Lake County Continuum of Care
June 2020 Meeting
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Thursday, JUNE 7, 2020
3:00pm-4:30pm

Attending: Shannon Kimbell, Kimbralee Guerra, Cindy Storrs, Tina Scott, Doreen Gilmore, Chris Taliaferro, Delores Ferrell, Todd Metcalf, Teddie Pierce, Holly Masterson, Allison Panella, Morgan Hunter, Lily Woll, Kendra Cramer, Ronni Duncan, Kelli Page, Tenderly Logan, Jordan O'Halloran, Janet Taylor, Patti Bruder, Trevor Thomson, Annie Barnes, Meredith Noyer, Linda Hedstrom, Kimbralee Guerra

Meeting Called to Order: 3:00 pm by Chairman Chris Taliaferro

Welcome: Introductions (name and organization), vision statement

Motions:
Motions to approve April Minutes:
- Include under PIT: Question as to whether the PIT numbers into Apricot.
- **First**: Shannon
- **Second**: Delores Ferrell

By Laws:
Review and Update By Laws
- **Member and Participant Suggestions:**
  - Linda Hedstrom:
    - 1) lots of typos, grammar errors and misspellings; I'd be happy to edit once finalized if that would help any.
    - 2) one section requires an annual PIT count, another mentions doing the count at least every other year. HUD only requires the PIT count every odd year.
    - 3) members-at-large can't be volunteers with any member organization. I bet lots of members are in violation of this provision. For example, I personally volunteer with many different organizations for different events, including by writing grant applications for free. I don't agree with this provision.
    - 4) On the other hand, members-at-large further can't be employees or board members of other member organizations. I've been invited to join the boards of a couple organizations. The by-laws also don't mention private contracts,

and I think I'd sometimes have a conflict of interest when doing paid grants work. For example, I've recently done paid work for Lake Co Office of Education and Lake County Behavioral Health Services. But not all that work is related to anything with the CoC. So maybe the provision in the by-laws about members having to abstain when there's a potential conflict of interest would be sufficient. But this area should be clarified.

- Delores Ferrell: After Article 9: language is unclear about voting and board duties. First 8 articles could be accepted
- Shannon Kimbell-Auth: suggestion to go through the entire packet based on Linda's suggestion
- Cindy Storrs: Article 12 Section IV (second IV) statement that HMIS meetings should be closed but they have not been
  - Shannon is wondering if this in the By Laws due to confidentiality
  - Teddie: thinks we can scrap the whole statements
  - Cindy: Suggestion to delete the second IV
  - Delores: By Law language came from governance charter
- Cindy Storrs: suggestion to have Linda, Chris and Delores to review document and bring back to July
- Doren Gilmore: By Laws say for executive committee we need a quorum of five members and for regular committees we need five members. (Pg. 8 I, and Pg. 9)
- Chris Taliaferro: hopes to have all By Laws updated and sent out before July meeting for edits and changes.
  - Chris hopes to have By Laws sent out a week before the next monthly meeting (June 25th)
- Sandra Stolfi: question about veterans' position on executive committee; suggestion to have her submit questions to Chris

Grants: (Scott Abbott)
- CESH 2018 we are awaiting a check for that; everything done on county level (AH is processing that) for operating funds for COC (HMIS)
  - $415k; 8k of that is for PIT Count
- CESH 2019: waiting for a check from the state; county has done what was needed to get that
- HHAP: we have completed all things needing to be done and waiting on checks from the state
  - Question regarding data usage agreement: HHAP Grant (want it before July) a type of an agreement regarding data;
    - Scott will send to Chris
    - Not holding up anything
    - Teddie: state's bigger vision down the road is to have a state HMIS system for rural communities like Lake Co. for the purpose of having a data

exchange system. This agreement would just indicate that we would be willing to share data with the state

