



## Yolo County Homeless and Poverty Action Coalition (HPAC)

March 27<sup>th</sup>, 2019 Meeting Minutes

**LOCATION:** Woodland – Yolo County HHS – Bauer Building – Thomson Room

### MEETING ATTENDEES –

1. Adriana Galvez, CommuniCare Health Centers
2. **Alysa Meyer\***, Legal Services of Northern California
3. **Amara Pickens\*\***, Fourth & Hope
4. **Amber Whitaker\***, City of West Sacramento
5. Cara Messmore, Davis Joint Unified School District
6. Chris Bulkeley, Yolo County District Attorney
7. Dan Maguire, City of Winters
8. **Dan Sokolow\***, City of Woodland
9. Dawn Brown, Volunteer
10. Diane Clarke, Yolo Conflict Resolution Center
11. **Doug Zeck\***, Fourth & Hope
12. Elaine Lytle, County of Yolo - HHS
13. Emily Meza, Yolo County Health and Human Services Agency – Homeless Services
14. **Erin McEwen\*\***, Yolo County Children’s Alliance
15. Ian Evans, County of Yolo - HHS
16. **James McLeod\*\***, Yolo Community Care Continuum
17. **Janis Holt\***, Yolo County Housing
18. **Jeneba Lahai\***, Yolo County Children’s Alliance
19. Jennifer Mullin, Davis Joint Unified School District
20. Joan Planell, Consultant
21. **Kathy Trott\***, Woodland Opportunity Village
22. Kim Heuvelhorst, Yolo County Health and Human Services Agency – Homeless Services
23. **Koy Saechao\***, Turning Point Community Programs
24. **Kristen Cline\*\***, City of Woodland
25. Larry Stark, Davis United Methodist
26. **Linda Scott\***, Interfaith Rotating Winter Shelter of Davis (IRWS)
27. Lora Barrett, Yolo Conflict Resolution Center
28. **Mark Sawyer\*\***, City of West Sacramento
29. **Martha Teeter\***, Davis Opportunity Village
30. **Michael Tovar\***, Shores of Hope
31. **Michele Kellogg\***, Yolo Community Care Continuum
32. **Nadia Waggener\*\***, County of Yolo - HHS
33. **Niomi Michel\*\***, Empower Yolo
34. Patrick Vancuren, Veterans Resource Center
35. Rachel Nervo, Veterans Affairs
36. **Ryan Collins\***, City of Davis
37. Sandra Sigrist, Yolo County Health and Human Services Agency – Adult and Aging
38. Sheila Allen, Yolo Healthy Aging Alliance
39. Zane Hatfield, Yolo Food Bank

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



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#### 1. REVIEW AND APPROVE MEETING AGENDA

HPAC unanimously approved the agenda with no revisions.

- **Motion:** Janis Holt, Yolo County Housing
- **Second:** Alyssa Meyer, Legal Services of Northern California
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

#### 2. APPROVE MEETING MINUTES FROM 1/30/2019

HPAC unanimously approved the minutes with no amendments:

- **Motion:** Dan Sokolow, City of Woodland
- **Second:** Alyssa Meyer, Legal Services of Northern California
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

#### 3. INTRODUCTIONS AND PROGRAM UPDATES

Meeting attendees shared updates from their programs:

- Dan Sokolow, City of Woodland – The Woodland City Council approved an MOU amendment to extend the 'Extended Shelter' to April 30, 2019.
- Larry Stark, Davis United Methodist – is one of a group of about 12 individuals who are looking for volunteer opportunities to become more involved in the community, and is here today to learn about the programs that are already happening.
- Janis Holt, Yolo County Housing (YCH) –
  - Thank you to HHSA staff (Ian, Elaine, Amanda) for working closely with YCH on the Family Unification Program (FUP) vouchers. YCH provided a training for HHSA staff to explain how the process will work. These will all be direct referrals from HHSA.
  - Received 22 Mainstream Vouchers which are for non-elderly, ages 18 to 61 with a disabled household member (not required to be head of household), who are homeless, at risk of homelessness, institutionalized, or at risk of institutionalization. YCH sent continued interested letters to Section 8 waiting list and through that process, 63 responded and self-identified as being eligible for the Mainstream Voucher program. YCH will be sending them eligibility packets and asking them to provide verification of their housing status, so they may be asking housing providers for a letter documenting this. The next step is a limited opening of the wait list, specifically for the population that meets the above criteria.
- James McCleod, Yolo Community Care Continuum – They are still working on filling their one vacancy for PSH.
- Elaine Lytle, Yolo County HHSA – Their CalWORKs Housing Support Program received a \$118,674 supplement for this fiscal year.
- Niomi Michel, Empower Yolo – They are currently out of funding for Rapid Re-Housing, but hope to be receiving more soon.
- Doug Zeck, Fourth and Hope –



