



Yolo County Homeless and Poverty Action Coalition (HPAC)

Davis/Woodland/Yolo County Continuum of Care (CA-521)

General HPAC Meeting Agenda

Wednesday, September 25th, 2019 (9:00-12:00 pm)

West Sacramento – Civic Center Galleria – Room 157

Meeting Agenda

Agenda Item	Approximate Time	Speaker/Facilitator
1. Review and Approve Meeting Agenda <ul style="list-style-type: none"><i>ACTION ITEM: Approve 9/25/19 Agenda</i>	9:00-9:03 (3 Minutes)	Ryan Collins, HPAC Chair
2. Approve Meeting Minutes <ul style="list-style-type: none"><i>ACTION ITEM: Approve 8/28/19 Minutes</i><i>ACTION ITEM: Approve 9/11/19 Minutes</i>	9:03-9:08 (5 Minutes)	Ryan Collins, HPAC Chair
3. Introductions and Program Updates	9:08-9:20 (12 Minutes)	All
4. Officer Nominating Subcommittee <ul style="list-style-type: none"><i>Form subcommittee to implement HPAC Officer Elections procedure for the 11/1/2019-10/31/2020 term.</i>	9:20-9:25 (5 Minutes)	Emily Meza, HHSA
5. Assessment of Yolo County Homeless System Governance <ul style="list-style-type: none"><i>Receive technical assistance recommendations on homeless system governance.</i>	9:25-10:25 (60 Minutes)	Ellen Fitzpatrick and Liz Stewart, Technical Assistance Collaborative
6. Meeting Evaluation and Future Topics	10:25-10:30 (5 Minutes)	Ryan Collins, HPAC Chair
7. Next Meeting & Adjournment	10:30	Ryan Collins, HPAC Chair

Circling Services Event

Agenda Item	Approximate Time	Speaker/Facilitator
1. Table Set-up	10:30-10:35 (5 Minutes)	All
2. Introduction and Welcome	10:35-10:40 (5 Minutes)	Ryan Collins, HPAC Chair
3. Agency Tables Open	10:40-12:00 (80 Minutes)	All

Upcoming Meetings and Events

- HPAC Technical Subcommittee – September 26th, 2019 – 9:00-11:00 am – Yolo County Library – Davis – Blanchard Room – 315 E. 14th Street, Davis, CA 95616
- HPAC Data Subcommittee – October 16th, 2019 – 8:30-9:30 am – Yolo County HHSA – Bauer Building – Ross Room – 137 N. Cottonwood Street, Woodland, CA 95695
- General HPAC Meeting – October 23rd, 2019 – 9:00-10:30 am – Davis Police Department – Community Room – 2600 Fifth Street, Davis, CA 95618
- HPAC Technical Subcommittee – October 24th, 2019 – 9:00-11:00 am – Yolo County HHSA – Bauer Building – Ross Room – 137 N. Cottonwood Street, Woodland, CA 95695

Supporting Documentation for Item #2

Meeting Minutes from 8/28/2019



Yolo County Homeless and Poverty Action Coalition (HPAC)

