



Yolo County Homeless and Poverty Action Coalition (HPAC)

November 28th, 2018 Meeting Minutes

LOCATION: Davis – Yolo County Library – Blanchard Room

MEETING ATTENDEES –

1. **Alysa Meyer***, Legal Services of Northern California
2. **Amber Whitaker***, City of West Sacramento
3. **Bill Pride***, Davis Community Meals & Housing
4. Chris Bulkeley, Yolo County District Attorney
5. Christine Wiebe, Yolo Care Palliative Care
6. Dan Maguire, City of Winters
7. **Dan Sokolow***, City of Woodland
8. Diane Clarke, Yolo Conflict Resolution Center
9. **Doug Zeck***, **Fourth & Hope**
10. Elizabeth Mohrherr, Yolo Care Palliative Care
11. Emily Meza, Yolo County Health and Human Services Agency – Homeless Services
12. Erin McEwen**, Yolo County Children’s Alliance
13. Isabel Morales, Communicare Health Centers
14. **James McLeod****, **Yolo Community Care Continuum**
15. **Janis Holt***, **Yolo County Housing**
16. **Jeneba Lahai***, **Yolo County Children’s Alliance**
17. Jennifer Longan, Communicare Health Centers
18. **Kathy Trott***, **Woodland Opportunity Village**
19. Kim Heuvelhorst, Yolo County Health and Human Services Agency – Homeless Services
20. **Koy Saechao***, **Turning Point Community Programs**
21. Liane Moody, Short Term Emergency Action Committee (STEAC)
22. **Linda Scott***, **Interfaith Rotating Winter Shelter of Davis (IRWS)**
23. Mark Sawyer**, City of West Sacramento
24. **Martha Teeter***, **Davis Opportunity Village**
25. Mary Anne Kirsch**, Interfaith Rotating Winter Shelter of Davis (IRWS)
26. ME Gladis, Yolo Progressives
27. **Michael Tovar***, **Shores of Hope**
28. **Niomi Michel****, **Empower Yolo**
29. Patrick Vancuren, Veterans Resource Center
30. Rachel Nervo, Veterans Affairs
31. Raul Huerta, City of West Sacramento
32. Robin Frank, Yolo County Children’s Alliance
33. **Ryan Collins***, **City of Davis**
34. Sandra Sigrist, Yolo County Health and Human Services Agency – Adult and Aging
35. **Veronica Williams****, **Volunteers of America**
36. Zane Hatfield, Yolo Food Bank

***Bold-type** indicates that the individual represented a Voting Board agency as either a primary (*) or secondary (**) voting designee*

1. REVIEW AND APPROVE MEETING AGENDA



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HPAC unanimously approved the agenda with no amendments:

- **Motion:** Alysa Meyer, Legal Services of Northern California
- **Second:** Dan Sokolow, City of Woodland
- **Abstentions:** None

2. APPROVE MEETING MINUTES FROM 10/24/2018

HPAC unanimously approved the minutes with no amendments:

- **Motion:** Alysa Meyer, Legal Services of Northern California
- **Second:** Dan Sokolow, City of Woodland
- **Abstentions:** None

3. INTRODUCTIONS AND PROGRAM UPDATES

Meeting attendees shared updates on their programs, some highlights follow:

