



Yolo County Homeless and Poverty Action Coalition (HPAC)

October 25th, 2017 Meeting Minutes

LOCATION: Woodland – Bauer Building, Thomson Room

MEETING ATTENDEES

1. Alisha Languell, Sutter Davis/WGU Student
2. Alysa Meyer, Legal Services of Northern California*
3. Amanda Ekman, Child Welfare Services, Yolo County Health and Human Services Agency
4. Amara Pickens, Fourth and Hope**
5. Bill Pride, Davis Community Meals and Housing*
6. Dan Maguire, City of Winters*
7. Dan Sokolow, City of Woodland*
8. Desiree Vigel, Shores of Hope
9. Diane Clarke, Yolo Conflict Resolution Center*
10. Doug Zeck, Fourth and Hope*
11. Emily Meza, Yolo County Health and Human Services Agency
12. Erin McEwen, Yolo County Children's Alliance
13. Holly Pierce, Woodland Opportunity Village
14. James McLeod, Yolo Community Care Continuum**
15. Janis Holt, Yolo County Housing*
16. Joan Planell, City of Davis*
17. Joni Lara-Jiménez, Yolo County Health and Human Services Agency
18. Joy Elson, Short Term Emergency Aid Committee **
19. Kathy Trott, Woodland Opportunity Village
20. Kevin Roddy, St. Vincent de Paul—Davis*
21. Lorena Sanchez, Shores of Hope
22. Mark Sawyer, City of West Sacramento
23. Martha Teeter, Davis Opportunity Village*
24. Michele Kellogg, Yolo Community Care Continuum*
25. Niomi Michel, Empower Yolo**
26. Nolan Sullivan, Yolo County Health and Human Services Agency**
27. Rosie Caraveo, Woodland School District
28. Sandra Sigrist, Yolo County Health and Human Services Agency*
29. Tracey Dickinson, Yolo County Health and Human Services Agency

**Indicates a primary voting designee*

***Indicates a secondary voting designee*

1. REVIEW AND APPROVE MEETING AGENDA

HPAC approved the agenda with no amendments.

- **Motion:** Dan Maguire
- **Second:** James McLeod
- **Abstentions:** None



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2. APPROVE MEETING MINUTES FROM 9.7.17 AND 9.27.17

HPAC approved the meeting minutes with one amendment. Michele Kellog requested the spelling of her name be corrected.

- **Motion:** Dan Maguire
- **Second:** James McLeod
- **Abstentions:** None

3. INTRODUCTIONS AND PROGRAM UPDATES

- Tracey Dickinson introduced Emily Meza as the interim Homeless Services Analyst.
- Alysa Meyer announced that Legal Services of Northern California is now fully staffed.
- Joan Planell gave a brief update on the City of Davis Strategic Plan.
- Erin McEwen announced the Free Dental Clinic hosted by the Yolo County Children's Alliance is happening Sunday, October 29.
- Sandra Sigrist announced that the Prop 47 RFP's have been awarded with a project start date of 11/16/17.
- Doug Zeck announced that Fourth and Hope moved some families into homes.

4. UPDATE ON HOMELESS SERVICES STAFFING CHANGES

Tracey Dickinson informed the group of various staffing changes relevant to HPAC:

- **Homeless Services Manager:** Recruitment to fill Tracey Dickinson's current role has begun with posting of position last week.
- **Homeless Services Analyst:** Emily Meza temporarily filling Homeless Services Analyst vacancy after Ginger Hashimoto's departure, update on permanent placement to follow at a later date.
- **Housing Coordinator:** position has been offered to a candidate, pending completion of hiring process.
- **HMIS Coordinator, Sacramento Steps Forward (SSF):** Manjit Kaur no longer with organization, Matt Foy is now filling her role.

5. ELECTIONS

HPAC approved the following officers:

- Chair: Bill Pride
- Vice Chair: Michele Kellog
- Secretary: Emily Meza

All officers assume their positions as of 11/1/2017.

- **Motion:** Doug Zeck
- **Second:** Dan Maguire
- **Abstentions:** none



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Martha Teeter initiated a discussion on changes to the election process, and moved that candidates provide a biography with their experience prior to voting. There was discussion amongst the group as to the best way to implement such a change and the motion was amended to read:

When there are more than 1 candidates for HPAC officer positions, they can provide an optional bio of no more than ½ page detailing their experience as it relates to HPAC, with the nominating committee facilitating the process.

- **Motion:** Martha Teeter
- **Second:**
- **Nays:** Janis Holt, Kevin Roddy
- **Abstentions:** None

6. GOVERNANCE CHARTER REVISIONS

Tracey Dickinson provided a revised Governance Charter.

Revisions:

- **Voting Members:** Changed voting member requirements from having attended 50% of meetings in last year, to having attended at least 6 general meetings in previous year (November 1 to October 31) and having participated on at least 1 subcommittee.
- **Grandfathering In:** New requirements would have negatively impacted two members (City of West Sacramento and Mutual Housing) that would not qualify for the upcoming year by one meeting, it was agreed to allow them to be grandfathered in for 1 year.
- **Candidates for Board:** Candidates running for board must be a voting designee of that agency.
- **Quorum:** a quorum (51% or more of voting members) must now be established prior to a vote.
- **Electronic Votes:** Based on passive approval, no response equals “Yes”, 51% must respond “No” for proposal to fail. “Reply to all” is not required.

All revisions were approved.

- **Motion:** Bill Pride
- **Second:** Dan Sokolow
- **Abstentions:** None

7. HMIS BILLING AND PAYMENT

Michele Kellogg expressed importance of YCCC receiving payment prior to paying HMIS bill. It was agreed that Yolo HHSA would send billing specifics to YCCC and then YCCC would send invoices to individual agencies in advance.

8. CONTINUUM OF CARE PLANNING GRANT

Michele Kellogg initiated discussion of this grant, the group agreed that going forward, HPAC needs to be very deliberate regarding purpose of grant use.



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9. 2017 ANNUAL HOMELESS ASSESSMENT REPORT (AHAR)

Tracey Dickinson provided explanation on what the report is and that while it was not consistently submitted in prior years, starting last year HHSA is now submitting report.

10. 2018 MEETING SCHEDULE

Tracey Dickinson presented the Tentative 2018 Meeting Schedule, due to Coordinated Entry Policies & Procedures deadline of 1/23/2017 from HUD, it was agreed to add a general meeting on 1/17/18 to formally adopt the policies and procedures.

11. 2018 SHELTERED COUNT UPDATE

Tracey Dickinson gave a brief reminder that the 2018 Sheltered Count was approaching and would be discussed in more detail in early December.

12. MEETING EVALUATION: PLUS/DELTA/FUTURE TOPICS

Doug Zeck led a meeting evaluation:

- Group was happy that meeting stayed on time.
- It was stated that Michele Kellog's agenda items should have been moved earlier in the agenda.
- Martha requested we be more descriptive, use fewer acronyms.
- Janis suggested we provide a Key Term list on the back of the agendas.
- Nolan expressed we plan time for people to express interests, projects, and goals of HPAC.
- Martha asked whether the 2-Year Plan would be made available to entire group to review prior to adoption, Tracey Dickinson confirmed that yes it would, though majority of work would be completed in subcommittee.