



CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING MINUTES

The Contra Costa Council on Homelessness provides a forum for communication and coordination about the implementation of the County's Strategic Plan to prevent and end homelessness, and for orchestrating a vision on ending homelessness in the County, educating the community on homeless issues, and advocating on federal, state, and local policy issues affecting people who are homeless or at-risk of homelessness. The Council provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Items may be taken out of order based on the business of the day and preference of the Council.

Date, Time: Thursday, June 2, 2016, 2:00 – 3:30pm

Location: ZA Room, 30 Muir Road, Martinez, CA

Attendance (Council Members): Diane Aguinaga, Louise Bourassa, Tracy Cascio, Teri House (Chair), Brenda Kain (Vice Chair), Gary Kingsbury, Doug Leich, Gabriel Lemus, Valerie Sloven, Joseph Villarreal, Dan Sawislak

Absent: Janet Kennedy, Kevin Corrigan

Public Attendance: Alejandra Chamberlain, Jon Eckstrom, Dana Ewing, Leslie Gleason, Shayne Kaleo, Jaime Jenett, Lavonna Martin, Rehana Parsons, Amanda Stempson, Linae Young, Jennifer Baha, Stephanie Stovall, Ricardo Rodriguez, Sandra Scherer

- **Welcome and Introductions**
 - Call to order by Teri House, Chair
- **Council Vacancies and Appointments**
 - Jaime Jenett, CoC Planning and Policy Manager, provided an update on Council vacancies and appointments, including the ad hoc Nominating Committee's recommendation to appoint Alejandra Chamberlain to the open Educational and Vocational Services Representative seat on the Council on Homelessness
 - Motion
 - Statement of Motion:
 - We move to appoint Alejandra Chamberlain.
 - Discussion:
 - Recommendation by the ad hoc Nominating Committee to fill education seat vacancy with Alejandra Chamberlain, who would serve as the Council's point of contact for families in the school system experiencing homelessness



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- In her current role, Alejandra provides technical assistance, professional development, and legislation tracking support to 18 districts and has been working with youth in foster care for many years
- Alejandra brings experience with education and young adults to the Council
- Procedural Record:
 - Motion made by Joseph Villarreal
 - Seconded by Louise Bourassa
 - AYES: Diane Aguinaga, Louise Bourassa, Tracy Cascio, Teri House, Brenda Kain, Gary Kingsbury, Doug Leich, Gabriel Lemus, Valerie Sloven, Joseph Villarreal, Dan Sawislak
 - NOES: zero
 - ABSTAINS: zero
 - ABSENTS: Janet Kennedy, Kevin Corrigan
 - Motion carried
- Updates on vacancies
 - Consumer Advocate: representative sought to fill this seat would ideally work directly on issues pertaining to homelessness
 - Behavioral Health Representative: Council should consider whether there are good candidates within our system to recruit; we currently have a possible candidate from Sutter Delta
 - Lavonna Martin added that it would be helpful to have geographic representation from East and West Contra Costa.
- Health Care for the Homeless Update
 - Linae Young, Senior Health Education Specialist provided an update on Health Care for the Homeless' recent efforts.
 - Contra Costa Health Services are hiring 4 Mental Health Clinical Specialists for the Medication Assisted Treatment program, this position is on continued open enrollment. Applicants can apply through Contra Costa County Human Resources web page (<https://www.governmentjobs.com/careers/contracosta/jobs/1436587/mental-health-clinical-specialist>).
 - A number of shelters are offering therapy programs to clients including:
 - Cooking Matters Course at Brookside Concord Shelter (six week course on healthy eating, food safety, health management - diabetes, hypertension); art therapy to be offered



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- Monthly health monitoring and training related to wound care, depression, stress management and diabetes at Respite Shelter
- Weekly art therapy at Calli House Youth Shelter

- Zero:2016 Update
 - Jennifer Baha, Zero:2016 Coordinator, Homeless Services provided an update on highlights from the May 2016 Regional Action Camp (focusing on housing and chronically homeless veterans population)
 - Action Camp was held on May 24th and 25th; campaign goals included:
 - Veterans: achieving functional zero by October 2017 by reaching and sustaining a net average change of 10 (e.g., reduce inflow and increase housing placement) to By Name List
 - Jennifer provided a summary of the Veteran workplan and strategies:
 - Build out necessary disbursement policies and conduct media blitz to reach required deposit balance
 - Improve VASH lease up process to decrease time from voucher issuance to move-in for veterans
 - Identify where and why newly homeless vets are entering the system (perhaps look upstream and fix service systems to prevent need for entry into homeless system) and prioritize those returning to the By Name List and intervene
 - The County will participate in a “data mining” session with Data Kind, a community data project, to identify patterns and themes in data related to veterans.
 - Chronic Homelessness: reach and sustain an average placement rate of 15 per month (current average is 13)
 - Implementation of the new definition of Chronic Homelessness in HMIS is still under development.
 - Jennifer provided a summary of the Chronic Homelessness workplan and strategies:
 - Expedite unit turnover for chronic housing placements and reduce length of time from unit vacancy to lease up
 - Develop documented staffing schedule for outreach system to ensure consistent coverage



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- Develop written policies for long term sustainability of case conferencing process
- The Council discussed ideas on how to track veterans once they move to inactive status, and weighed challenges including HUD's recommended push to move to a 90 day inactive list (the current practice is to maintain a 120 days inactive list)
 - Lavonna Martin suggested that we test viability and reinforced the need to be mindful about incurring administrative burdens specific to tracking using the 90 day approach
- Committee Updates
 - Jaime Jenett, CoC Planning and Policy Manager, provided updates on coordinated entry, HMIS policy, performance measurement, and CoC Provider Committee
 - Coordinated Entry Update: recap of sprints conducted on prevention and diversion, crisis services, and permanent housing and supports; the County will focus on the enhancement of existing multi-service centers into Coordinated Assessment REsource (CARE) Centers, to ensure coverage and accessibility throughout the community
 - Key aspects of the coordinated entry system through CARE Centers will include strengthening prevention and diversion, using warming centers in the evening, and providing guidance on housing navigation
 - Coordinated Entry System Manager: the County is creating this critical new position and is currently searching for a highly qualified candidate to assume this role
 - Coordinated Entry RFP: the RFP will soon be released and will help the County operationalize the coordinated entry system; through HUD technical assistance, the County is establishing pre-implementation policies and process. HomeBase is providing system design support and this should position the County to expedite operations once RFP is awarded.
 - HMIS Policy: January 1st, 2017 is the target date for the HMIS software transition to Clarity
 - CoC Providers Committee: A meeting will be held on June 9, 2016 to discuss the following: key HUD priorities, examples of scoring tools and needed changes to Contra Costa scoring tool, how to address HMIS and



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CE projects; how to score projects operational less than one year; and APR collection and generation.

- **State ESG Update**
 - The Contra Costa Department of Conservation and Development (DCD), which administers ESG funds that the County receives directly from HUD was approved by the State of California, Housing and Community Development (HCD) as the County Administrative Entity in April 2016 for administration of the State funds to the County CoC service areas as part of its ESG redesign
 - A State ESG RFP was released on May 16, 2016 and applications were made available on May 23rd, when DCD hosted a meeting for interested applicants; DCD also conducted a conference call with CA HCD to discuss application details.
 - Funds can be used for Emergency Shelter, homeless prevention, street outreach, rapid rehousing, HMIS and 2.7% towards administrative activities
 - Currently 8 applications have been submitted to receive consideration for ESG funds. The Council sub-committee for state ESG Funds is scheduled to meet on June 23 to discuss and review applications; from there a resolution from the Board must be submitted by July 15, and we must provide a written description of how applicants were selected
 - Applications are due on June 17th

- **Council Policy on Advocacy**
 - Rehana Parsons provided a summary of Council's advocacy role and possible priorities, including presenting Forging Ahead goals as starting place for discussion and invited Council members to share ideas. She summarized the fundamental purpose and mission of the Council, to serve (at the pleasure of the County Board of Supervisors) as a forum for education and advocacy, and as needs emerge to work as a Council to advocate to the Board (e.g., educating the Board about increasing affordable housing stock)
 - Jaime restated that the Council's role is to advise and educate the Board on best practices related to Homelessness and to help the Board make informed decisions about priority issues. The role of Homeless Program staff is to support the COH's efforts to effect county-wide policy change and to bring forward information about opportunities for advocacy. She also clarified that the COH would need to get endorsement from the Board of Supervisors before going directly to cities to advocate a position as the Council.
 - Members deliberated on what the key purpose of Council advocacy should be. Themes included advocating for particular outcomes re: how the Board of



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Supervisors apportion funds, advocacy re: funding allocation at the city level, public education about homelessness, advocating for specific policy change in cities like planning code affecting Junior Accessory Dwelling Units.

- Some members suggested that we needn't identify priorities in the Policies, Protocol and Priorities document and that we include a broad statement that Council will direct staff as needed, and to advocate for issues as opportunities arise
- Joseph suggested that on issues such as increasing housing stock, the decision is made at the city-level, without much influence from the County and that there is generally no pushback from the Board on this issue
- Agenda item continued to July meeting

- **Policy and Advocacy Opportunities**
 - This item was tabled.

- **Nuts and Bolts**
 - The Council agreed to change the starting time and duration of future Council meetings; for all future meetings, the Council will meet from 1pm to 3pm.

- **Pin It**
 - The next Council on Homelessness meeting will take place on July 7, at 1:00 pm, in the ZA Room at 30 Muir Road, Martinez.