- Raul Huerta announced that the City of West Sacramento partnered with the County of Yolo and the Mercy Coalition to offer the West Sacramento Winter Warming Center which starts Sunday, December 2nd. At this time, they are accepting referrals only from their direct service providers (Mark Sawyer and Yolo County Children's Alliance). Interested individuals should attend the 'office hours' on Thursday mornings to request a referral. Eligibility for the shelter include: single adults only, no dogs allowed, and no baggage beyond what they can carry with them. Amber Whitaker or Raul Huerta may be contacted with questions.
- Erin McEwen shared that the YCCA Community Give Away day was a huge success. They gave away 450 turkey dinner kits and children's clothing. In December, there will be a small toy drive for those who were not able to participate in any of the Adopt-a-Family programs
- Janice Holt shared the following updates from Yolo County Housing-
 - An RFP for developers is posted on their website under the business link for a project based voucher program for permanent supportive housing serving homeless, seniors and/or disabled populations. The proposal can be for new construction or for rehabilitation and Yolo County Housing estimates that up to 80 project based vouchers would be available under this RFP. The RFP due date is 5 PM on December 10, 2018.
 - YCH was awarded twenty-two (22) Mainstream Vouchers serving families with a non-elderly disabled member that is at risk or coming out of institutionalization or homelessness, five (5) additional VASH vouchers serving veterans in partnership with the Veterans Administration and most recently twenty-six (26) Family Unification Program (FUP) vouchers serving families whose barrier to reunification is stable housing and/or termed out foster youth ages 18-24. A total of fifty three (53) additional vouchers have been awarded to the agency in the last 90 days, increasing permanent housing opportunities to vulnerable populations. In accordance with the requirements to identify eligible families on the current wait list first, YCH will be sending out purge letters along with questionnaires to identify Mainstream and FUP eligible families within the next 30-60 days. YCH will share the template letter and questionnaires with HPAC once completed so that they can be aware of what applicants will be receiving.
 - The Beamer Street Grand Opening and ribbon cutting is December 11th at 2 PM.
- Mary Anne Kirsch announced that the Interfaith Rotating Winter Shelter of Davis will operate from December 2nd through March 13th. Pre-registration will occur December 1st from 9:30 to 11:30 at



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the new intake center at the Episcopal Church of St. Martin, located at 130 Hawthorne Lane in Davis. They have been training their interns for the past six weeks and they have 17 high school students and 15 U.C. Davis students on their volunteer team. They are joining HMIS for the first time this year.

- Dan Sokolow announced that the City of Woodland partnered with Fourth and Hope and many volunteers from the faith community to offer a winter shelter which is starting December 6th. They have been conducting training sessions for the volunteers. Eligible guests are families and single women and the shelter is located at St. Luke's Episcopal Church, located at the corner of 2nd Street and Lincoln Avenue in Woodland.
- Doug Zeck announced that the Fourth and Hope day services have moved from outdoors to indoors for winter. Day services are available Monday through Thursday with limited services on Friday. In addition to the information Dan Sokolow provided above, Doug shared that the winter shelter will be open eight weeks this year instead of four and that intakes will be done at Fourth and Hope.
- Zane Hatfield shared that the Yolo Food Bank-gave meal kits to 2,000 households (9000 meals total) in November 2018.
- M.E. Gladis shared that she appeared at Representative Garamendi's office to advocate for the Green New Deal. The Committee will be tasked with developing a plan to address climate change within one year. It is designed to give low income people the first opportunity at jobs that will be developed as a result of the bill.
- STEAC-Liane Moody shared that they had matched 405 families for the holiday food and gift program.
- City of Davis-Ryan Collins shared the following updates:
 - The City is assisting with training for the IRWS volunteers.
 - Earlier this year, they had issued the Yolo County Health and Human Services Guide. They are currently preparing for the next update. Please review the information for your agency and provide any updates to Ryan.
 - The City is making arrangements with the City of Sacramento to tour their winter shelter. The shelter is extending operations to December 31st. At this time, it is not expected to continue beyond that, but Mayor Darrell Steinberg may extend it further. If anyone is interested in speaking with their leadership regarding lessons learned etc., let Ryan know so that he can include you in this visit.
- Ryan Collins shared his vision as the new Chair of HPAC:
 - HPAC has undeveloped potential. We are great at providing direct services to clients, but there is room for growth in operating effectively together, understanding each other's services, knowing the appropriate form to complete to obtain services etc.
 - There is an increased public scrutiny surrounding homelessness and the public is sometimes misinformed or uninformed. HPAC has a great body of knowledge that can be used to inform the public discussion and he believes it is HPAC's duty to do so.
 - Ryan would like to make it a focus to understand everyone's work. He plans to schedule visits with HPAC member agencies and would like for them to showcase their agency's work, star employees etc. He is interested in hearing what their passion is, what they are most proud of etc.
 - Following those visits, he wants to use that information to advocate effectively to the people who hold the funds and to the public about what the right thing to do is. He understands this will take time, but housing is a basic human right.



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- Ryan expressed gratitude to Bill and previous leadership in starting and keeping HPAC moving forward.

4. CESH/HEAP PROJECT SELECTION

Emily Meza provided a summary of the CESH/HEAP Project Selection process and reviewed the summary documentation provided in the agenda packet.

- Each project selection subcommittee member received application packets on November 2 to read and score the application individually.
- The subcommittee members convened on November 15th to discuss the proposals and make final decisions about the subcommittee's recommendation to HPAC.
- Koy Saechao and Janice Holt spoke to the group about their experience serving on the subcommittee. They and Emily felt that the subcommittee's discussion had been very robust and thorough, considering the needs of each community, the services already available and the details of the project application.
- There was a question about how the score played into the final decisions.
 - Emily explained that the scores were considered initially, but they also considered the services offered in various communities, and the services being requested within and across communities.
 - Additionally, if the same organization applied to both grants for the same purpose, this was considered.
 - One of the projects that scored lowest was also the only project specifically targeting Transitional Age Youth which is one of the specific target populations for HEAP.
- There was a question inquiring about who Resources for Independent Living is?
 - They have had success in Sacramento with the same type of program they are requesting funding for, but would like to grow the program to include Yolo.
 - They have a small presence in Yolo at the HHS service center, working primarily with disabled individuals, especially those with developmental disabilities. They will be starting drop in visits at the Woodland HHS Service Center
- There was a question asking if after vote final, can members see the project applications so they know what services are coming?
 - The project applications will not be shared, but when the funding is awarded information about the new programs/services will be shared. The funding is expected to be received in March.
 - There was a suggestion to set aside time at a future HPAC meeting for awardee organizations to present on the new programs and services.

HPAC unanimously approved the CESH/HEAP Project Selections as recommended by the Project Selection Subcommittee

- **Motion:** Bill Pride, Davis Community Meals and Housing
- **Second:** Martha Teeter, Davis Opportunity Village
- **Abstentions:** Alys Meyer (Legal Services of Northern California), Amber Whitaker (City of West Sacramento), Bill Pride (Davis Community Meals & Housing), Dan Sokolow, (City of Woodland), Doug Zeck (Fourth & Hope), Erin McEwen (Yolo County Children's Alliance), Jeneba Lahai (Yolo County Children's Alliance), Kathy Trott (Woodland Opportunity Village), Linda Scott (Interfaith



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Rotating Winter Shelter of Davis), Mark Sawyer (City of West Sacramento), Martha Teeter (Davis Opportunity Village), Mary Anne Kirsch (Interfaith Rotating Winter Shelter of Davis), Niomi Michel (Empower Yolo), Ryan Collins (City of Davis).

5. NO PLACE LIKE HOME

Sandra Sigrist shared these updates regarding the No Place Like Home grant:

- Proposition 2 passed. It takes 7% of the MHSAs and puts it into housing bond fund.
- NPLH funds can be used for housing projects with no less than 49% of the units serving individuals with severe mental illness. Those 49% must receive intensive supportive services. City of Woodland and City of West Sacramento are submitting project proposals.
- Non-Competitive and Competitive applications are due January 30th.
- NPLH requires the community have a plan to address homelessness. Our current strategic plan does not meet all of the very specific criteria required by NPLH. Their intent is to create standard nationwide.
- HHSA contracted with HomeBase to coordinate the development of this plan. The Community Launch occurred on November 13th. There are three upcoming issues summits in West Sacramento, Woodland and Davis. These will be used to work on solutions to the issues identified at the Community Launch. HHSA is coordinating with cities on who to invite. Others welcome, but should be aware that the discussion will be very solutions focused.
- An Environmental Scan and Consumer Focus Group are also required and HHSA worked with cities to coordinate who to invite to those.
- City of West Sacramento is partnering with Mercy Housing and New Hope for development of up to 85 units. They are gathering finances from other partners including Sutter. It will be a new construction project on W. Capitol Ave. The developer has site control. The exact timeframe is TBD, but hopefully by 2020 or 2021.
- City of Woodland is partnering with Fourth and Hope and Woodland Opportunity Village for a project with 60 units. 49% will be NPLH funded. City of Woodland owns the land. They plan to purchase self-contained manufactured units. They are gathering finances from other partners including Sutter, Dignity Health, Yocha Dehe Wintun Nation, the City and SB 2. Long term plans include moving the shelter and Walter's House to the same location.

6. COC PLANNING GRANT-SCOPE OF WORK

Sandra provided the following information about the CoC Planning Grant:

- The CoC received \$13,264 in technical assistance funds related to CoC and ESG funded projects. Sandra reviewed the proposal from HomeBase for this work, which includes providing assistance, reporting on outcome measures, identifying any remedial measures needed and assisting in implementing those. Action item to spend the money in this way. There was discussion about Item #4 under the Proposed Scope of Work which reads "Help agencies prepare for HUD monitoring by reviewing agency documents and client files for compliance, and assist agencies in remedying any issues". Several attendees expressed concern about why client files would be reviewed and how to ensure that privacy is protected. Bill Pride explained that this is common in monitoring visits, as the monitors need evidence that services are being provided to individuals as contracted.



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The following motion was made and passed with unanimous approval:

Approve moving forward with the contract with HomeBase for the proposed scope of work, with the modification that a clarification will be added to ensure that the review of client files will occur in compliance with all local, state and federal laws and regulations regarding protection of privacy.

- a. **Motion:** Dan Sokolow, City of Woodland
- b. **Second:** Alysa Meyer, Legal Services of Northern California
- c. **Abstentions:** None

7. 2019 POINT-IN-TIME (PIT) COUNT UPDATE

Kim Heuvelhorst explained the importance of the annual Point-in-Time (PIT) Count, providing the following information:

- The U.S. Department of Housing and Urban Development (HUD) requires each local Continuum of Care (CoC) to plan and conduct a PIT count of homeless persons within their designated service area.
- HUD relies on PIT data to define the nature and extent of homelessness as well as to measure progress towards ending homelessness.
- The count must take place within the last 10 days of January and that it must include both the sheltered and unsheltered homeless population at least every two years. In 2018, only the sheltered count was completed, so in 2019, Yolo County must also conduct the unsheltered count.

The 2019 PIT Count was first discussed October 25th at the HPAC Technical Subcommittee, and then an initial planning meeting with the Community Leads was held on November 14th. The next PIT Planning Meeting is scheduled for December 12th. Details are listed in the Upcoming Meetings and Events section at the end of the agenda.

The actual count will occur on Wednesday, January 23, 2019, reporting data for the night of Tuesday, January 22, 2019. HUD defines the date of the count as the night for which data is reported, so the official date of the count reported to HUD will be January 22, 2019.

9. RWS UPDATE

Kim Heuvelhorst reviewed the handout provided with information about the winter shelters/warming center operating in Woodland, Davis and West Sacramento. The City of West Sacramento provided the following updates:

- The City of West Sacramento will be tracking performance measure outcomes requested by their city council. They have agreed on several criteria that they hope will address these. The City is considering using HMIS to gather this data and is meeting with HHS following the HPAC meeting to discuss how this might work.
- People do not need to be clean and sober to enter. However, there are behavior based rules for conduct and guests will need to be able to behave appropriately and follow instructions etc.

10. LONGITUDINAL SYSTEMS ANALYSIS (LSA)/ANNUAL HOMELESS ASSESSMENT REPORT (AHAR)



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Emily Meza explained that HUD requires CoCs to submit data annually which is used to compile the AHAR report provided to congress and used to inform their decisions regarding homelessness.

- Previously the data report and the congress report were both called AHAR.
- Now, the data report is called the LSA and the report to congress is called the AHAR.
- The LSA provides much more detailed and robust data than the previous report. It allows HUD to filter and sort the data as needed.
- The LSA is due by Friday this week. The required test run was submitted November 9th. HHSA reviewed the error report from the test run. Most of our CoC's errors are around project information that was incomplete etc. and can be easily fixed.

11. UPCOMING GRANTS

- **Home Safe**-\$5M dedicated to housing related needs for Adult Protective Services clients. HHSA is submitting the application which is due Monday. We are requesting \$120K annually for emergent needs and funding for a ½ time extra help housing case manager. Additionally, we are requesting \$10,000 for staff training (i.e. motivational interviewing techniques for APS staff) and startup expenses, and \$30,000 for HMIS and LEAPS infrastructure support. LEAPS is the automated system used by APS. If funding is granted, the program will start April 2019.
- **Housing for a Healthy California**-The grant summary is in draft because the program guidelines are still in draft. Feedback due to the state by December 8th and the final version is expected in January. There is funding available under two articles. One of the articles provides long term rental subsidies for landlords, which is a piece that has been missing in the past.
- **HMIS Capacity Building Project** -HUD Exchange released the NOFA on November 19th. Applications are due January 31st. Up to \$400,000 is available for applications involving an HMIS consolidation, or up to \$150,000 for applications that do not involve an HMIS consolidation. The purpose is to fund improvement to CoCs HMIS systems. Our CoC is included in the target population of CoCs that are most in need of HMIS improvements. HHSA needs to discuss this with Sacramento Steps Forward. Sandra will provide more details by email.

12. 2019 MEETING SCHEDULE

Kim Heuvelhorst reviewed the 2019 HPAC meeting schedule provided in the agenda packet. She noted that the locations for the General HPAC meetings occurring in West Sacramento and Davis are different than past meetings, and thanked the Cities of Davis and West Sacramento for assisting in reserving room space for these.

13. HPAC VOTING BOARD FOR 2019

Emily presented the HPAC Voting Board slate for 2019.

- To become a voting member agency, an agency must attend at least six general meetings within the year and at least one subcommittee meeting with the same year.
- Some agencies who were voting member agencies in 2018 dropped off and some new agencies achieved voting member status for 2019.



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- On the HPAC application, agencies designate a primary and secondary voting representative. Only the designated voting representatives may vote. Other attendees from the same agency are not allowed to vote if they are not listed as a voting designee for the agency.
- If any agency wishes to change their designated voting representatives, they can contact Emily to request to the form needed to request a change.

14. MEETING EVALUATION AND FUTURE TOPICS

Ryan Collins received feedback on the meeting evaluation and future agenda items

Meeting Evaluation:

Plus – on time, good turnout, and efficiently covered a lot of important material

Delta – proposal to move the introduction and updates to the middle of agenda to allow for people who may arrive later, snacks and coffee, and name placards

Future Agenda Items:

- Camp Fire – Yolo County Housing receiving a lot of inquiries and requests related to displaced families. Almost 2,000 voucher families were displaced in Butte County. Four or five have arrived in Yolo. Yolo County Housing is looking into temporary shelter using migrant housing etc. We anticipate seeing additional impacts in future. Agencies serving veterans have also experienced impact related to the Camp Fire. Anyone with available housing units and a desire to shelter Camp Fire victims, may contact Yolo Housing. In addition to whatever services your agency may be providing to Camp Fire victims, please also refer them to Yolo Housing for tracking/connection to services and funding specifically tied to the Camp Fire.

15. NEXT MEETING & ADJOURNMENT

The meeting adjourned at 10:31 am by unanimous approval:

- **Motion:** Martha Teeter, Davis Opportunity Village
- **Second:** Michael Tovar, Shores of Hope
- **Abstentions:** None