

Leadership Council Meeting

Tuesday, September 26, 2018 1:30–3:00
Martinez Hall, Marina, CA

Leadership Council Co-Chairs: Luis Alejo (Monterey County Board Supervisor)

Members Present & Affiliations: Mike LeBarre (Mayor of King City), Joseph Gunter (Mayor of Salinas), Ralph Rubio (Mayor of Seaside), Ignacio Velazquez (Mayor of Hollister), Maria Orozco (Mayor of Gonzales), Manny Gonzalez (Housing Authority), Cheryl Camany (Salinas Family Resource Center), Robin McCrae (Community Human Services), Dave Pacheco (Seaside Council Member), Jack Murphy (Veterans Transition Center), Rafael Hernandez (Monterey Bay Economic Partnership), Elsa Jimenez (Monterey County Health Dept.), James Rydingsword (San Benito County HHS), Henry Espinosa (Dept. of Social Services)

Staff: Katherine Thoeni and Katrina McKenzie (Coalition of Homeless Services Providers)

Members of the Public: Jill Allen (Dorothy's), Glorietta Rowland and Lauren Suwansupa (DSS/CAP), Jose Vasquez (San Benito County), Megan Hunter, Kaylie Low, and Anastacia Wyatt (City of Salinas), Alexa Johnson and Jess Gutierrez (Housing Resource Center), Mary Eileen Kiniry and Kathleen Baker (Gathering for Women), Kathy Whilden (Funds for Homeless Women), Rob Rapp (Community Human Services) Rosemarie Axton and Janet Mason (IHELP), Michael Lisman (Monterey County Health Dept.), G.Lindo (Supervisor Alejo's Office), Becky Cromer (Social Services), Anne Brereton (MOCO County Council), Georgina Alvarez (CCCIL), C.Lara (BHC), Wendy Askew (BOS Dist. 4), B.Smithers (Goodwill CC), Reyes Bonilla (Community Homeless Solutions), Teresa Brunson (Interim, Inc.), Nick C. (City of Monterey),

- I. **Welcome, Introductions, and Announcements:** The meeting began at 1:33 pm, around the table introductions took place.
- II. **Additions/Modifications to the Agenda:**
None.
- III. **Public Comment:** The public is encouraged to attend Leadership Council meetings to observe council activities. Members of the public are asked to sign in so that the record reflects their presence. Public comments are limited to three (3) minutes per speaker.

None.
- IV. **Consent Agenda:**
 - a. **August 2018 Leadership Council Meeting Minutes**

Motion made by McCrae to approve the August 2018 meeting minutes. Second by Gunter. No Abstentions. Motion Carries.
- V. **Approve City of Salinas as Administrative Entity for CESH Program:**
Thoeni reports that approving City of Salinas was a carryover from the last meeting as it was not on the agenda and a formal approval is needed to move forward.

Hunter reports that there is additional funding available for Monterey and San Benito County through California Emergency Solutions Housing (CESH) program, about \$1 million dollars. Hunter states CESH is very similar to ESG which the City of Salinas already administers. The application is due October 15th and a meeting will take place to discuss the application process, workshops, RFPs, etc.

Motion made by Gunter to approve the City of Salinas as the Administrative Entity. Second by Rubio. No Abstentions. Motion Carries.
- VI. **2018 HUD National CoC Competition Update:**
Tabled.
- VII. **Homeless Emergency Assistance Program (HEAP):** *Please see below PowerPoint by Thoeni.*

HOMELESS EMERGENCY AID PROGRAM (HEAP) DECISION POINTS & APPROVALS

CA-506 LEADERSHIP COUNCIL

SEPTEMBER 26, 2018

FIRST DECISION RELATED TO PROCESS

- **OPTION 1:** PROVIDE MINIMAL INFORMATION TO THE STATE BY DECEMBER 31, 2018 AND CONDUCT RFP AND PROJECT SELECTION AT A LATER DATE.
- **TO CONSIDER:** BROAD SERVICE CATEGORIES AND ESTIMATED EXPENDITURES PER JURISDICTION WITHOUT SECURING PROVIDER INTEREST OR PROJECT BUDGETS. ALMOST CERTAIN THAT MODIFICATIONS WILL BE NEEDED AFTER RFP PROCESS AND PROJECT SELECTION PROCESS. HOWEVER, ALLOWS MORE TIME TO DEVELOP COMMUNITY PRIORITIES.

NOTE: IMPORTANT TO UNDERSTAND FUNDING IS TARGETED TO THE CONTINUUM OF CARE AS A WHOLE, NOT BY JURISDICTION.

FIRST DECISION RELATED TO PROCESS

- **OPTION 2:** CONDUCT RFP AND PROJECT SELECTION PROCESS IN ADVANCE OF STATE APPLICATION SUBMITTAL.
- **TO CONSIDER:** MUCH FASTER LOCAL TIMELINES WHICH MAY CREATE IMPACT. MORE SOLID INFORMATION TO PROVIDE TO THE STATE. LOWER CHANCES OF FUTURE CONTRACT MODIFICATIONS. PROGRAMS AND ACTIVITIES BEGIN SOONER.

