met on December 7th and reported that our CoC is currently in the LSA data cleanup phase and she is contacting CHO's to review and correct identified errors and is requesting they are fixed by Thursday, December 17 so a new upload can be completed.

S. Parisi reported that Homeless Data Integration System initial upload to the state has been requested and is in process. Beginning next year the HMIS Committee will work on implementing the new privacy and security practices outlined in the updated HMIS Policy and Procedure Manual, and will provide training to Clarity practices affected by the updated HMIS Policy and Procedure Manual.

D. Villasenor thanked E. Rawlinson for implementing the new Clarity training environment. The training environment allows Clarity users to practice and train in Clarity in an environment that mirrors the live system, without making changes to the live system. The training link will be provided to all HMIS users and will be used during the HMIS/CES office hours so attendees can simultaneously practice what is being demonstrated, rather than only watching the instruction.

N. Jorth commented that YFC has been uploading into a Federal Database and it has been a fairly simple process.

Runaway Homeless Youth: No report

Greater Chico Homeless Chico Task Force: No report

Households with Children: M. Meloy stated she has volunteered to chair this committee and the first meeting is January 5th at 1 p.m. via Zoom.

LGBTQ/POC: B. Harvey Butterfield stated she has compiled a roster of those individuals interested in participating in this committee and the first committee meeting will be scheduled soon.

B. Harvey Butterfield stated the committee chairs for the LGBTQ/POC and Households with Children will be brought forth to the CoC council for approval at the February meeting.

Veterans: Next meeting in January

7. ANNOUNCEMENTS:

E. Mayer stated that there is a lot of changes in City of Chico with housing and homelessness. How can the CoC lend support to our local jurisdictions to advance housing and homeless services in an informed way the advancement of homeless interests? What is the role of CoC Council? A. Snyder stated the Executive Committee can discuss how to best weigh in on housing and homeless policy issues. These items should be discussed in the CoC environment rather than individual side conversations occurring amongst local jurisdictions.

K. Thompson agreed and would like to be having these types of conversations within the CoC environment.

K. Thompson announced a free spaghetti feed on December 19 at the Oroville Southside Community Center. Thanks to Tom Tenorio, the County Food Bank, the Domestic Workers, African American Cultural Center, Tree of Hope, the Messy Workers of America. Food baskets will be given out. 50 bikes will be given out to children. If you would like to sponsor a bike please reach out to K. Thompson or OSCIA.

D. Schwab provided an update on Safe Space. Locating a permanent low barrier navigation center has been in the works for 2 years, Safe space is trying to find a low barrier shelter space with sprinklers. J. Amaro, S. Kochems and D. Schwab have looked at all potential locations for the low barrier shelter, and all options have been exhausted. The faith based community is unable to accommodate an intake and shelter space at this time. Safe Space is still searching for an intake and shelter location.

M. Alonzo stated the City of Chico will be soliciting public participation for next annual HUD allocation for FY 21/22. A virtual workshop will be held on January 7th. A link will be posted on the City of Chico website Monday January 4th which will include the applications for public service funding and link to the workshop.

9. NEXT MEETING:

Monday January 11, 2021, Butte County Department of Employment and Social Services to host Zoom Virtual Meeting.

10. Adjourned: 2:42 p.m.

Butte CoC Council
2020 Election Roster

Attachment A

<u>Council Member</u>	<u>Service Category</u>	<u>Role</u>	<u>Term</u>
1 Tom Tenorio	Affordable Housing Developers	Council	Jan. 1, 2020-Dec. 31, 2021
2 Ed Mayer	Public Housing Authority	2nd Chair	Jan. 1, 2020-Dec. 31, 2021
3 Don Taylor	Employment and Social Services	1st Chair	Jan. 1, 2020-Dec. 31, 2021
4 Joy Amaro	Emergency Shelters	Council	Jan. 1, 2020-Dec. 31, 2021
5 Sarah Frohock	Mental Health Service Organizations	Council	Jan. 1, 2020-Dec. 31, 2021
6 Marin Hambley	LGBTQ Service Organizations	Council	Jan. 1, 2020-Dec. 31, 2021
7 Anastacia Snyder	Domestic Violence Advocates and Victom Service Providers	Chair	Jan. 1, 2020-Dec. 31, 2022
8 John Mitchell	Homeless/Formerly Homeless and Faith Based Organizations	Council	Jan. 1, 2020-Dec. 31, 2022
9 Keesha Hills	Faith-Based Organizations and Homeless Outreach	Council	Jan. 1, 2020-Dec. 31, 2022
10 Marie Demers	CDBG/HOME/ESG Entitled Jurisdiction and Local Government	Council	Jan. 1, 2020-Dec. 31, 2022
11 Meagan Meloy	School Administrators and Homeless Liaisons	Council	Jan. 1, 2020-Dec. 31, 2022
12 Emily Bateman	Youth Homeless Organizations and Youth Advocates	Council	Jan. 1, 2020-Dec. 31, 2022

Appointments:

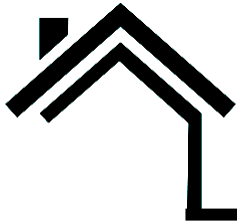
Coalitions

Angela McLaughlin	Greater Chico Homeless Task Force	Council	Jan. 1, 2020-Dec. 31, 2022
Stephanie Hayden*	Greater Oroville Homeless Coalition	Council	Jan. 1, 2020-Dec. 31, 2022
Vacant	Paradise Homeless Task Force	Council	N/A

*Backup = Josh Jamison

Jurisdictions

Tami Ritter	County of Butte - Government Official	Council	N/A
Eric Smith	City of Oroville - Government Official	Council	N/A
Scott Huber	City of Chico - Government Official	Council	N/A
Michael Zuccolillo	Town of Paradise - Government Official	Council	N/A
Vacant	Cities of Gridley/Biggs - Government Official	Council	N/A



Butte Countywide Homeless Continuum of Care

DATE: December 13, 2020

MEMORANDUM FOR: CoC Council

FROM: Don Taylor
Housing and Homeless Administrator
Butte County Department of Employment and Social Services
Butte Homeless CoC Lead Agency

SUBJECT: Use of accrued interest funds from HEAP grant

Background

Through its monitoring process as the Administrative Entity for the Butte Countywide Homeless Continuum of Care (CoC) the County of Butte (County) has tracked interest funds accrued from the HEAP grant as required by statute. There is approximately \$88,000 available in interest that can be spent on eligible activities within the HEAP guidelines. Homeless delivery systems support is one of the eligible uses under the Services category. There has been an unprecedented amount of homeless funding available within the last 24 months. Much of the funding is routed through the CoCs and requires a greater level of administrative support. Unfortunately, very few funds have been set aside to aid in the administrative support for all these grants. The Butte CoC has found the need to have a specific CoC Coordinator position designated to help navigate the Federal and State requirements and processes in administering the funds and regulatory changes that have occurred.

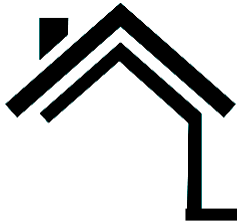
Considerations

Currently, that CoC Coordinator position is provided by the County of Butte. This fulltime position is supported by funds from several different agencies and grants. The city of Chico provides \$20,000 and the County Departments of Employment and Social Services and Behavioral Health each contribute \$20,000 and \$25,000, respectively. The remaining funding needed to support the CoC Coordinator is provided by braiding together funds from several different grants.

The interest from the HEAP grant could be applied to support the CoC Coordinator position. This way the interest funds would be expended prior to the end of the grant on June 30, 2021. This would allow the County to hold off on using other grant funds that expire at a later date thus allowing for greater longevity of support and sustainability of the CoC Coordinator position.

Recommendation

Authorize the use of the accrued interest funds from the HEAP grant to the support of the CoC Coordinator position.



Butte Countywide Homeless Continuum of Care

DATE: December 13, 2020

MEMORANDUM FOR: CoC Council

FROM: Don Taylor
Housing and Homeless Administrator
Butte County Department of Employment and Social Services
Butte Homeless CoC Lead Agency

SUBJECT: Disencumbered HEAP funds

Background

Through its monitoring process as the Administrative Entity for the Butte Countywide Homeless Continuum of Care (CoC) the County of Butte (County) has determined there will be unexpended HEAP funds from several of the current contracts. While the exact amount has not been identified it is reasonable to expect funds in the range of close to \$400,000 will be available based on the County's latest projections. If the CoC wishes to maximize the expenditures of the total HEAP grant it should consider reallocating the funds available. An email was sent to current HEAP awardees on 12/11/20 asking if they could potentially expand their contracts to put these funds into use and expend them by the deadline of the grant as established by the State.

Considerations

- HEAP funds are required to be expended by June 30, 2021. In order for the County to ensure claims submitted can be paid before the deadline it is asking all claims to be submitted by May 31, 2021.
- The CoC may make the decision to amend existing contracts by adding additional funding and/or scope of work.
- The CoC may make the decision to award new contracts.
- In either of the last two situations the contracts will most likely require the County Board of Supervisors approval.
- The CoC could ask for a Request For Proposals (RFP) to be put forward to the community.
- The CoC could award the funds to the County for COVID-19 response including Project Room Key and COVID Rehousing Team efforts. These are allowable uses per the State.
- Starting a new project or program is often challenged by the time it takes to hire new workers and establish policies and procedures.
- Capital expenditures often expend funds in a quick manner.
- The gaps in our countywide homeless services delivery system are many and the funds will not address all the needs.

Recommendations

There are several paths the CoC Council could take at this point. There is no clear recommendation coming from the County but a list of the options in no particular order are as follows:

1. Have a discussion within the regular CoC meeting and make a decision on awarding the funds.
2. Request a special meeting be held to make the decision. Prior to the meeting ask any current HEAP awardee to submit a one page written proposal on how they would use the funds.
3. Request the County to offer an RFP.
4. Award the funds to the County for COVID-19 response efforts.