August 28th, 2019 Meeting Minutes

LOCATION: Woodland – HHS Gonzales Building – Community 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. **Bill Pride***, Davis Community Meals and Housing
6. Chris Bulkeley, Yolo County District Attorney
7. Craig Blomberg, Sutter Davis Hospital
8. Dan Maguire, City of Winters
9. **Dan Sokolow***, City of Woodland
10. Dan Walker, CommuniCare Health Centers
11. Elizabeth Correa, Sacramento Veterans Resource Center
12. Elijah Ortega, City of west Sacramento
13. Emily Meza, Yolo County Health and Human Services Agency – Homeless Services
14. Happyson Musvosvi, County of Yolo – HHS
15. Helen Roland, Davis Opportunity Village
16. Ian Evans, County of Yolo – HHS
17. **Janis Holt***, Yolo County Housing
18. **James McLeod****, Yolo Community Care Continuum
19. Jennifer Longan, CommuniCare Health Centers
20. **Joan Planell****, City of Davis
21. **Kathy Trott***, Woodland Opportunity Village
22. Kim Heuvelhorst, County of Yolo – HHS
23. **Koy Saechao***, Turning Point Community Programs
24. **Kristen Cline****, City of Woodland
25. **Linda Scott***, Interfaith Rotating Winter Shelter-Davis
26. **Mark Sawyer****, City of West Sacramento
27. **Mary Anne Kirsch****, Interfaith Rotating Winter Shelter - Davis
28. Michael Bisch, Yolo Food Bank
29. **Michele Kellogg***, Yolo Community Care Continuum
30. **Nadia Waggener****, County of Yolo – HHS
31. **Niomi Michel****, Empower Yolo
32. **Nasiya Jae Gordy-Brown***, Shores of Hope
33. Patti Hobbs, Interfaith Rotating Winter Shelter – Davis
34. Philip Scott Reed, Veteran’s Affairs
35. Rachel Nervo, Veteran’s Affairs
36. **Ryan Collins***, City of Davis – HPAC Chair
37. Sandra Sigrist, County of Yolo – HHS
38. Suzanne Reed, Yolo Healthy Aging Alliance
39. **Veronica Williams****, Volunteers of America
40. Xee Moua, County of Yolo – HHS

***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 8/28/19 MEETING AGENDA

HPAC unanimously approved the 8/28/19 agenda with no amendments.

- **Motion:** Alysa Meyer
- **Second:** Bill Pride
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

2. REVIEW AND APPROVE 6/26/19 MEETING MINUTES

HPAC unanimously approved the 6/26/19 meeting minutes with one amendment to correct the location to WSAC.

- **Motion:** Dan Sokolow
- **Second:** Alysa Meyer
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

3. INTRODUCTIONS AND PROGRAM UPDATES

Meeting attendees shared updates from their programs:

- Kathy Trott, Woodland Opportunity Village – Woodland Opportunity Village, in collaboration with Friends of the Mission, is planning to build a Garden Court at 344 Freeman Street (corner of Freeman Street and Kentucky Avenue) in Woodland. There will be 12 conventionally built architect designed tiny homes with a community building for low, very low, and extremely low-income residents. Architect renderings of the project were shared with HPAC. They expect to start construction in approximately one year.
- Helen Roland, Davis Opportunity Village – They developed a plan which was accepted by Davis City Council, and a steering committee called the Davis Homeless Alliance has been formed. The steering committee, chaired by Ryan Collins and Rob Davis, and consisting of the chairpersons for each subcommittee, will begin meeting at the end of September/early October. There is a subcommittee for each goal in the strategic plan. The chair positions have all been filled and DOVE is working on identifying potential subcommittee members.
- Linda Scott, DOVe and IRWS – Davis – They are getting ready for their next season, and are excited to be working with the city to develop a plan for a day and night shelter. The plan will be presented to the City Council.
- Amber Whitaker, City of West Sacramento – The City Council recently approved the second year of funding for the Downtown Streets Program. Contact Mark Sawyer with any questions about this program.
- Michael Bisch, Yolo Food Bank – Ribbon cutting ceremony and celebration of their new facility was held Saturday, and was attended by 500-600 community members, approximately 30 elected officials and many community partners. It was a good opportunity to highlight the safety net services available in Yolo County.
- Janis Holt, Yolo County Housing –
 - On 8/12/19 sent 500 letters to voucher applicants at the top of their wait list. Application packets were due today unless an extension was requested. As of last night, 175 completed packets had



