

## ADVISORY BOARD SPECIAL MEETING MINUTES

**Meeting Date: Thursday, January 30, 2014**

**Time: 2:00pm – 3:00pm**

**Location: 1350 Arnold Drive, Suite 202, Martinez CA  
(County Homeless Program Conference Room)**

**Advisory Board Attendance:** Dorothy Sansoe, Brenda Kain, Nishant Shah, Stephan Peers, Doug Stewart, John Garth, Sean Connors, Stephanie Batchelor

**Advisory Board Absent:** Teri House, Janet Kennedy, Robin Heinemann, Michael Pollard

**Public Attendance:** Lavonna Martin, Rita Iravani, Amanda Stempson, Jay Lee, Alvin Silva, Megan McCabe

### I. Introductions

- a. Call to order by Dorothy Sansoe

### II. Public Comment

- a. Lavonna Martin: County Homeless Program Concord Shelter was recently notified that we're recipients of an anonymous bequest, left nearly half a million dollars to benefit the shelter system of care
  - i. Doing an internal analysis of how best to improve the shelter
- b. Rita Iravani: all Advisory Board appointments will be expiring on March 31, 2014
  - i. Will send out applications to submit to the Family and Human Services Committee of the Board of Supervisors

### III. HCD ESG Project Rankings (Action Item)

- a. Issue: Ranking of ESG applications submitted from Contra Costa County to the State HCD
- b. Motion(s)
  - i. Statement of Motion
    1. Motion to rank the applications received according to the Component Priority list approved at the November 15, 2013 meeting of the Advisory Board, as follows:
      - a. Rapid Re-Housing
      - b. Street Outreach
      - c. Emergency Shelter
      - d. HMIS
  - ii. Discussion of Motion

1. Brenda Kain: at November 15, 2013 Advisory Board meeting, it was determined that the following ranked list of program components best reflected the County's priorities:
  - a. Rapid Re-Housing
  - b. Street Outreach
  - c. Emergency Shelter
  - d. HMIS
2. Lavonna Martin: in light of HCD's prioritization of Rapid Re-Housing, and the County's priorities, it would be strategic to rank our projects according to the Component Priority list.
3. Brenda Kain: there is only one project for each ranked program component, and one project whose component is not on the Component Priority list:
  - a. Rapid Re-Housing: Shelter, Inc. – Rapid Re-Housing
  - b. Street Outreach: Pacheco/Mtz Homeless Outreach, Inc. – Night Time Outreach
  - c. Emergency Shelter: Trinity Center – Emergency Day Shelter
  - d. HMIS: no projects submitted
  - e. Homelessness Prevention (not a ranked program component): Shelter, Inc. – Homeless Prevention
4. Stephan Peers: to ensure that applicants are submitting their strongest applications possible, we should reach out to the applicants to provide help in improving their applications
  - a. Lavonna Martin: the County and HomeBase outreached to all ESG applicants and provided technical assistance in advance of the ESG application submission deadline
5. Stephan Peers: we need to learn more as a Board about all of the providers and projects in our Continuum
  - a. Lavonna Martin: we should encourage all Board members to reach out to different providers on a monthly basis
- iii. Final Motion, as Voted by Board:
  1. Motion to rank the applications received according to the Component Priority list approved at the November 15, 2013 meeting of the Advisory Board, as follows:
    - a. Rank 1: Shelter, Inc. – Rapid Re-Housing
    - b. Rank 2: Pacheco/Mtz Homeless Outreach, Inc. – Night Time Outreach
    - c. Rank 3: Trinity Center – Emergency Day Shelter
    - d. Rank 4: Shelter, Inc. – Homeless Prevention
- iv. Procedural Record
  1. Motion Made by: Brenda Kain
  2. Seconded by: Stephan Peers

3. AYES: Dorothy Sansoe, Brenda Kain, Nishant Shah, Stephan Peers, John Garth, Sean Connors, Stephanie Batchelor
4. NOES: None
5. ABSTAINS: Doug Stewart
6. ABSENTS: Teri House, Janet Kennedy, Robin Heinemann, Michael Pollard

**IV. 2014 Point-in-Time Count (Action Item)**

- a. Issue: Board approval of 2014 Point-in-Time Count Process
- b. Motion(s)
  - i. Statement of Motion
    1. Motion to approve January 31, 2014 as the date of the sheltered Point-in-Time Count
  - ii. Discussion of Motion
    1. Lavonna Martin: as discussed at the December 19, 2013 Advisory Board meeting, this year the CoC will be conducting only a sheltered Point-in-Time Count, which is required annually by HUD.
      - a. Amanda Stempson: The unsheltered count is only required every two years, and was last completed in 2013.
    2. Amanda Stempson: This year, HUD is requiring that all CoCs report on gender, ethnicity, and race. In addition, there are new population data requirements for Veteran households.
    3. Lavonna Martin: Most data will be collected through our HMIS. A survey will be sent out to providers who do not participate in HMIS, to collect Point-in-Time and Housing Inventory information.
  - iii. Procedural Record
    1. Motion Made by: Doug Stewart
    2. Seconded by: Sean Connors
    3. AYES: Dorothy Sansoe, Brenda Kain, Nishant Shah, Stephan Peers, Doug Stewart, John Garth, Sean Connors, Stephanie Batchelor
    4. NOES: none
    5. ABSTAINS: non
    6. ABSENTS: Teri House, Janet Kennedy, Robin Heinemann, Michael Pollard

**V. Next Steps**

- a. Submit Board Applications to the Family and Human Services Committee of the Board of Supervisors
  - i. Action Required: Distribute and collect Board Applications from all CCICH Advisory Board members
  - ii. Deadline for Action: March meeting of the Family and Human Services Committee
  - iii. Responsible Person(s): Rita Iravani
- b. Next Meeting

- i. Date: February 11, 2014
- ii. Time: 3:00 pm – 5:00 pm
- iii. Location: Homeless Program Conference Room, 1350 Arnold Drive, Suite 202, Martinez CA