

## Contra Costa Interagency Council on Homelessness (CCICH)

# ADVISORY BOARD MEETING MINUTES

**Meeting Date: Tuesday, May 13, 2014**

**Time: 3:00pm – 5:00pm**

**Location: 1350 Arnold Drive, Suite 202 Conference Room, Martinez, CA**

**Advisory Board Attendance:** Brenda Kain, Janet Kennedy, Megan Monahan, Dorothy Sansoe, Valerie Sloven, Doug Stewart, Joseph Villarreal

**Advisory Board Absent:** Sean Connors, John Garth, Robin Heinemann, Teri House, Stephan Peers, Michael Pollard, Nishant Shah

**Public Attendance:** Lavonna Martin, Dana Ewing, Amanda Stempson, Jeff Crandall, Rachael Birch, Tim O'Keefe

### **I. Introduction**

- a. Call to order by Janet Kennedy

### **II. Public Comment**

### **III. Board of Applications Update**

- a. The Board of Supervisors has approved all CCICH Executive Committee members, with seats expiring March 31, 2016.
- b. Daniel Sanfran was erroneously included in the Board of Supervisors approval list, but has withdrawn application. This will be corrected, and his seat, At-Large #2, will be declared vacant. The vacancy will be posted on the CCICH website, and persons interested in applying for the seat may apply online.

### **IV. Strategic Planning (Action Items)**

- a. The Strategic Plan Ad Hoc Committee met in March to develop a Strategic Planning Stakeholder Outreach Matrix, outlining the outreach methodology, venue, timeline, and facilitators for conducting outreach to each stakeholder group.
  - i. The Outreach Matrix focuses on methodologies that do not put additional burden on communities, such as attending existing meetings.
  - ii. Consumer outreach will include focus groups, surveys, doing surveys at June CCICH, and data requests.
  - iii. Dana Ewing is developing the consumer survey for review by the ad hoc committee
    1. Health Care for the Homeless volunteers to distribute surveys in addition to the outreach teams.

- iv. The Strategic Plan Update will look at new best practices that have emerged in the past ten years.
  - v. Data will be provided about who we are serving, so we can tailor our approaches.
  - vi. The update is a great opportunity to educate the community about our accomplishments. We can use data to highlight outcomes and achievements.
- b. Issue: The Strategic Plan Ad Hoc Committee seeks approval of its Outreach Matrix to begin outreach to key stakeholder groups for input to the Strategic Plan Update.
- i. Statement of Motion:
    - 1. That the Strategic Plan Ad Hoc Committee implements the Outreach Matrix in its entirety.
  - ii. Discussion of Motion:
    - 1. Is the summer timeline realistic?
      - a. Yes, this timeline is needed to meet October 1 deadline to release the Strategic Plan Update.
    - 2. How will cities be involved in this process?
      - a. Lavonna will be reaching out to the cities directly and through the Mayor's Conference.
- c. Motion
- i. Statement of Motion
    - 1. Motion to adopt plan in its entirety.
  - ii. Discussion of Motion
    - 1. Previous Conversation
  - iii. Procedural Record
    - 1. Motion Made by: Brenda Kain
    - 2. Seconded by: Joseph Villarreal
    - 3. AYES: Brenda Kain, Janet Kennedy, Megan Monahan, Dorothy Sansoe, Valerie Sloven, Doug Stewart, Joseph Villarreal
    - 4. NOES: none
    - 5. ABSTAINS: none
    - 6. ABSENTS: Sean Connors, John Garth, Robin Heinemann, Teri House, Stephan Peers, Michael Pollard, Nishant Shah

**V. CoC Governance (Action Items)**

- a. Issue: Is now the right time to begin a multi-month process of working on CoC governance?
  - i. Viewed CoC Governance Prezi: CoC governance as the support system/structure to achieve goals
  - ii. Discussion: CoC Operations
    - a. Should there be annual update process each fall?
    - b. Current documents related to governance:
      - i. By-laws (updated last November)

- ii. HMIS Policies & Procedures
  - iii. Review & Rank process tools
- 1. What are bylaws? Bylaws are basic functioning rules of how the CCICH board works but does not get into specifics of how the body accomplishes its goals
- iii. Discussion: Should we wait until HMIS process finishes before starting work on this charter?
  - a. The process is separate and can be done parallel.
- iv. Need to identify what to put in the charter base and how often to review it
- v. Is about more than what HUD requires in a governance charter; this is an opportunity for new members to learn about the group and CCICH
  - a. We don't have to limit ourselves to just what HUD wants to see but also what the community wants for itself.
  - b. Don't want to sell ourselves short by only looking at HUD requirements.
  - c. The bylaws were written to conform to what Board of Supervisors wanted to see in bylaws.
- vi. HUD also wants to see language around Coordinated Assessment, ESG and CoC coordination
  - a. There is work underway around this, with support from Y&H Soda foundation to help fund this
  - b. Folding some of this work in with strategic plan
    - i. Next strategic plan will focus on Coordinated assessment
  - c. Will likely need to rely on coordinated assessment planning group to guide through
- vii. Discussion: one comprehensive charter, or many governance documents?
  - a. May make the most sense to fold in current documents (by-laws, HMIS, Review & Rank) into one expanded charter?
  - b. Or, create two document, Bylaws for Board of Supervisors, and Charter for governing document
  - c. May not want to go to board of supervisors every time the charter needs to change
- viii. Discussion: written standards for providing assistance
  - a. These are the standards of care, for prevention and rapid rehousing
  - b. What about standards of care for other program types? Should we be looking at standards for every program type, which requires us to bring it to the larger body?
  - c. Could have HUD grantees group starting to work on it.
- ix. HUD is asking to establish performance targets and monitor performance measurements and have a system of this as part of the charter (this is partly in the bylaws).