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- been received and many more are expected today. If items are missing, applicants will be notified to submit them within 7 days. The wait list has been dramatically reduced. They expect one more 'pull' this year and anticipate opening the wait list before the end of the year. Birth certificates, Social Security cards and picture IDs are the most common challenge for applicants. Community partners can assist by helping them obtain those documents ahead of time.
- Mainstream voucher –YCH has 22 vouchers serving non-elderly disabled who are homeless, at risk of homelessness, or coming out of an institution or at risk of being institutionalized. 97 referrals were received. 21 vouchers have been issued thus far, with 3 having leased up and 3 having tenancy approval. Need to lease up 18 by 10/31/19.
 - Family Unification Program – YCH has 26 vouchers for this program. 20 have been referred, 10 are searching for housing, 3 are leased up.
 - Getting to Zero – 17 households have been permanently placed, 27 individuals served and 100% have remain housed.
 - Homeless Plan Executive Commission – Ryan Collins stepped down as chair and Gary Sandy will be the new chair. Discussion items included:
 - forming a subcommittee for the governance structure. Gary Sandy and Richard Lansburg have offered to meet prior to the next meeting, about governance structure which could include a JPA or other joint model.
 - identifying and clarifying the objectives of the commission, such as identifying best practices
 - how to work with people experiencing homelessness who are crossing over jurisdictional boundaries.
 - Presentation on the technical assistance engaged by HP
 - Communication and education efforts for the public
 - Adriana Galvez, CommuniCare Health Centers – The first graduation ceremony will be today. There are six graduates
 - Craig Blomberg, Sutter Davis Hospital – Shared several success stories related to Fourth and Hope
 - Complicated wound patient. Fourth and Hope accommodated patient with help of Woodland Home Health Care
 - ER patient with two young children, leaving an uninhabitable home and mentally unstable spouse. Fourth and Hope accommodated them.
 - Patient in treatment had been living with family member but became estranged and didn't have anywhere else to go.
 - Michele Kellogg, Yolo Community Care Continuum
 - Haven House respite program is going very well. Funding was received from Sutter and Dignity Health so they will be able to offer the program for at least the next year.
 - Woodland Works has been going very well. Program employs people experiencing homeless with park cleaning on the weekends. At least two of the employees have been hired by the city.
 - They are encountering a shortage of Tuberculin (used for TB tests) and would welcome suggestions. TB tests are required for employees and most program participants.
 - James McCleod, Yolo Community Care Continuum – They have identified one person for their open PSH bed and are awaiting the application
 - Zane Hatfield, Yolo Food Bank – They have developed a partnership with Masjid Aisha mosque in West Sacramento, near West Capitol Avenue. They will host a food distribution there starting September 7th.
 - Suzanne Reed, Yolo Healthy Aging Alliance – Serves as a representative on the CA Collaborative for Long Term Services and Supports' working group on the Master Plan for Aging Workgroup. The working group



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developed recommendations for consideration during the development of the Master Plan for Aging. Among the recommendations are inclusion of attention to segments of the population that are homeless or at risk of homelessness, and that the master plan coordinate and integrate with the governor's homelessness task force. Their website has additional details <https://www.ccltss.org/information-resources/master-plan-for-aging/>

- Dan Sokolow, City of Woodland –
 - Is working on additional funding for the NPLH project.
 - September 3rd City Council meeting will include an update on homeless related issues. The goal is to update the council members and have them weigh in on key projects or issues
- Chris Bulkeley, Yolo County District Attorney's Office – The Steps to Success program is holding a graduation ceremony today to celebrate the success of six participants who have achieved goals on the self-sufficiency matrix
- Ian Evans, Yolo County HHS –
 - Received the CESH Round 1 standard agreement from the state and are working on executing contracts with the 7 awardees. HHS expects these to go to the Board of Supervisors in September. Awardees should expect to receive a draft for review soon.
 - HEAP Update – All but one of the awardee contracts have been fully executed. If any providers have questions, contact Ian.
 - Technical Assistance Collaborative, the technical assistant consultants who presented at the June HPAC meeting, have since been conducting interviews with many of the stakeholders and elected officials to receive input on the CoC governance as well as county wide homeless governance structure. They will be presenting their final recommendation reports on September 24th and 25th at the Homeless Executive Commission, HPAC meeting, the city managers, housing authority and CAO. Thank you to all who have participated in any part of this process.
- Ryan Collins, City of Davis –
 - Launching a public/private homeless alliance with DOVE and other community partners.
 - Efforts led by Mayor Lee and partnering with IRWS – Davis to establish a day and night respite center, working towards a long term solution for a year round shelter in Davis.
 - Conducting second interviews for an assistant position in Ryan's unit.
 - Ryan is at work approximately 25% but hopes to be more available within the next couple of months. He is focusing on system level work.
 - Decided to step down as chair of the Homeless Executive Commission, but is really pleased with the direction they are moving.
 - September 25th meeting will include the Circling of Services event. An email with details. Opportunity for your agency to sign up to have a table to share information. Attendees will circulate among tables to have conversations about what each agency does, what its mission is, how our clients access services, how agencies can work together to smooth out any challenges in the process. The September 25th meeting end time has been extended to 12 Noon to allow time for this. An updated calendar invite will be sent out this week.
- Nadia Waggener, County of Yolo – HHS – While Ryan is less available, the HHS case management team will be covering the Davis homeless office hours during the regular schedule to maintain continuity for Davis clients and service partner. Office hours are Tuesdays from 10 AM to 4 PM at 604 Second Street (Second and E).
- Emily Meza – CoC Project Selection Subcommittee has received their scoring materials. Emily is available following the meeting today for any members who have questions or would like assistance. Thank you to the subcommittee members who took on this extra work to fill a critical role. The Subcommittee meets