- o Navigation centers and coordinated entry
- COVID 19 ER Funding: already received and in process of trying to get that to Pastor Shannon today
- CARES: (Fed CARES Act, Stimulus going to states) our county and CoC are receiving significant amounts from that
  - o Application for that is for next month (July 15th)
  - o Just had a webinar before this meeting (Linda and Annie Barnes were attending)
    - ▪ Linda and Annie will be helping the CoC Apply for those funds
    - ▪ Over $600k is projected and will go a long way towards helping the community and we are very excited about this opportunity
  - o Doreen: supposed to be a quick turnaround; do we send recommendations to Linda and Annie for suggestions on how to use the moneys
    - ▪ Scott believes we wills end out a NOFA for these funds so community members can decide what they would like to do with it.
    - ▪ Doreen: do we have to vote on a resolution in July? Needs to be on July agenda. Deadline to apply is July 15
  - o Todd: would we know when the money would arrive if the deadline is July 15th?
    - ▪ Scott believes it will be very wuick much like the HHAP funds
  - o Doreen: Are we going to coordinate with County to work together on a project?
    - ▪ Scott nobody has talked much about this. CoC is getting a large portion and county is getting $200k; each city given about $100k.
    - ▪ Tina is asking which department is receiving funding; we are unsure according to Scott
      - Todd: I assume since we oversee the CoC it would have to come through the department (LCBH) and then we decide what to do with it after that
      - Scott: similar to HHAP
    - ▪ Todd would love to see the funding support the shelter and Hope Center.
    - ▪ Teddie: very creative uses of money. When we can do a deeper analysis on PIT Count data then we can look out targets and maybe looking at this in July and seeing where we want to go
  - o $670k for the CoC
  - o Annie: On Monday there will be another webinar/training for using their application system
    - ▪ Linda is on top of this and is working on it as it is a quick turnaround
- ESG: we have a NOFA out for that right now; the state delayed deadlines due to COVID
  - o Only received one application and that was from NCO

- If there are no other applications then that is what we will be sending into the state from the COC
  - No Place Like Home: have an RFP that has been released (due tomorrow)
    - Already received a couple serious inquiries about this. Looking forward to seeing where it goes

Committee Updates:
  - HMIS Apricot System: Teddie Pierce
    - Working on going live;
    - Kudos to ~~Kalea~~ Kalia and Jordan at NCO, up to entering in 108 unique individuals. Putting in HMIS assessments and working through workflow issues
    - Doing things a little backwards
    - Where we are at today: NCO has all of their projects setup; Project Room Key has had about 10 current participants.
    - No formal training; working with Todd Yochum to compile questions
      - Todd will be chasing folks around to get other projects setup and hopefully to have RCS and LCOE trained to use system
      - Will do formal training once contract is signed
    - Phasing into full use within next two weeks (hopefully) and may want to negotiate for ten more licenses for future use
    - Have been able to design some custom forms (Project Room Key; up and running)
    - All User training will be moved about a week back; plan for Thursday the 18th (1.5 hour training)
    - If you have HMIS questions, please coordinate with Todd Yochum
    - Todd Metcalf: is the cost of adding licenses above what we planned?
      - Teddie will negotiate to have licenses included
      - 17 users (out of 25 allotted)
      - Shouldn't be a problem to add more but we should negotiate for 10-15 more; will also need administrative call-in report.
    - Questions/Comments:
      - Use of VI-SPDAT; reach out to Todd if you want to use in HMIS (Apricot) System
      - Can do some customization
      - Cindy has come up with some suggestions and will bring back to next subcommittee
      - Concern that VI-SPDAT doesn't weigh medical vulnerability the same as mental health and other crises; recommendations to see if we can adjust this a bit
        - Should go to subcommittee; concern for adjusting one single form everyone is using it.