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- They were not awarded funding through ESG for their Street Outreach nor Emergency Shelter programs. Fortunately, they did receive CESH funds which will help fund the shelter program.
  - Through partnership with the District Attorney's Office and Office of Emergency Services, they were awarded a grant for transitional housing which will house up to 24 people who have been a victim of crime.
  - Hired a new Program Manager for their treatment program; started Monday.
- Martha Teeter, Davis Opportunity Village – In the process of organizing a homelessness summit to ask the City Council to receive community input on goals for a 2019 homelessness plan for Davis. They are also thinking about submitting an application for No Place Like Home.
- Linda Scott, Interfaith Rotating Winter Shelter – Davis – Closed for the season on March 17<sup>th</sup>; Served fewer unique individuals this year, but they stayed about the same number of nights as in previous seasons.
- Alyssa Meyer, Legal Services of Northern California – Fair Housing Conference is April 9, 2019. Reached capacity 48 hours after registration opened. They are hoping to open up more spaces, so if anyone was unable to register, email Alyssa and she is keeping a waiting list. The State Director of Fair Housing is speaking at the conference.
- Michele Kellogg, Yolo Community Care Continuum –
  - Starting partnership with the City of Woodland for a pilot program to have homeless individuals helping to clean up the city parks. Pilot will go until the end of June at which time they will evaluate the program.
  - Using a planning grant to partner with HomeBase to provide technical assistance to individual providers who offer supportive housing through CoC funding from HUD. These meetings will start occurring in July 2019.
- Sheila Allen, Yolo Healthy Aging Alliance – They are an advocacy group for older adults.
  - Planning a housing summit in the Fall that will focus on different models for older adults that are affordable and accessible.
  - SSI recipients will soon be eligible to receive CalFresh. Enrollment starts May 1<sup>st</sup> and the program starts June 1<sup>st</sup>.
  - Annual fundraiser is April 7<sup>th</sup>. She has flyers available for anyone interested.
- Amber Whitaker, City of West Sacramento – Their 2019 CDBG action plan is available for comment and review. It is available on their website, at the Yolo County Library in West Sacramento and at City Hall. Email Amber with any questions.
- Patrick Vancuren, Veteran's Resource Center – Yolo County will be transferred to the Sacramento VRC. For now, referrals can be sent to Patrick and he will pass it on to the new representative who should be at the next meeting. He requested a copy of everyone's card so he can pass them on to the new representative.
- Erin McEwen, Yolo County Children's Alliance – They are coordinating a homeless resource fair on Saturday, April 27<sup>th</sup> from 10 AM to 1 PM at the West Sacramento HHS building. Many community members will be present and the following will be offered: hot lunch, phone sign up, hygiene bags, bike rack with cat and dog food, BINGO, arts & crafts, books, phone chargers, and clothing. Agencies wishing to sign up for a resource table were invited to sign up. Flyer will be distributed through the HPAC email distribution list.
- Zane Hatfield, Yolo Food Bank – they moved into their new facility, and are looking to expand their distribution by 50% over the next two years, and also to expand their partnerships with other agencies for food distribution.
- Ryan Collins, City of Davis – At a recent City Council meeting, Mayor Lee requested a workgroup to develop a pilot program called Respite Center which would provide an onsite service center located on city land to address the lack of no barrier or low barrier shelter in Davis. A report will be prepared for the City Council



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by the end of April. The initial target date for implementation is June 1<sup>st</sup>, or as soon as possible. The site could serve as a meeting location for partner agencies and clients.

- Nadia Waggener – The HHSa homeless services team has some new team members including a clinician and two case manager. Nadia is working on onboarding them and will be asking partner agencies if they can do a site visit and/or job shadow to learn more about what your agency offers, how her team can partner with you, and to learn more about the resources available in Yolo County.

#### 4. APPROVE ROI CHANGES

Emily Meza, Yolo County HHSa explained that the requested change is in regards to the Release of Information for HMIS. Sacramento HMIS researched other CoCs and learned that the most commonly used period of eligibility is 7 years. Sacramento County has adopted this, changing the period from 5 years to 7 years. This change was reviewed by the Data Subcommittee and their recommendation is for HPAC to adopt this. It was discussed by HPAC at the January meeting, but not voted on because it was not called out as an action item on the agenda. There were also some functionality changes in HMIS to require users to upload the ROI to the correct location at the time the client is being entered in HMIS. There is also a prompt for existing clients if the ROI is missing. In most cases, the ROI is completed but not uploaded into the appropriate location in HMIS.

##### Questions:

1. Is there a place on the form where the client could indicate that they wanted to time period to be shorter than 7 years? Not currently, but the ROI can be revoked by the client at any time.
2. Are CoC agencies are required to use HMIS? This is not currently required by HPAC policy and procedure, but some of the grants do require HMIS usage. There have been four new agencies added to HMIS during the last year. Ryan Collins, HPAC Chair, commented that in general everyone agrees that HMIS makes it easier for all the partner agencies to work together, however the concern historically is that it requires work for maintenance and upkeep of HMIS records and could be burdensome if an agency doesn't have the capacity for this and doesn't have a funding source that is mandating it. If HPAC requires this in their policy and procedures it would essentially create an unfunded mandate that could then become a barrier to a program participating in HPAC. In principle it is the right direction to go in, but HPAC wants to be sensitive to these concerns.
3. Can an HMIS license be shared? No - two agencies could enter into an MOU to partner but multiple users cannot use the same license. These questions can be further discussed in the Data Subcommittee in order to make HMIS more available and useful for all HPAC agencies.
4. When HHSa sends out the updated ROI can you include a cover sheet with instructions about how and where to upload it in HMIS? Yes
5. Will a report could be provided to show which clients are currently missing an ROI in HMIS? Yes, Sacramento Steps Forward is planning to provide this.

*ACTION ITEM: Approve Change in ROI Period from 5 to 7 years:* HPAC unanimously approved the Data Subcommittee's recommendation to expand the length of time of the ROI from 5 years to 7 years.

- **Motion:** Michele Kellogg, Yolo Community Care Continuum
- **Second:** Dan Sokolow, City of Woodland
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None



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#### 5. POINT-IN-TIME (PIT) COUNT UPDATE

Ian Evans, Yolo County HHSA acknowledged that there have been many requests received for PIT County data. 95% of the surveys were completed on paper this year so there was a significant effort to input these. HHSA is looking at ways to make future use of the online survey more user friendly, have the data available more quickly and with less workload involved.

At the January meeting the PIT County Community Leads verbally shared their unofficial counts. These are the only numbers that have been shared thus far. Any questions about these numbers or the methodology used can be directed individually to the Community Leads for the appropriate community.

Suggestion to have a 'post mortem' conversation to discuss methodologies used and share best practices. Ian invited the Community Leads to submit a written summary of their methodology used so that HHSA can include this in the local PIT Count report. They will first check the January minutes and see if additional information is needed.

Data must be submitted to HUD by 4/30/19, so by then we will be able to share the overall PIT count data. The comprehensive local report with additional demographic/characteristic data will follow as soon as possible.

#### 6. HUD DATA SUBMISSION DEADLINES

Emily Meza, Yolo County HHSA provided the following information:

- PIT Count – Measures individuals that are living homeless. The data required by HUD will be entered by 4/30/19, but the report issued to the local community is more extensive and requires additional effort. The Data Subcommittee is April 17<sup>th</sup> and HHSA hopes to share the data with them then. If it is not ready by then, it will be shared by email during the last week of April prior to submission to HUD.
- HIC Count – Measures the number of permanent, emergency and transitional housing units that are available in the community. The Sheltered PIT count total must match the HIC Count total. The data is due to HUD by 4/30/19. Emily will be reaching out to providers as needed to verify data.
- System Performance Measures Report – This is related to data quality and is due to HUD by the end of May. Emily or Lindsay from Sacramento Steps Forward will be reaching out to providers as needed for information.
- Longitudinal System Analysis (LSA), previously referred to as the AHAR data report. The LSA was completed for the first time last year and we are now in the review stage with HUD. A representative has been assigned and they have flagged data that needs to be reviewed. Emily or Lindsay from Sacramento Steps Forward will be reaching out to providers as needed for information.