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this Friday to make the final rank and tier recommendations. The public hearing for HPAC to receive that recommendation is September 11th at 1 PM in Woodland at the HSA Gonzales Building, Community Room.

4. YOLO COUNTY SYPHILIS TASK FORCE PRESENTATION

Xee Moua, Happyson Musvosvi and Brian Vaughn provided an informative presentation about the Syphilis epidemic in Yolo County, the work of the Syphilis Task Force, and how HPAC partners can assist in these efforts. Yolo County Community Health was awarded a grant to purchase some rapid Syphilis testing kits. They want to partner with organizations that are serving the homeless population to coordinate outreach and provide treatment out in the field. Interested partner agencies are invited to attend the next Syphilis Task Force meeting. The meeting information will be sent to HPAC following the meeting. The presentation slides are included in the agenda packet for today's meeting.

5. TECHNICAL SUBCOMMITTEE POLICY RECOMMENDATIONS

The Technical Subcommittee has been working on revising the policies below. These recommended policy changes were informed by some of the challenges HPAC has faced when needing to respond quickly. In addition to the policy revisions below, the Technical Subcommittee has been discussing revising the project selection processes and developing different ones for CoC grant, ESG grant and other funding sources. The Technical Subcommittee also discussed a desire to identify the funding priorities prior to the Project Selection Subcommittee convening.

5.1 HPAC GOVERNANCE CHARTER

Revision is related to the definition of a conflicted agency. There was a concern expressed about #2 possibly being too restrictive. There was a robust discussion about this, including these key points:

- clarification that #2 would require that the agency be named in the proposal, as being an instrumental partner, such as providing a service to the project
- suggestion that the budget be required to list formalized 'in-kind' resources
- suggestion to revise language to read "any agency named in the application as committing resources, goods or services, other than meeting space or service location to the proposed project, including in-kind resources to the project as listed in the budget"
- suggestion to provide some examples of what or does not constitute conflict, especially regarding collaboration with partner agencies. For example, an agency referring to the project in the normal course of work would not be a conflict, but an agency being the exclusive source of referrals for the project would be a conflict
- suggestion to develop a budget template that must be submitted with each proposal, or more specific requirements for the budget
- suggestion to revise language to read "agency named in the application as committing resources...including in-kind services"
- suggestion to include 'personnel hours' as one of the in-kind resources that should be included in the definition.
- suggestion to restrict the definition to those partner agencies that somehow benefit or are adversely effected, from being involved in the project, financially or otherwise



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- suggestions that the definition should be clear, yet not too restrictive to allow for collaboration between agencies.
- In the event of a disagreement about whether or not an agency is conflicted, the policy should clearly state who makes the final decision.
- There was a general comment that the challenge with these policies is making them detailed enough to provide clear context and boundaries, without becoming so specific that it becomes too restrictive to be useful for the multiple funding streams.

This item is not ready for a vote today and will be returned to the Technical Subcommittee for further work. HPAC members with suggestions for revision are requested to attend the next Technical Subcommittee to participate in the discussion.

5.2 HPAC POLICIES AND PROCEDURES

The vote on this revision related to the appeals process will be held until the policy revision related to conflict of interest revision is finalized. HPAC members with suggestions for revision are requested to attend the next Technical Subcommittee to participate in the discussion.

5.3 HPAC COORDINATED ENTRY POLICIES AND PROCEDURES

Several revisions were made to this policy:

- Page 11 – updated to list the agencies that currently complete VISPDAT's on a regular basis
- Page 12 – revised language to state the VISPDAT will be completed within 30 days or as soon as rapport is established
- Page 16 – The multi-disciplinary team meetings are now incorporated into the procedures. These ongoing care coordination discussions will hopefully expedite the process when the client becomes eligible for a housing opportunity through the case conferencing process.
- Pages 26-27 - updated with information about the Community Queue, and step by step process to utilizing the Community Queue for prioritization when filling vacancies.

HPAC voted unanimously to approve the Coordinated Entry Policies and Procedures revisions:

- **Motion:** Dan Sokolow
- **Second:** Janis Holt
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

6. COUNTY PLAN TO ADDRESS HOMELESSNESS

Ian Evans explained that as part of the No Place Like Home application, the Yolo County Plan to Address Homelessness was developed and adopted in January 2019 following substantial community input and feedback. This plan will potentially be used as a guiding umbrella document to inform decisions such as funding priorities. HPAC members are asked to review the document and consider which goals should be prioritized for the upcoming HHAPS grant which is expected in XX. This topic will be discussed at the October meeting.



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7. MEETING EVALUATION AND FUTURE TOPICS

Future Topics:

- Yolo County Plan to Address Homelessness

Meeting Evaluation:

- Plus – good attendance, good room size
- Delta – none

8. NEXT MEETING & ADJOURNMENT

The meeting was adjourned at 10:37 AM by Ryan Collins.

The next meetings are:

- [HPAC General Meeting – CoC Public Hearing](#): September 11th, 2019, 1:00-2:00pm - Yolo County Health and Human Services Agency – Gonzales Building – Community Room; 25 N. Cottonwood Street, Woodland, CA 95695
- [HPAC General Meeting & Circling Services Event](#): September 25th, 2019, 9:00am-12:00pm– West Sacramento – Civic Center Galleria – Room 157; 1110 West Capitol Avenue, West Sacramento, CA, 95691

Supporting Documentation for Item #2

Meeting Minutes from 9/11/2019



Yolo County Homeless and Poverty Action Coalition (HPAC)

September 11th, 2019 Meeting Minutes

LOCATION: Woodland – HHSA Gonzales Building – Community Room

MEETING ATTENDEES

1. **Alysa Meyer***, Legal Services of Northern California
2. **Bill Pride***, Davis Community Meals and Housing
3. **Dan Sokolow***, City of Woodland
4. Elise Rietz, Yolo County Children's Alliance
5. Emily Meza, Yolo County Health and Human Services Agency – Homeless Services
6. Ian Evans, County of Yolo – HHSA
7. **James McLeod****, Yolo Community Care Continuum
8. **Jeneba Lahai***, Yolo County Children's Alliance
9. **Kathy Trott***, Woodland Opportunity Village
10. Kim Heuvelhorst, County of Yolo – HHSA
11. **Kristen Cline****, City of Woodland
12. **Linda Scott***, Interfaith Rotating Winter Shelter-Davis
13. Michael Bisch, Yolo Food Bank
14. **Michele Kellogg***, Yolo Community Care Continuum
15. **Nadia Waggener****, County of Yolo – HHSA
16. **Ryan Collins***, City of Davis – HPAC Chair
17. Sheila Allen, Yolo Healthy Aging Alliance
18. **Veronica Williams****, Volunteers of America

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1. REVIEW AND APPROVE 9/11/19 MEETING AGENDA

HPAC unanimously approved the 9/11/19 agenda with no amendments.

- **Motion:** Dan Sokolow
- **Second:** Alysa Meyer
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

2. INTRODUCTIONS AND PROGRAM UPDATES

Meeting attendees shared updates from their programs:

- Dan Sokolow, City of Woodland – Last week the City Council meeting discussed the extended shelter project and a plan for shelter until the No Place Like Home project is ready to open. Staff were asked to research more information around costs and timing. The Council approved the extension of the extended shelter to 1/15/19 which coincide with the opening of the winter shelter.
- Sheila Allen - Yolo Healthy Aging Alliance – Hosting 4 town hall meetings in October/November in Woodland, West Sacramento, Davis and Winters. There are three purposes for the meetings:
 - To receive community input related to the development of the CA Master Plan for Aging
 - To receive community input related to the Agency for Aging Area 4 Area Plan Update
 - Aging Summit for Yolo Healthy Aging Alliance



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- Jeneba Lahai, Yolo County Children’s Alliance – Introduced Elise Rietz, their new Homeless Services Coordinator.