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    - Praises of Zion: when will I know when there will be additional licenses for me to use?
        - Assume as of today that you have the license
        - Project Setup forms have been submitted to Todd but Teddie has not received
    - Kim Tangermann: Mendocino Community Health Clinics (Lakeview Health Center) is also not in the system
        - Please email Todd to get project setup forms sent over to Teddie
    - Kelli Page, DSS: Checking with Melinda to see if DSS wants a user license
        - Teddie isn't sure if DSS would require their own agency setup or what not
        - Kelli will clarify with program manager for housing programs serving people experiencing homeless
            - Please work with Todd Yochum
    - Sandra Stolfi: Regarding Veterans Affairs; do we need a separate site as we use VI-SPDAT
        - Might be good to have a log-in/license for Coordinated Entry
- Coordinated Entry: Teddie Pierce and Cindy Storrs
    - Presentation by Cindy and Teddie
        - CE in most counties is primarily about beds: a fair and equitable way to assess people who are homeless to put them into beds the fastest way possible
        - In Lake: we don't have beds, we have services
        - In counties where they are using VI-SPDAT as assessment tool often have very large waitlists
        - HUD has said to find a way to house people in a way that is fair and equitable and get them into services
        - Beds: the idea is that we register beds with the coordinated entry coordinator share criteria. When a bed opens up, you contact coordinator and they go into pool of people who have been assessed and take the person with the highest vulnerability score that fits into your agency criteria
        - Agencies receiving funds from the CoC must use CES
    - No agencies in Lake Co are receiving direct funding for client services (housing or Case Management) but agencies like NCO or those receiving ESG or other funding *will* need to be using CES
        - HUD is open to CES being service focused now rather than bed focused
        - Dynamic prioritization: still wants to assess for vulnerability for the beds that *are* available,

- Suggestion to have Lake Co use Bitfocus;
- Vulnerability tool: VI-SPDAT (built into system) then to use Housing Problem Solving (HPS)
  - HPS is an add-on to VI-SPDAT. During assessment meeting help client think critically what options are available (staying with friend or family member)
  - Journey Mapping for Impact: Understand client's journey; what will happen when they leave the assessment, where will they go and did we help them identify alternative options to solve problems
- Coordinated Entry Design: see flow chart in Power Point

o Questions/Comments:
  - Delores: Want to make sure that the time we spend working on this would affect our eligibility of applying for grants
    - Teddie: most state grants want to know if you are a member of CE. Subcommittee needs to keep this in mind
  - Chris: sounds like we would be compliant with our CoC if we have CES
    - Teddie: yes and it makes you competitive for future funding opportunities \
  - Doren: once up and running what is the time expectation?
    - 20-25 hours per month for reporting, etc
o Key Tasks and Committees :
  - Need to come up with prioritization levels
    - Key to this: use resource guides, develop percentages and look at eligibility rules
  - Design Approval (not asking for today) need committee to come together
  - Referrals sources and sites gathered
    - Form creation in HMIS
    - Test process through July
      - (if subcommittee accepts the proposed design then but it to the test)
    - In Fall, identifying ongoing administration entity; they would take over management of by name list
    - Timely and fresh data management
    - Referrals impacting reporting
  - Need for CES ~~Sub~~ Committee
    - Will need to edit By Laws with an impact evaluation committee (?)
    - Cindy Storrs: willing to chair this committee while resigning from Performance Review

- We have TA support free of charge if ~~sub~~committee has questions
- Motion to establish a Coordinated Entry System Sub-Committee (need to update By Laws regarding voting eligibility: Article 8, Item b. 4)
    - 1st
    - 2nd
- Objections to Cindy stepping down from Performance review to step into CES?
    - None noted
- Need nominations for Performance Review Chair and to vote in Cindy for Coordinated Entry: <mark>July Agenda</mark>
- Goal is to have last week of June to have first subcommittee meeting for CES

Committee Updates:
- PIT: In process of uploading previous PIT numbers into Apricot system
    - No cooling centers this year due to COVID but hopeful to do something next year
- Inter-Faith:
    - Shower trailer (Pop Up Care Shower Project) Is operating every day within the congregate COVID shelter rather than at different sites as initially envisions
    - Hoping to go back in July
    - Schedule for COVID Shelter and Warming Center:
        - COVID Shelter: anticipating closure June 30th
        - RoomKey Project anticipated to close June 22nd
        - Warming Center closed in March
    - Tina is very concerned about this: we have stabilized 40 individuals and concerns for having backup plans for participants
        - Working with housing navigator and using Housing Problem Solving to assist in finding housing interventions before projects end

Program Coordinating Committee Updates:
Nothing to report

Member/Organizational Announcements:
- Shannon Kimbell-Auth: Hope Center anticipates to open September 1st, 2020: 20 Beds
- Doreen: Keeping survey open until June 25th and will have draft to be reviewed and hopefully adopted for strategic plan
    - Need people to participate in the survey
- Chris: thanks to everyone involved; you input and concerns are valued

Motion to Adjourn:
- **1st**
- **2nd**

Meeting Adjourns: