



Yolo County Homeless and Poverty Action Coalition (HPAC)

November 20th, 2019 - General Meeting Minutes

LOCATION: Woodland – Yolo County HHS – Gonzales Building – Community Room

MEETING ATTENDEES

1. **Abraham Salinas***, City of West Sacramento
2. Adriana Galvez, CommuniCare
3. **Alysa Meyer***, Legal Services of Northern California
4. **Bill Pride***, Davis Community Meals and Housing
5. **Dan Sokolow***, City of Woodland
6. **Desiree Vigel***, Shores of Hope
7. **Doug Zeck***, Fourth and Hope
8. Elaine Lytle, County of Yolo – HHS
9. **Elise Reitz****, Yolo County Children’s Alliance
10. Elizabeth Correa, Veteran’s Resource Center
11. Emily Moran-Vogt, County of Yolo – HHS
12. **Helen Roland****, Davis Opportunity Village
13. Howard Channel, UC Davis – Aggie Compass
14. James McLeod, Yolo Community Care Continuum
15. **Janis Holt***, Yolo County Housing
16. **Jeneba Lahai***, Yolo County Children’s Alliance
17. **Joan Planell****, City of Davis
18. **Kathy Trott***, Woodland Opportunity Village
19. Kim Heuvelhorst, County of Yolo – HHS
20. **Lynnette Irlmeier***, Empower Yolo
21. **Mark Sawyer****, City of West Sacramento
22. **Martha Teeter***, Davis Opportunity Village
23. **Mary Anne Kirsch****, Interfaith Rotating Winter Shelter – Davis
24. Michael Bisch, Yolo Food Bank
25. **Michele Kellogg***, Yolo Community Care Continuum
26. **Nadia Waggener****, County of Yolo – HHS
27. **Niomi Michel****, Empower Yolo
28. Patti Hobbs, Interfaith Rotating Winter Shelter – Davis
29. Philip S. Reed, Veteran’s Affairs
30. Rachael Hoskins, Yolo County Housing
31. Rachel Davidson, Downtown Streets Team
32. Rachel Nervo, Veteran’s Affairs
33. Robin Frank, Yolo County Children’s Alliance
34. **Ryan Collins***, City of Davis – HPAC Chair
35. Sandra Sigrist, County of Yolo – HHS
36. Tandy Burton, Woodland Memorial Hospital
37. Tanya Provencher, County of Yolo – HHS
38. **Zane Hatfield***, Yolo Food Bank
39. **Nolan Sullivan***, County of Yolo – HHS

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

1. INTRODUCTIONS & PROGRAM UPDATES



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Attendees introduced themselves and gave brief program updates.

- Janis Holt – Yolo County Housing has acquired more VASH vouchers, bringing the total to 32 vouchers. YCH will be applying for more Family Unification Program vouchers and HPAC needs to sign onto an MOU for FUP application and this will be sent out by email for a vote.
- Nadia Waggener – HHSA is interviewing for a third case manager on the internal case management team. This will allow for one case manager to be assigned to each of the three major cities in Yolo County.
- Mark Sawyer – Winter Warming Center in West Sacramento will open on December 1st, referrals will go through Mark's Thursday walk-in appointments.
- Patti Hobbs – IRWS Davis is starting on December 1, with pre-registration the day before. They are still looking for an overnight supervisor.
- Elaine Lytle – HHSA is housing 12 families in one set of units through a partnership with Yolo County Housing. HHSA has also applied for additional Bringing Families Home funding.
- Howard Channel – UC Davis Aggie Compass has hired a basic needs coordinator and the organization will be working with hotels in Davis as part of setting up a Rapid Rehousing model program for students experiencing homelessness.
- Zane Hatfield – Yolo Food Bank has picked up 5 new donor accounts which will double size of food in the area. This will be 2 million pounds of food being redirected back to Yolo County that was previously leaving the county.
- Martha Teeter – DOVe has started facilitating the subcommittees of the Davis Homelessness Alliance. The steering committee meets 12/11.
- Emily Moran-Vogt – working with HMIS agencies to identify HMIS Agency Leads and will be working to prepare data for reports due to HUD early next year.
- Ryan Collins – City of Davis is moving forward with implementing the respite center plans as directed by City Council. They are searching for job descriptions for case managers and program managers and request that if any organization has any to send them to him, Patti Hobbs, Linda Scott, or Joan Planell.

2. REVIEW AND APPROVE 11/20/19 MEETING AGENDA

HPAC unanimously approved the 11/20/19 meeting agenda with no amendments.

- **Motion:** Janis Holt
- **Second:** Nadia Waggener
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

3. REVIEW AND APPROVE 10/23/19 MEETING MINUTES

HPAC unanimously approved the 10/23/19 meeting agenda with 1 amendment for Kathy Trott to be indicated as a voting designee of Woodland Opportunity Village.

- **Motion:** Janis Holt
- **Second:** Nadia Waggener
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None



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4. HPAC VOTING CALENDAR

Ryan Collins led a discussion on changing the HPAC voting year to a Calendar Year. Robust discussion followed considering issues of when new voting agencies would acquire voting status and when officer elections would occur.

MOTION: A motion was made to adopt the Calendar Year as the HPAC operational year.

- **Motion:** Helen Roland
- **Second:** Bill Pride
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

MOTION: A motion was made that the voting status of new members will take effect every November.

- **Motion:** Lynnette Irlmeier
- **Second:** Bill Pride
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** Jeneba Lahai

5. HPAC MEMBERSHIP POLICY

Ryan Collins explained that an issue that arose during the Officer nomination process necessitates a discussion by the HPAC body regarding eligibility of affiliate agencies for individual representation on HPAC, and a decision on whether a new policy regarding membership eligibility is needed. Alysya Meyer and Joan Planell explained that during their nominating subcommittee review process, a question regarding the affiliate relationship with County of Yolo, and resulting impact on voting status of two organizations - Yolo County Children's Alliance (YCCA) and Yolo County Housing (YCH) – was brought to their attention. .

The nominating subcommittee members reported the following:

- They explored the issue and met with County leadership and County Counsel regarding the details of the relationships between the County and the agencies and were unable to make a decision regarding their eligibility for membership.

A long discussion followed during which the body considered whether an agency who is affiliated with the County of Yolo could have their own representation as part of the HPAC voting board. Factors mentioned for consideration when determining whether there is a potential conflict included:

- Both YCH and the YCCA have executive board of directors that are outside boards and govern the operations of the agencies.
- YCCA has County office space, County emails, and can be represented by County Counsel.
- The Executive Director of YCCA is an employee of the County, however all other employees are not employees of the County.
- Nolan Sullivan reported he manages contracts with YCCA and indicated that he only has say in regard to YCCA's operations pursuant to the written contracts for services.

MOTION: A motion was made by Bill Pride to defer the research and development of a membership eligibility policy to the Technical Subcommittee. The motion was then WITHDRAWN after further discussion.



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A request was made to create placards to help clarify who in the room are the voting designees during each meeting. A request was also made for an outside legal opinion evaluating whether there is a conflict of interest.

The discussion ended with the group deciding to hold decision making related to this issue until the agencies in question could provide more detailed feedback regarding their interpretation of whether there is a conflict. The body will wait until the next meeting to vote on the specific direction to be given to the Technical Subcommittee regarding what to include in a policy to be drafted or change to an existing policy.

It was noted that part of the direction to Technical should include establishing criteria for consideration when determining whether an agency has a conflict.

6. HPAC OFFICER NOMINATIONS UPDATE

Nominating committee explained that due to the issues discussed in the previous item, they felt they could not make a recommendation on the slate of officers without input from the larger body. There was discussion about whether to keep the prior rules in place for the time being and apply any additional membership eligibility rules at a later date.

MOTION: A motion was made stating that the results of the officer poll conducted in October 2019 will stand throughout the next full HPAC year and those officers will be formally installed at the next HPAC meeting. The membership eligibility issue will be resolved, and it will only apply to future elections.

The motion PASSED according to the vote below:

- **Motion:** Dan Sokolow
- **Second:** Mary Anne Kirsch
- **Ayes:** Ryan Collins, Martha Teeter, Mary Anne Kirsch, Dan Sokolow, Abraham Salinas, Lynette Irlmeier, Michele Kellogg, Doug Zeck, Mark Sawyer, Nadia Waggener
- **Nays:** None
- **Abstentions:** Zane Hatfield, Alysa Meyer, Bill Pride, Jeneba Lahai, Janis Holt

7. COUNTY PLAN TO ADDRESS HOMELESSNESS

Ryan Collins brought the need for a vote to adopt the County Plan to Address Homelessness. Emily Moran-Vogt explained that adoption of this plan was an official recommendation made by the Technical committee during its last meeting.

MOTION: A motion was made to adopt the County Plan to Address Homelessness as HPAC's strategic plan.

The motion PASSED according to the vote below:

- **Motion:** Alysa Meyer
- **Second:** Michele Kellogg
- **Ayes:** Ryan Collins, Martha Teeter, Mary Anne Kirsch, Dan Sokolow, Abraham Salinas, Lynette Irlmeier, Michele Kellogg, Doug Zeck, Mark Sawyer, Nadia Waggener, Bill Pride, Jeneba Lahai
- **Nays:** Zane Hatfield
- **Abstentions:** Janis Holt



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8. GOVERNANCE STRUCTURE AD HOC COMMITTEE

Ryan Collins recommended the creation of a governance ad hoc committee to determine what the best ongoing structure for the CoC as had been previously discussed in General and subcommittee meetings.

MOTION: To form an ad hoc Governance Committee who will bring forward a proposed ongoing Governance Structure for the CoC.

- **Motion:** Jeneba Lahai
- **Second:** Dan Sokolow
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

9. SACRAMENTO STEPS FORWARD CONTRACT

Ryan Collins informed the body that there is a contract proposal from Sacramento Steps Forward that would both reduce HMIS costs to the CoC and would reduce the number of MOUs and contracts governing HMIS administration in Yolo County. Emily Moran-Vogt explained that 2 years ago, HHSA entered into a contract with SSF to provide services related to the day to day operation and system administration of Yolo County's HMIS. That contract expired on September 30, 2019 and in discussions to extend the contract, SSF has proposed that HHSA pay SSF directly for the user fees. Emily explained that Bitfocus is currently double billing SSF for HMIS users that Yolo is already paying Bitfocus for. However, Yolo County does not have the authority to enter this type of agreement based on the current MOUs in place.

Emily listed out 4 options to resolve this issue that the body needed to make a decision on:

1. HPAC does not alter any of the existing agreements governing HMIS administration and wishes to pursue the reduced HMIS user fees laid out in this contract and gives the County a one-time authorization to enter into this contract on behalf of the CoC.
2. HPAC chooses to shift the HMIS Lead designation to the County of Yolo and the County would enter into the contract directly with SSF.
3. HPAC does not alter any of the existing agreements governing HMIS administration and wishes to pursue the reduced HMIS user fees laid out in this contract. To do so, Yolo Community Care Continuum (YCCC) would be added as a third party to the contract.
4. HPAC chooses to not pursue the reduced user fees and keeps the contract in place between Bitfocus and YCCC, and the County removes the user fees from the contract and only contracts with SSF for the services.

SSF will assist Yolo County in terminating the prior contract between Bitfocus and YCCC.

MOTION: To transfer HMIS Lead designation to the County of Yolo and authorize the County to enter into this new user fee agreement with SSF.

- **Motion:** Dan Sokolow
- **Second:** Jeneba Lahai
- **Ayes:** Martha Teeter, Abraham Salinas, Dan Sokolow, Jeneba Lahai, Mary Anne Kirsch, Ryan Collins
- **Nays:** Bill Pride, Alysa Meyer, Lynnette Irlmeier, Doug Zeck, Kathy Trott
- **Abstentions:** Janis Holt, Zane Hatfield, Nadia Waggener, Michele Kellogg



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10. HOMELESS HOUSING ASSISTANCE PROGRAM (HHAP)

Due to the meeting running over time, this item will be sent out for a vote by email.

11. TECHNICAL ASSISTANCE FOR CAPACITY BUILDING

Due to the meeting running over time, this item will be sent out for a vote by email.

12. MEETING EVALUATION

Meeting Evaluation:

- Plus – food, robust discussion about difficult topics
- Delta – none

8. NEXT MEETING & ADJOURNMENT

The meeting was adjourned at 10:44 AM by Ryan Collins.

The next meetings are:

- HPAC Technical Subcommittee – December 12th, 2019 – 9:00-11:00 am – Yolo County HHSA – Gonzales Building – Community Room – 25 N. Cottonwood Street, Woodland, CA 95695