3. FY2019 – COC PUBLIC HEARING

Emily Meza, County of Yolo – HHSa provided an overview of the CoC funding background, the amount available, the two-tier ranking system and the CoC Project Selection Process. There is \$452,795 available for renewal (Tier 1), \$26,804 available for a CoC bonus project and \$53,609 available for a DV bonus project. Seven applications were received and the total amount requested by applicants exactly matched the total amount available.

- Subcommittee Recommendations – The CoC Project Selection Subcommittee met on August 30th and made the following recommendations. A full report on the project selection process is found in the [FY 2019 CoC Project Selection Subcommittee Meeting Notes](#), available on the HPAC website.

Rank and Tier Placement as Recommended by CoC Project Selection Subcommittee			
Rank	Applicant	Project	Amount
TIER 1			
1	Yolo Community Care Continuum	Supported Housing	\$146,527
2	City of Woodland/ 4 th and Hope	Consolidated PSH	\$91,191
3	City of Davis/ Davis Community Meals	Transitional Housing	\$66,282
4	City of Woodland/ 4 th and Hope	Reallocation (2015) PSH	\$148,795
TIER 2			
			\$4,141
5	Empower Yolo	Domestic Violence Bonus	\$53,609
6	City of Woodland/ 4 th and Hope	Bonus (2019)	\$26,804
7	City of Woodland/ 4 th and Hope	Bonus (2016)	\$24,761
TOTAL:			\$562,110

- Public Comment – There were no public comments
- Discussion of Non-Conflicted Member Agencies –
 - There was a question regarding the performance measures associated with these project proposals. HHSa staff explained that details about this are included in the project selection process. The annual performance reports for each project were provided to the project selection subcommittee members. The program performance sub total score makes up 35 points of the total 75 score. Additionally, the project selection subcommittee is required to review projects scoring less than 55 points and develop a corrective action plan. This was not necessary this year as no project scored less than 55 points. HPAC can consider revising the policies and procedures to include a performance measure report out to the CoC if desired.
 - An attendee expressed a desire for more transparency around project performance and a need for a performance feedback mechanism that allows HPAC to receive project performance updates with details regarding number of individuals served and some demographics, noting the



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importance of understanding the region that individuals served by the projects reside in. The specific request was to know how many West Sacramento residents were served by these funds. HHS and project staff informed the group that the current bonus project for Fourth and Hope is located in West Sacramento. West Sacramento struggles with a lack of shelter beds, and attendee is interested in knowing how many West Sacramento residents are served by shelters in other locations. This information was not required for the CoC project, but is likely available from the shelter providers and can be reported out in future discussions.

- An attendee observed that the funding recommendation score sheet shows a score of 5.4 in bed utilization for YCCC, but maximum is 5. This is a typo but does not impact their overall ranking.

HPAC voted to adopt the final rank and tier placement of the FY2019 CoC project applications, as recommended by the project selection subcommittee.

- **Motion:** Alys Meyer
- **Second:** Veronica Williams
- **Ayes:** Alys Meyer, Jeneba Lahai, Kathy Trott, Linda Scott, Nadia Waggener, Veronica Williams
- **Nays:** None
- **Abstentions:** Bill Pride, Dan Sokolow, James McCleod, Kristen Cline, Michele Kellogg, Ryan Collins

4. NEXT MEETING & ADJOURNMENT

The meeting was adjourned at 1:30 PM by Ryan Collins.

The next meetings is:

- [HPAC General Meeting & Circling Services Event](#): September 25th, 2019, 9:00am-12:00pm– West Sacramento – Civic Center Galleria – Room 157; 1110 West Capitol Avenue, West Sacramento, CA, 95691