- x. Discussion: how to develop and review the draft charter
  - a. One way to do this would have a few members of this group review content or drafts of charter between the meeting.
    - i. Starting point would be existing documents, best practice examples, but want to have this tailored to what this group wants.
  - b. For a more organic set of bylaws, need to have some group meeting.
    - i. Does this require a retreat to draft something organic? Is the board up for this?
  - c. Need to have documents/content to react to.
    - i. There are community documents we can look at these and combine them as a starting place.
    - ii. Have a performance measures group that is meeting (these are wrapped up in strategic planning). There may be opportunities to pull from these documents.
    - iii. Can pull from these and get something created in first several hours.
  - d. The strategic planning process could help inform this process.
    - i. It may make more sense to focus on strategic planning process and let that inform these written standards and governance in October.
    - ii. If there is a way to compile what we do have to start looking at it, we can see where we are and where we need to go.
    - iii. I think we would need to do the plan and then the charter so they reflect each other.
    - iv. Preference of board is to summarize what is in place, and wait until October to start to develop the governance charter in earnest (with written standards).

## **VI. ESG Coordination (Action Items)**

- a. Staff recommendations around ESG coordination, requested to meet again
- b. Brenda: I have split time between department admin and federal programs, but as of July 1 I am switching to department admin full-time
  - i. Will have succession plan for who will take over CBDG and ESG, hopefully by June exec meeting: successor will attend the CCICH place and can apply for my seat

## **VII. Community Initiatives**

- a. Lavonna: wanted to bring board up to date on a few community initiatives, and make sure the Board is aware of other wonderful initiatives that are addressing poverty and homelessness in the community, and allow board members to participate in these efforts if wanted

- b. Multi-Faith Action Coalition
  - I. Groups of churches and synagogues and members from Temple Isaiah, looking at actions they can take to work on poverty and homelessness in the community.
- d. Voices on Poverty meetings:
  - i. Open to community
  - ii. February meeting well attended
  - iii. Have 5 key areas/task forces, that will be looking at 5 topics on poverty/homelessness—one is shelter/housing.
  - iv. Task force has been meeting, with Lavonna participating on behalf of the CoC; Tim O’Keefe from SHELTER Inc. is also active
  - v. Have been providing education about homelessness in the community and need for additional services
  - vi. The solutions are prevention and housing and understanding that there are great interventions that can be employed which would reach goals.
  - vii. Put out email that was well received about need for additional resources.
  - viii. A lot of energy around what they are doing: a lot of Central county faith communities, doing well at bringing in West county and East county faith communities
  - ix. Board members are invited to participate
  - x. Forum on May 18: Faith and advocacy
  - xi. Looking for concrete things to do in this community
  - xii. Want to think about whether as a Board if a more formal linkage or commitment should be made around these initiatives.
- e. Safety Net Convening:
  - i. Had 4 convening
  - ii. Joined efforts and developing a report card but specifically involved around providing information they want to put out annually.
- f. Mayor’s Initiative
  - i. In development
  - ii. Requesting to have CoC sign on Mayor’s Initiative, which gets individual communities to support efforts of veterans homelessness, positioned as a community, to get resources for veterans that many providers receive
  - iii. We’re primed as community with various efforts that this may be a good place to roll out Mayor’s Initiative.
    - 1. Also have HUD-VASH vouchers, have 160 vouchers, specifically targeted to veterans
    - 2. Just applied for a CAHBI grant to support chronically homeless veterans, matching permanent housing
  - iv. CCICH may be in a good place to start having these conversations.
    - 1. Suggestion of committee members on this task force. Could be opportunity to bring in Mayor’s Initiative from the federal level.
- g. Berrellesa Palms
  - i. Still have 23 slots to fill

- ii. Funded Eden's project in Orinda and is already filled up but possible room on the Lafayette project waitlist

**VIII. Federal and State Funding Dollars Analysis**

- a. PowerPoint Presentation

**IX. Pin It**

- a. Discussion of new Chair and Vice Chair for CCICH Advisory Board

**X. Next Steps**

- a. Next Meeting
  - i. Date: Exec meeting is June 10<sup>th</sup>, regular meeting is June 13<sup>th</sup>
  - ii. Time: 3:00 – 5:00 pm
  - iii. Location: Homeless Program Conference Room, at 1350 Arnold Drive, Suite 202, Martinez CA