#### 7. HPAC LETTER OF SUPPORT POLICY

Ryan Collins, HPAC Chair, explained that HPAC has periodically received requests as a Continuum for letters of support which are often needed as part of a grant application. HPAC doesn't currently have standard criteria, or a policy or procedure that addresses this. It would be helpful to establish this so that HPAC can respond more timely and consistently when these requests are received. Suggested considerations include participation in HPAC,



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mission alignment with HPAC, program relevance to homelessness and any disqualifying factors (i.e. political). Request for HPAC to explore this further in the next HPAC Technical meeting. The goal is to develop standard criteria, make a recommendation to HPAC for approval for the policy and then apply it whenever a letter of support is requested, allowing for a timely response without further discussion with HPAC at each request. Request for HPAC's involvement in an MOU would be handled separately from this. Once finalized, the policy would be published and easily available to the public.

#### 8. HHSa STAFFING UPDATES

Ian Evans, Yolo County HHSa, shared that the new organizational chart for HHSa Homeless Services is included in the agenda packet. Once the recently hired staff are trained, the goal is to develop a one-page flyer that explains the target population, the types of services they can receive and how referrals can come to the team. When developed, this will be shared with HPAC.

Sandra Sigrist, Yolo County HHSa, added that the coordination of services will be key and she appreciates giving the team time to learn about all of the resources and partner agencies to ensure that effort is not being duplicated. Each city now has homeless coordinators with office hours and the HHSa staff will likely be involved with those.

#### 9. GRANTS UPDATES

Ian Evans, Yolo County HHSa, shared the following updates:

- Homeless Emergency Aid Program (HEAP) -
  - HHSa executed the contract with Business Consumer Service and Housing agency (BCSH).
  - Contracts for sub-recipients are in progress.
  - All funds were awarded in Round 1, so there will not be a Round 2 for HEAP.
- No Place Like Home (NPLH) –
  - Round 1
    - Two project applications (City of West Sacramento and City of Woodland) for Round 1 were submitted to HCD 1/29/19.
    - HCD confirmed that both passed threshold review and provided official scores to the project contacts including any score adjustments.
    - HCD posted the self-scores for all projects online.
    - Based on the information posted by HCD, the total amount requested by the medium counties was less than the amount available. Possible reasons for not applying include the difficulty and complexity of the application and the additional funding that needs to be raised beyond the maximum NPLH loan amount.
    - Yolo County Housing was able to award 75 project based vouchers total to the Woodland and West Sacramento projects combined.
    - Award notification is not anticipated until June 2019 but each applicant has been contacted by HCD and is going through a feasibility review with their assigned representative.
  - Round 2
    - NOFA is expected in September 2019.



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- Davis is considering a NPLH Round 2 application. Due to the limited Full Service Partnership slots available in the county, and those already taken by the Round 1 applications (71 slots), anyone interested in a NPLH Round 2 application should discuss this with HHSAs as soon as possible.
- Emergency Solutions Grant (ESG) –
  - 2018 award letters were recently sent out. The federal government shutdown caused some delays.
  - 2019 ESG Selection Process and Notice of Funding was sent out March 18<sup>th</sup>.
    - Mandatory notice of intent due April 1<sup>st</sup>.
    - Final application due date to the state is unknown but we are targeting May 15<sup>th</sup>.
    - We won't know if there will be a local competition until we receive the notices of intent on April 1<sup>st</sup>. We are allowed to submit 2 Competitive project applications and 1 Non-Competitive project application. If more than that are received, then a local competition will be needed.
    - Refer to the Selection Process for additional details.
- Continuum of Care (CoC) -
  - 2018
    - awards announced by HUD
    - HPAC submitted 7 projects total, including 2 bonus projects. The 5 renewal projects were approved with small increases from the previous year's amount. The 2 bonus projects were not approved.
    - Email was sent to HPAC March 14<sup>th</sup> with additional details.
    - Providers should be receiving their contract directly from HUD.
  - 2019
    - NOFA is expected by May 1<sup>st</sup>.
    - HHSAs completed the required registration in e-Snaps by March 14<sup>th</sup>.
- Housing for a Healthy CA –
  - NOFA from HCD expected Spring 2019.
- EFSP –
  - \$107,008 allocation is available.
  - 7 Yolo providers expressed interest in applying collaboratively.
  - They met in early March to discuss and agree on percentages to divide the funds between them.
  - Providers submitted applications directly to the Sacramento Region EFSP Board.
  - The applications will be scored in April.
- Proposition 47 Round 2 –
  - Round 1 funded the Steps to Success program which received \$6 million over a 36-month period to serve individuals who have mental health and/or substance use issues, and are involved in the criminal justice system.
  - In Round 2, over \$100M is available statewide and Round 1 recipients are eligible to apply.
  - Yolo submitted application March 18<sup>th</sup> in partnership with the District Attorney's Office, Public Defender and Probation.





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- Awards will be made by June with the start of the project in August, with about a 4 month ramp up period to get staff and contracts in place, with services starting January 2010. There will be a 36-month period of services with 4 months of evaluation at the end.
- The Round 2 application focuses on individuals meeting the above criteria who are living homeless.
- Thank you to all who participated in the public input sessions as this is a key part of the application.
  
- California Emergency Solutions & Housing (CESH) 2018 Round 1 –
  - Award letter received.
  - Awaiting standard agreement. HCD indicated yesterday that we should expect to receive within 60 days.
  - When standard agreement received from Housing and Community Development (HCD), HHSA will work with them to:
    - Adjust the funding levels between projects to match the outcome of our local selection process.
    - Adjust the performance measures based on adjusted funding levels for each project.
    - This is necessary because the CESH application was due prior to the local selection process occurring.

#### 10. CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM (CESH) 2019 ROUND 2

The NOFA for CESH Round 2 was released and the application is due to the state by May 6<sup>th</sup>. The criteria and eligible uses are the same as they were in Round 1. Because of the quick turnaround time, HHSA has drafted two options for the Local Selection Timeline:

- Option A is a quicker turnaround and would complete the process prior to HHSA submitting the application to the state. The benefit of this is that it would avoid the need to request approval for an amendment as we are having to do for CESH Round 1. This would result in the money being distributed to providers sooner. It would also align with the ESG timeline. If this option is chosen, a special HPAC General meeting would be scheduled for this date to vote on the recommendation of the Selection Subcommittee.
- Option B allows more time but would require HHSA to submit the application to HCD with estimates for the types of projects and amount of funding for each type of activity, and estimated performance measures. This would require approval of an amendment after receiving the standard agreement, as needed for CESH Round 1.

**Question:** One of the criteria for selection is the need for funds based on the PIT Count. Would it be possible to ensure that the Selection Subcommittee has access to the 2019 PIT Count data (basic number breakdown, not full report) so that we are using the most recent PIT Count Data available? Yes

Similarly, CESH requires counties to submit a County Homelessness Plan. When we applied for CESH Round 1, we submitted the Strategic Plan to End Homelessness that was revised in 2017. Now we have the County Plan Addressing Homelessness that was developed as part of the No Place Like Home requirements. This is the plan that will be submitted with CESH Round 2. HPAC requested that this plan be sent out to HPAC again.

**ACTION ITEM:** Adopt Round 2 Local Competition Timeline and Project Selection Process (Option A or B). A motion was made to select Option A with the condition that the rough PIT Count numbers are provided to the Selection Subcommittee when they are reviewing proposals

- **Motion:** Alyssa Meyer, Legal Services of Northern California
- **Second:** Michele Kellogg, Yolo Community Care Continuum





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- **Ayes:** All except as listed below
- **Nays:** Dan Sokolow, City of Woodland
- **Abstentions:** Ryan Collins, City of Davis

*ACTION ITEM: Approve the County of Yolo as Administrative Entity for the 2019 CESH Program.*

- **Motion:** Alyssa Meyer, Legal Services of Northern California
- **Second:** Janis Holt, Yolo County Housing
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

### 11. MEETING EVALUATION AND FUTURE TOPICS

#### Future Topics:

- Ryan suggested allocating approximately 45 minutes for an activity called 'circling services' at the May 22<sup>nd</sup> meeting. Each provider would have a station and other attendees rotate through the room, speaking with the providers and picking up outreach material, to learn about all of the services available in our community. Suggestion to provide a standard template for providers to use. Suggestion to extend this meeting to allow extra time for this activity.
- Amber Whitaker will provide an update on the Downtown Streets Team

#### Meeting Evaluation:

Plus – helpful updates from County; people are excited about the changes to the HHSA team; great turnout.

Delta – larger meeting rooms are needed; suggestion to draw attention to the reference material at the start of the meeting which would be helpful to new people.

### 15. NEXT MEETING & ADJOURNMENT

The meeting was adjourned by Ryan Collins at 10:39 am. The next meeting is scheduled for May 1<sup>st</sup>, 2019, 9:00-10:30 am at Yolo County HHSA – Bauer Building – Walker Room; 137 N. Cottonwood Street, Woodland, CA 95695