



Yolo County Homeless and Poverty Action Coalition (HPAC)

September 26th, 2018 Meeting Minutes

LOCATION: West Sacramento – Yolo County HHS – Building A – River City Room

MEETING ATTENDEES – QUORUM ESTABLISHED

1. **Alysa Meyer, Legal Services of Northern California***
2. **Amber Whitaker, City of West Sacramento***
3. **Bill Pride, Davis Community Meals and Housing***
4. **Dan Maguire, City of Winters***
5. **Dan Sokolow, City of Woodland***
6. Emily Meza, Yolo County Health and Human Services Agency – Homeless Services
7. Erin Lund, Yolo County Health and Human Services Agency
8. **Erin McEwen, Yolo County Children’s Alliance****
9. Ian Evans, Yolo County Health and Human Services Agency – Homeless Services
10. James McLeod, Yolo Community Care Continuum
11. Jessica Thomas, Yolo County Health and Human Services Agency
12. John Picone, Community Member
13. Kathy Trott, Woodland Opportunity Village
14. **Koy Saechao, Turning Point Community Programs***
15. Kristen Cline, City of Woodland
16. Linda Jackson, Community Member
17. **Lora Barrett, Yolo Conflict Resolution Center****
18. **Lynnette Irlmeier, Empower Yolo***
19. Mark Sawyer, City of West Sacramento
20. **Martha Teeter, Davis Opportunity Village***
21. Mary Anne Kirsch, Interfaith Rotating Winter Shelter
22. M E Gladis, Yolo Progressives
23. **Michael Tovar, Shores of Hope***
24. Nasiya Gordey, Shores of Hope
25. **Nolan Sullivan, Yolo County Health and Human Services Agency – Service Centers***
26. Rachel Nervo, Veterans Affairs – HUD VASH
27. Robin Frank, Yolo County Children’s Alliance
28. **Ryan Collins, City of Davis***
29. Ryann Esteban, Veterans Affairs
30. Sandra Sigrist, Yolo County Health and Human Services Agency – Adult and Aging
31. Sydney Ruiz, Yolo County Health and Human Services Agency
32. Tracey Dickinson, Yolo County Health and Human Services Agency
33. Veronica Williams, Volunteers of America (VOA) – Veterans

***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

HPAC unanimously approved the agenda with 1 amendment, to replace item 8 (2019 HPAC Schedule) with a discussion about HPAC Elections and formation of the Nominating Subcommittee.

- **Motion:** Dan Maguire



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- **Second:** Alysa Meyer
- **Abstentions:** None

2. APPROVE MEETING MINUTES FROM 8/29/2018

HPAC unanimously approved the minutes with 2 amendments:

1. Clarify that Martha Teeter specifically asked why Empower Yolo's application had been ranked lower and inconsistent with their score.
 2. Include names of all individuals who abstained from the vote on the CoC Project Selection and Ranking, due to being from conflicted agencies.
- **Motion:** Dan Maguire
 - **Second:** Ryan Collins
 - **Abstentions:** None

3. INTRODUCTIONS AND PROGRAM UPDATES

- Dan Sokolow spoke about the development project that City of Woodland is working with Fourth & Hope on.
- Ian Evans announced that the analyst on the Homeless Services team, Kim Heuvelhorst, would begin on October 1, 2018.
- Nolan Sullivan announced that Yolo County HHSA was approved to pilot a housing strategy through the CalWORKs Housing Support Program where HHSA may be able to assist a family purchase a trailer to live in. He also announced that free lunch is provided every day by a community organization in the parking lot of the Yolo County HHSA office at 500 Jefferson Blvd, West Sacramento.
- Rachel Nervo introduced herself and announced as a case manager for the VA.
- Mark Sawyer announced his office hours that are held in the West Sacramento HHSA building in conjunction with other service providers and a new program called Downtown Streets Team starting up in October.
- Ryan Collins gave a report out on his services in his first year. Over the last year, 130 unique individuals were served, including 377 calls for service, 20 walk-ins, 87 individuals engaged in services and 43 of those engaged became housed. Ryan thanked the group for collaboration throughout the year. Also, announced that Steps 2 Success would have office hours in Davis from 10am-2pm every Wed. Sandra Sigrist informed the group that the Steps 2 Success program also had office hours in all cities and referred people to contact Chris Bulkeley for more information.
- Alysa Meyer offered to send a representative to the Steps 2 Success office hours to provide civil legal services.
- Dan Maguire stated that he attended the Fourth & Hope Open House and announced an Immunization Clinic happening at the Winters Community Center on Monday October 1, 2018.
- Mary Anne Kirsch announced that the Interfaith Rotating Winter Shelter in Davis (IRWS) was gearing up for the 2018-2019 season.
- Martha Teeter announced that IRWS in Davis was joining HMIS this season.
- Lora Barrett announced that the Yolo Conflict Resolution Center had received a new grant to work with homeless individuals.



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- James McLeod announced the Yolo Community Care Continuum's interim medical respite care program.

4. CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING (CESH) GRANT & HOMELESS EMERGENCY AID PROGRAM (HEAP)

Emily Meza led a discussion regarding the requirements for the California Emergency Solutions and Housing (CESH) grant. To apply for the grant, Continuums of Care (CoC) need to formally designate an Administrative Entity and utilize a public Project Selection Process. Emily presented the group with the finalized Project Selection Process recommended for adoption by the Technical Subcommittee. The group discussed the components of the Project Selection Process at length, particularly highlighting the differences between the CESH and HEAP grant eligible uses and their respective timelines. Martha Teeter asked clarifying questions regarding whether the IRWS in Davis could use the funds to pay for HMIS fees. After reviewing the grant requirements, County staff confirmed that HMIS system development was an Eligible Use as indicated in the CESH Notice of Funding Availability (NOFA). Erin McEwen from Yolo County Children's Alliance asked for collaboration amongst the providers in utilizing the funding to meet service gaps. It was also explained that the Notice of Intent was needed because the CESH application was due to the State before the complete Project Selection Process could be completed and the application required applicants state specific numerical anticipated performance measures associated with each project. Thus, the Notice of Intent was to include a brief project description and the anticipated performance measures. Sandra Sigrist clarified that there were only two agencies in the CoC that met the grant's requirements for being the Administrative Entity, County of Yolo and Yolo Community Care Continuum (YCCC). The County consulted with YCCC and YCCC indicated they did not wish to be the Administrative Entity for the CESH grant. Sandra also clarified that the County of Yolo, as Administrative Entity would facilitate the project selection process, accept the funds on behalf of the CoC, execute and monitor the subcontracts with the selected providers, and retain the 5% in administrative costs allowable by the grant.

Two motions were made and passed with unanimous approval regarding the CESH grant:

1. **Designate the County of Yolo as the Administrative Entity for the California Emergency Solutions and Housing (CESH) grant.**
 - a. **Motion:** Dan Maguire
 - b. **Second:** Martha Teeter
 - c. **Abstentions:** none
2. **Adopt the Round 1 - California Emergency Solutions and Housing (CESH) Local Competition Timeline and Project Selection Process.**
 - a. **Motion:** Ryan Collins
 - b. **Second:** Dan Sokolow
 - c. **Abstentions:** none

5. HOMELESS EMERGENCY AID PROGRAM (HEAP)

Emily Meza led a discussion regarding the requirements for the Homeless and Emergency Aid Program (HEAP) grant. To apply for the grant, Continuums of Care (CoC) need to designate an Administrative Entity and utilize a collaborative project selection process. Emily presented the group with the finalized Project Selection Process recommended for adoption by the Technical Subcommittee. The group



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discussed the components of the Project Selection process at length, particularly highlighting the differences between the CESH and HEAP grant eligible uses and their respective timelines. As with the CESH grant, the County of Yolo was one of two agencies eligible to administer the funds and the other agency, YCCC, declined being the Administrative Entity. Martha Teeter asked clarifying questions regarding whether the IRWS in Davis could use the funds to support their seasonal shelter. After reviewing the grant requirements, County staff confirmed that shelter operating expenses was an Eligible Use as indicated in the HEAP Notice of Funding Availability (NOFA).

Two motions were made and passed with unanimous approval regarding the HEAP grant:

1. **Designate the County of Yolo as the Administrative Entity for the Homeless Emergency Aid Program (HEAP).**
 - a. **Motion:** Dan Maguire
 - b. **Second:** Martha Teeter
 - c. **Abstentions:** none
2. **Adopt the Homeless Emergency Aid Program (HEAP) Local Competition Timeline and Project Selection Process.**
 - a. **Motion:** Martha Teeter
 - b. **Second:** Michael Tovar
 - c. **Abstentions:** none

6. CONTINUUM OF CARE (COC) GRANT UPDATE

Emily Meza announced that the 2018 CoC Grant application was successfully submitted on September 17, 2018. Emily thanked everyone involved for their collaboration, specifically thanking Empower Yolo for writing thorough answers for some of the questions related to Domestic Violence. She explained that we could expect to receive funding decisions from HUD in the coming months and would provide further updates when appropriate.

8. COUNTY HOMELESS PLAN UPDATE

Sandra Sigrist spoke about the County Homeless Plan to be updated to meet the requirements of the No Place Like Home (NPLH) program. The NPLH program requires county homeless plans to include several very specific components. She explained that with the \$100,000 in Technical Assistance funding received, the County would be contracting HomeBase to facilitate a community input process and to write the County Homeless Plan. Martha Teeter expressed that the Coordinated Entry workshop facilitated by HomeBase in 2017 did not feel valuable and recommended that the workshops be more collaborative. Tracey Dickinson stated that the Homeless Services Team will work very closely with HomeBase to ensure that the input meetings are as collaborative and valuable as possible.

9. NOMINATING SUBCOMMITTEE

Emily Meza solicited volunteers for the Nominating Subcommittee for the HPAC Officer Elections set to take place at the next meeting, October 25, 2018. Three individuals volunteered: Lynnette Irlmeier, Alysa Meyer, and Martha Teeter.

10. ADJOURNMENT