

**LCCoC Monthly Meeting**  
**7 January 2020**

**Attendees**

- Carrie Manning, *MHSA Team Lead*
- Chris Taliaferro, *Employment Development Department*
- Cindy Sobel, *Lake County Hospice*
- Cindy Storrs, *North Coast Opportunities*
- Crystal Markytan, *Lake County Department of Social Services*
- Deanna Fernweh, *North Coast Opportunities*
- Delores Farrell, *Praises of Zion*
- Doreen Gilmore, *Lake County Office of Education*
- Elise Jones
- Gary Deas, *Elijah House*
- Holly Goetz, *Sutter Lakeside Hospital*
- Holly Masterson, *Lake County Office of Education*
- Joyce Adams
- Justin Ammon, *Elijah House*
- Kelli Page, *Lake County Department of Social Services*
- Kim Guerra, *Redwood Community Services*
- Melissa Kopf, *Lake County Department of Behavioral Health*
- Michele Dibble, *Lake County Department of Social Services*
- Rachel Miles, *Hope Rising Lake County*
- Robyn Bera, *North Coast Opportunities*
- Ronni Duncan, *Adventist Health Clear Lake*
- Rev. Shannon Kimbell-Auth, *Adventist Health & Hope Center*
- Sandra Stolfi, *Department of Veterans Affairs*
- Scott Abbott, *Lake County Behavioral Health*
- Shay Faulkenbery, *Mendocino Community Health Clinic*
- Sheryl Almon, *Community Member*
- Sonjia Menchaca, *Northshore Band of Pomo Indians*
- Teddie Pierce, *Consultant*
- Todd Metcalf, *Lake County Department of Behavioral Health*

## **Call to Order – 3:00 P.M.**

### **Motions**

#### December Meeting Minutes

- No objections

### **New Membership**

- Joyce Adams
  - Interested in community affairs and homelessness
  - Working with Delores Farrell on Utilities Assistance Program
  - Has also been working on tiny houses (Cornerstone Villages) for over five years (per Sheryl Almon)
  - Chris has been on her radio show
- Voting
  - Scott Abbott
    - Yes
  - Ronni Duncan
    - Yes
  - Deanna Fernweh
    - Yes
  - Doreen Gilmore
    - Yes
  - Kim Guerra
    - Yes
  - Melinda Lahr
    - Yes
  - Kelli Page
    - Yes
  - Chris Taliaferro
    - Yes
  - Shannon Kimbell-Auth
    - Yes
  - Delores Farrell
    - Yes
  - Justin Ammon
    - Yes

### **CoC Committee Updates**

#### Rev. Shannon Kimbell-Auth, PIT Count and Interfaith Committee

- Contract with Simtech has been signed
  - Will be holding 4 trainings
    - One specifically over phone; will be specifically for these agencies per new HUD requirements

- Other three trainings for PIT count enumerators
    - Include HUD requirements for determining how someone is experiencing homelessness and app usage
- Each site has a different food plan for how they will be offering incentive meals
  - Some partnering with local restaurants and/or site locations
    - Middletown – Greenview Restaurant
    - Clearlake Oaks – Behavioral Health
    - Lucerne – Yvonne Cox’s Restaurant
    - Lakeport – Drinx Restaurant
- Mendocino College asking about volunteers
  - Should speak to Pastor Shannon
  - No one can do the surveys who has not taken the training; will not accept last-minute volunteers who have not participated in the training
  - If there is an individual experiencing homelessness shepherding the volunteers, they do not need to do the training, as they will not be using the app
- Data will be immediately available in areas with cellular connection and service; if volunteer is not within range, it will be uploaded once they return
- Review of current volunteer list
  - Need roaming volunteers
    - Can function either with (actively doing the survey with individuals experiencing homelessness) or without (referring individuals to the PIT sites) training
    - Kelseyville has roaming volunteers in afternoon but not morning
    - Lakeport has no roaming volunteers in morning or afternoon
    - Lower Lake needs volunteers
    - Annie Barnes will help recruit roamers in Lucerne/Nice; Thomas Brown from Circle of Native Minds also willing to help in this area; Doreen reporting that Sonjia Menchaca has offered time as well
    - Clearlake could use more people; Ana Santana is already there and quite good but could use more support
    - Clearlake Oaks being operated by Senior Center staff; could use one more person
    - Middletown completely done
  - Upper Lake will now only have one site at community center
    - No volunteers
    - Holly willing to do the 8-4, Doreen willing to do the 8-2
    - Need to find a partner to provide meals; Anthony Arroyo will be providing a tour with Doreen and she will discuss this with him
  - Are accepting volunteers who are willing to be drivers; have one for the Northshore but not yet for the Southshore

Delores Farrell, Performance Review

- Aiming for March (in about 6 weeks) as first big deadline for grantee review
- Will discuss at next executive committee meeting and bring to the whole CoC
- If anyone else is interested in the Performance Review Committee, will meet towards the end of the following week
- If anyone has a grant out there, will be receiving an email to report data back to the CoC

