

**HPAC Technical Subcommittee Meeting**  
**Minutes**  
**Thursday, February 28, 2019; 9:00 – 11:00 am**  
**West Sacramento – Civic Center Galleria – Room 157**

**1. Introductions**

- Attendees – Kristen Cline, Dan Sokolow, Amber Whitaker, James McCleod, Lynnette Irlmeier, Lindsay Moss, Amara Pickens, Michael Tovar, Dawn Brown, Ryan Collins, Ian Evans and Emily Meza.

**2. Emergency Solutions Grant (ESG) Selection process –**

- Overview – ESG is an annual grant available to the CoC. There are two categories:
  - Non – Competitive Rapid Re-housing (NC-RR), and
  - Competitive Regional Funds (CR)

There is one project allowed in the NC-RR category and two projects allowed in the CR category.

Previously, we have not received more than the allowed number of projects, so we haven't needed to utilize the local section process. However, the process needs to be established in the event that it is needed. The 2018 ESG recipients are Empower Yolo and Fourth and Hope.

- NOFA and Timeline - Previously this NOFA was released in June and applications were due by late summer. The 2019 NOFA will be released March 29<sup>th</sup> and applications will be due in late May. HCD has advised CoCs to start their planning process prior to the NOFA release. The 2019 allocation amount is unknown as of now, but previously has been approximately \$130,000 to \$140,000 and HCD has indicated it will be approximately the same for 2019.
- Committee members reviewed the ESG Local Competition Timeline and Selection Process document and provided feedback:
  - On page 3, 2<sup>nd</sup> paragraph in the Application: Regional Competition (RC) Funds section: change to read "...please use the 2018 ESG Application as a template for planning purposes until the 2019 ESG Application template is released."
  - On page 3, last paragraph in the Application: Regional Competition (RC) Funds section: change to read "...Appendix B regarding which sections of the 2019 ESG Application must be completed for the local competition."
  - Appendix B – Add the following "NOTE: The 2018 ESG Application page numbers are included for reference, but once the 2019 NOFA is released the 2019 application page numbers may be different."
  - Appendix C – Add the following: "NOTE: The 2018 scoring rubric is provided for reference but once the 2019 NOFA is released the 2019 scoring rubric will be utilized."
  - 'Homeless Coordinator' will be replaced throughout with 'Homeless Services Team'
  - When NOFA is received, this document will be reviewed again to ensure consistency with the NOFA.
  - Concern about 2-day turn around between March 29 NOFA release and April 1 due date for letters of intent.
  - Notice of Funding document will be updated for consistency with the changes made to the Local Competition Timeline and Selection Process
- HHS will make revisions to documents as discussed today and will send out to HPAC Technical Committee for review. Following approval by HPAC Technical Subcommittee, the documents will be

sent on March 1<sup>st</sup> to HPAC General for review and vote for approval with an email vote due date by March 8<sup>th</sup>. Once approved, the finalized version will be disseminated to HPAC by March 11<sup>th</sup>.

- If the local selection process is needed, a special HPAC General meeting will be held on May 1<sup>st</sup> to vote on the funding recommendations. If local selection process is not needed, an HPAC email vote will be conducted on May 1<sup>st</sup>.

### 3. Coordinated Entry Policies and Procedures – Annual Review

- **Case Conference Process Updates** – Revised document reviewed.
  - In the Managing the Priority List section - remind people to remove people from the community queue if they become housed.
  - Details about how to ‘deny’ a community queue referral for those who have become housed etc. will be in the user guide. A reference to the user guide will be added to the procedures documents.
  - In the Managing the Priority List section - change to read “...an individual or family that has no interaction with the community queue in HMIS for 120 days...”
  - Details about how to keep someone active on the community queue are included in the user guide. A reference to the user guide will be added to the procedures documents.
  - In the Managing the Priority List section, last sentence – change to read “...case managers and other Coordinated Entry staff shall regularly...”
  - Are there any local priorities for housing different than HUD (which is most vulnerable)? Only if the bed is restricted to a particular status (i.e. chronically homeless) or group (i.e. TAY, disabled, veteran).
  - Is there a process needed for appeal/grievance procedure for client? HUD guidance is that a grievance process be included. This will be part of a larger discussion of overall review of the Coordinated Entry P&P that will occur at a later date.
  - In the Using the Priority List to fill all Vacancies section –
    - Step 1 add ‘as soon as conditions permit’
    - Insert steps between 8 and 9:
      - HHS team sends follow up email with spreadsheet to case conference invitees to notify them of the case conferencing results and asks them to coordinate.
      - Housing provider engages case manager and the potential tenants to gather documentation, interview etc. to determine the most appropriate client to match with that unit.
    - Consider adding verbiage about including a peer support worker in the meeting
  - In the Case Conferencing section – Regarding MDTs, there is a suggestion to pull the top 5 most vulnerability from the community queue list to discuss at the MDTs. The case manager would present the case at the MDT. Note that the MDT release of information needs to be signed by the client. Add steps to this section to include the steps showing the MDT process at a high level and reference the MDT procedure for additional details.
  - In the Using the Priority List to fill all Vacancies section, the Using the Case Conference to facilitate Linkage to Resources section and the Using the Case Conference to Facilitate Linkage to Resources section – Re-word/Add/Update verbiage regarding use of the term ‘case conference’ to clarify if it is referring to MDT vs. housing vacancy case conference. Clarity is needed around the difference between the two, interactions between the two etc. The idea is that at the housing case conferencing meeting, if services are identified, or client is not currently connected with a case manager, that case would be referred to the MDT for

discussion and action items for next steps. At the monthly MDT, any client who is discussed, the case manager will identify housing needs and ensure that the VI-SPDAT is completed and client is active on the HMIS Community Queue if appropriate. The focus of the MDT is still case management and care coordination. HHSa will make some edits related to this and will send back out to the group for review.

- **Communication Strategy** – Coordinated Entry needs to be marketed to the public so that people know where they can go to receive assistance.
  - HHSa drafted a flyer to advertise the Coordinated Entry points of entry. There will be three different versions with one for each Davis, Woodland and West Sacramento, with two points of entry identified for each City. The front would have general information plus one city highlighted on the front with the other two cities on the back. Some central locations could have supplies of all three versions. The identified points of entry for each city are:
    - Davis (DCMH and Ryan’s Office Hours)
    - Woodland (Kristen’s Office Hours 4th and Hope and Empower Yolo)
    - West Sacramento (Mark’s Office Hours and YCCA)
  - Any other communications venues? Suggestions included local newspaper posting, libraries, city offices, schools, local community colleges, UC Davis, hospitals, food bank/food distributions centers, HPAC website.
  - Email to HPAC with request to help publicize.
  - HSSa will bring 100 color copies to the next general HPAC meeting for distribution.
- **Evaluation Plan** – deferred to next meeting

#### 4. Closing and Next Steps

- Plus – Started on time; location, good ideas developed (i.e. MDT/case conferencing)
- Delta – parking (but better than WSAC HHSa)
- Next meeting – March 28<sup>th</sup> – Yolo County Library – Davis – Blanchard Room