Doreen Gilmore, Strategic Planning

- Finished with strategic plan with all projects and recommendations, including needs assessments, evaluations from the summer, and three main identified goals
  - Shelter in the Northshore, Southshore, and rental assistance program
  - Planning on taking time off and reconvening in March, having a roundtable with the city of Lakeport, figuring out what the USDA is doing with regards to [microhousing?] and if they're planning on doing more building
  - After the roundtable, will do another needs assessment in the fall
  - Product is up on the website
  - If anyone wants to join the March meeting, can attend on the 3<sup>rd</sup> Wednesday of the month
- Everyone has been working on governing by-laws (combined governance charter and by-laws)
  - Will present at the February CoC meeting to have it signed for March
  - Will also have committee chairs voted in and continue to follow protocols as outline in this document
  - Have added a grievance/complaint section in case anyone thinks changes should be made
  - Melissa will share this out such that members can review before the next meeting

Cindy Storrs and Teddie Pierce, HMIS and Coordinated Entry

LAKE COUNTY - APRICOT 360 HMIS UPDATE

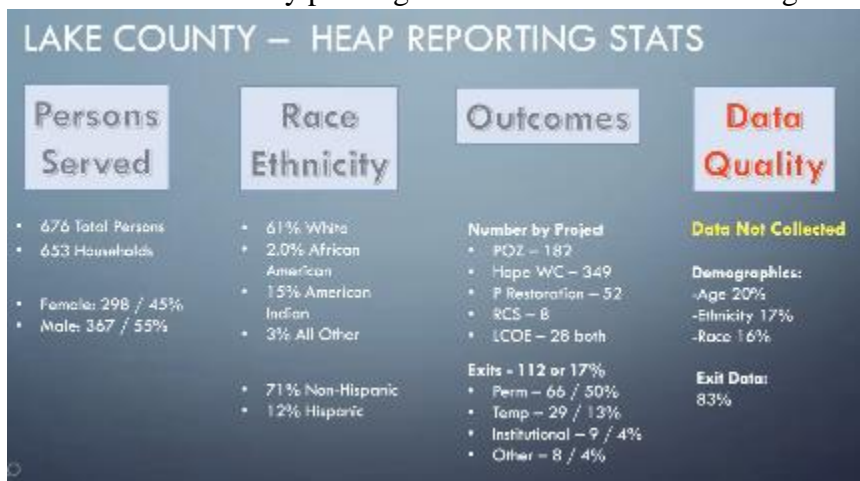
- Agencies – 11, 10 active
- Projects (Programs) – 22 active
- Users – 20 standard active, 2 admin
- Clients - 883
- Enrollments - 333
- Reports Submitted with HMIS Data
  - Project Roomkey
  - HEAP Grants
  - Homelessness Data Integration System (HDIS)
  - Longitudinal Systems Analysis (LSA) [in process]

- Was working in a “sandbox” test site with a lot of data from North Coast Opportunities
- Originally had just a few agencies but now have many more
- Two administrative seats currently belong to Teddie and Melissa
- Went from 148 NCO clients now up to 883 clients with virtually no duplication
- 333 program enrollments; some of the projects submitted by HEAP went through a bypassing a program enrollment process, so there are actually far more transactions in the system, but as far as HUD enrollments, it is only 333
- Project Roomkey has been submitting since summer; HEAP all submitted by Dec. 31<sup>st</sup> (Rachelle can answer questions on this)
- Two more important datasets that need to be submitted:
  - HDIS
    - State of California’s data reporting system for data warehousing of county HMIS data
    - Melissa will start doing monthly in February
  - LSA
    - HUD requirement that isn’t technically required, but is a massive report that gets us extra points on the next cycle of collaborative application, and makes you more compliant to the state of California
    - Wanted to successfully get this into the repository and then work on some air traffic with this report



- When we use full processes, will import individuals from PIT data and then continue to build on clients’ record
- The more we build on client records the better of a case management system we will have
- Elijah House is up and running within the system
- By February, will be onboarding probably two more agencies
  - Have a new increase in licensing to accommodate this
- Working on finishing up some final decision-making before February meeting for coordinated entry structure

- Starting a lot more on admin training for Melissa through the online vendor called “Train the Trainer”; will also be working with Melissa on setting scheduling and transferring collateral pieces over to her
- In February will be starting intermediate-level end-user data programs, offering more privacy and security training, and continuing on HMIS administration capacity focus
- Melissa will become the single point of communication for the user base
- Will also be taking on QA (Quality Assurance) and be doing a lot of data remediation and intercept air traffic that could hinder reports
- Setup of the HMIS and decision-point must start with contracts; need to be transparent about exhibit A pieces of contracts, setting up expectations for services
- They did experience a contract execution delay; takes time for data to settle out
- There are now expectations that once data is in and going, need to be uploading data within a timely fashion (in HMIS 1-2 days after project entry); Melissa will be working with individuals to continue managing this
- There is one key report due to the state called CAPER which still has a bug in it; Teddie is really pushing on the vendor to fix this and get it done; current roadblock



- Worked with Rachelle and Marianne to work on HEAP reporting
- Delores will now have some baseline reporting to do committee work on
- Melissa has sent out user agreements after security training; really needs to get these back from everyone and make sure that all people using the system are trained
  - Will now be the singular point of contact
  - Amendment to contract for licenses just been signed; looking at 14 licenses and have a waiting list to which Cindy can attest
  - Emails also pending about grand spreadsheet and getting clarification to make sure they do have accurate points-of-contact and that information gets to HMIS on time
  - Next week will commence monthly coordinated entry meetings each month on the second Monday; will be working on policy/procedures and drafting committee guidelines

- Training dates will now be occurring once a year, as well as on an individual basis; will begin in February with two dates, 1/4 and 1/25 at 9:00 and are mandatory for those with licenses; if you don't attend your organization will lose your license
  - Can send new people, but must come through Cindy first
  - Kim and RCS are working on getting one; Kim only can currently enter data
  - Are trying to get a minimum of 2 administrators for organizations that will have comparable volume
- Melissa is also working on the website
- Kim notes that they've been doing a lot of work and have low turnover numbers because the sober living environment is an extremely long-term and high-engagement program
- Teddie notes that there will need to be a lot of forgiveness and a lot of trial and error within the year; the state has changed requirements four times within the past year and things may be difficult to learn and stay on top of requirements at first
- HMIS/Coordinated Entry Committee is in a 6-month trial of the Coordinated Entry process
  - Has been working chiefly with Hope Center and Elijah House
  - Individuals can get in contact with Cindy if they would like to get involved

Scott Abbott, Performance Review and Current Grants

CESH 2019		Funds must be expended within 5 years	
Activity	Estimated amount for eligible activity	Activity as a % of Allocation amount requested	Describe Activity and prior AF experience administering Activity
Activity #1	\$415,170	71.1%	Rental Assistance, Housing Relocation and Stabilization Services: CESH Funds will be used to support two (2) as yet undetermined community subrecipient determined by the CoC for rental assistance, housing relocation, and stabilization services; operating subsidies; or flexible housing subsidy funds. To fulfill the criteria of the CESH, no more than 40 percent of CESH funds allocated shall be used for operating support for emergency housing interventions.
Activity #3	\$28,011	5.0%	Flexible Housing Subsidy Funds: Operating support will go for administrative costs for implementing the grant, and for the CoC to hire staff to implement outreach, navigation center and support HMIS and CES functions.
Activity #4	\$5,000	0.9%	Funds to support active Outreach efforts through the CoC's Point in Time committee: Although administered through the AC, the Point in Time committee will determine how to use funds under the supervision of the CoC board
Activity #5	\$112,046	20.0%	Systems Support: Expand HMIS within CoC member agencies, make available to all agencies, get HMIS adopted by county so all on same system. Support 1 HMIS administrator and 1 data entry person/support to meet with agencies, train staff, ensure compliance, and submit required state and HUD reporting
<b>Total: \$560,227</b>			

- Now at the point where we have an RFP ready to go and should have it out next week for the top Activity #1 (two projects that will be put out there for proposals)
- Looking at February 16<sup>th</sup> as proposal application date

## ESG-CV (Round 1)

Funds must be expended by August 31, 2022

Activity	Estimated amount for eligible activity	Activity as a % of Allocation amount requested	Goals
Activity #1: Emergency Shelter	\$300,000.00	45%	Number of Bed Capacity: 30; Number of Beds: 30; Number of Units: 2; Number of Households Served: 50; Number of Persons Sheltered: 100
Activity #2: Street Outreach	\$5,000.00	1%	Number of Households Served: 30; Number of Person Served: 50
Activity #3: Homeless Prevention	\$30,000.00	4%	Number of Households Served: 50; Number of Persons Served: 100
Activity #4: Rapid Re-Housing	\$300,000.00	45%	Number of Households Served: 75; Number of Persons Served: 200
Activity #5: IIMIS	\$0.00		
Activity #6: Administration	\$35,300.00	5%	
<b>Total:</b>	<b>\$670,300.00</b>		

- Will need to an RFP process for this; state is still working on the agreement for it

## ESG-CV (Round 2)

Activity	Estimated amount for eligible activity	Activity as a % of Allocation amount requested	Goals
Activity #1: Emergency Shelter	\$93,500.00	46.5%	Supplement Round 1 Activities, particularly emergency housing
Activity #4: Rapid Re-Housing	\$100,000.00	50%	
Activity #6: Administration	\$6,500.00	3.5%	
<b>Total</b>	<b>\$200,000.00</b>		

Percentage of ESG-CV (Round 2) Award	Expenditure Deadline
20%	July 31, 2021
40%	September 30, 2021
60%	November 30, 2021
80%	January 31, 2022

- Will be amendment round 1 to include round 2 and additional \$200,000, designed to supplement

- Doreen calls for two more application readers for Grant working group; Q&A date and interview date set, but really need two more committee members

**Adjourn – 4:10 P.M.**