EITHER WAY

- AN RFP AND SELECTION PROCESS NEEDS TO BE CONDUCTED. THE QUESTION IS.....NOW OR LATER.
- THAT'S UP TO THE LEADERSHIP COUNCIL MEMBERSHIP TO DECIDE.
- IF AT ALL POSSIBLE, THIS IS A DECISION THAT SHOULD BE MADE TODAY. THIS DECISION DRIVES OTHER DECISIONS AND TIMELINES.



DISCUSSION AND DECISION



Public Comments:

- Hunter states that city staff strongly believes that Option 1 is the best option because it is critically important to go back to jurisdictions and discuss what the gaps are in homeless services and work together on a regional approach as the funding is very flexible, very general, and generic as to what can be submitted. Too much pressure should not be applied and rush through an RFP process before the community can weigh in and create a vision and plan to maximize impact an opportunity will be missed. Having a community process upfront and creating buckets and having the RFP process in the beginning of the year would be best for community planning purposes. Hunter states that the application process could be streamlined if worked on a global process and could very well have the application submitted in November and go out to RFP in December.
- Lara of Building Helping Communities states that they have been working with the City of Salinas and the County of Monterey on a city of engagement process and advocates for Option 1 as it is very important to assure the community is a partner in the process.
- Allen states that she is in favor of a regional approach and maximizing efforts by working together. Who will be bringing the community together to assure a regional approach?
- Kiniry states that a regional approach and a community process sounds amazing but feels that we may get stuck there.

- Baker states that moving forward with an RFP and regional approach simultaneously is possible and should be considered, possibly “Option 1b”.
- Wyatt states that the funding supposed to be a regional approach but feels like we are not there at this time to submit an application. Using this allotted time to gather and have these discussions as it will not jeopardize the funding at this stage. What can happen with the 5% set aside? How can we draw in law enforcement with community policing? We need to prioritize projects and need the time to do so.

Wyatt announces a CESH and HEAP meeting will take place. Information will be distributed via email.

- Behavioral Health also in favor of delaying with Option 1 as it is important for a community process which includes philanthropy, law enforcement, businesses etc.
- Bonilla is in favor for a regional approach. We need to determine a permanent solution especially for those hard to serve. A strategically planned approach to serve people permanently.

Council Comments:

- Rydingsword would support Option 1 and a regional approach.
- Gunter is in favor of Option 1 and agrees with city staff as there has been much discussion on this topic. Over the last 3 ½ years \$5 million dollars have been spent on addressing homelessness in the City of Salinas.

Monterey County Mayors Association all agree there is a homeless problem and all want to weigh in to assure the whole county is served.

October 1st a community meeting will take place regarding the permanent shelter, its location, etc.

- Rubio states a Homeless Committee has been convened within Seaside City Council with the help of Councilmember Pacheco and would like to educate them and engage the committee in the community process as well to provide recommendations.

Rubio is in favor of Option 1 with the bones of the RFP in place.

- LeBarre is in favor of Option 1 as well and would like the focus to be on actual beds to get people off the street. The CoC funding is an important support network but we need to focus on keeping people off the streets permanently. LeBarre announces tomorrow a faith meeting will be taking place and this topic will be discussed as well as with the YMCA. LeBarre suggests the Leadership Council and the elected officials should take more leadership. There has been much community input and moving forward is what needs to be done. LeBarre offers letters of support to any projects in need of it.
- Espinosa states that the community engagement is important as we need to meet the needs of the people.
- Murphy: What is the time gap from Option 1 and Option 2?
 - With Option 1 we can get the master application in by November as opposed to December. As far as the project selection and contracting process will depend upon how extensive of a community process is established by the Council.

Thoughtful thorough community engagement is vital not only to have stakeholders to weigh in but to address any opposition to controversial projects in certain communities opposed to pushing it into another community.

Murphy proposes “Option 1b” that allows Letters of Intent (LOI) to be submitted the end of October and simultaneously conduct community engagement in a regional approach.

- Jimenez is in favor of Option 1 as community engagement is key to success. Having time to plan for sustaining these services beyond 2021 and focus on investing in capital, infrastructure, and creating bed capacity.
 - Gonzalez echoes Jimenez.
- Alejo is in favor of Option 1 with expedited timelines as community engagement and a regional approach is essential.
- Gunter commits his staff to community engagement activities. .

- McCrae states she is in favor of a regional approach and Supervisor Alejo's suggestion for expedited timelines, she is in favor of Option 1.
- Camany reports that there are over 3,700 kids experiencing homelessness (*HUD's Cat. 3 homelessness*) in the Salinas K-12 and should be helped in some way. Camany suggests Option 1 with the community process taking place now.
- Gunter suggests that community meetings should take place in October and Leadership Council meeting should take place at the end of October for a recap on progress and decide on direction from there.

Motion made by Rubio to accept Option 1 with the expedited timelines, a regional approach and community engagement conducted in the month of October. Second by LeBarre. No Abstentions. Motion Carries.

Discussion: Alejo directs that the City of Salinas, the County, and the CoC work collaboratively in the community process meetings.

- Wyatt clarifies that cities with a zero point in time count can still declare and apply for funding.
- Thoeni suggests a conference call between the City of Salinas, the CoC, and the County.
- Hunter suggests San Benito's community engagement process can be mimicked in Monterey County.

IF OPTION 1 SELECTED

- USE MEETING TIME TO DAY TO DEVELOP SIMPLE PROCESS AND TIMELINE TO IDENTIFY BROAD SERVICE CATEGORIES AND EXPENDITURES PER JURISDICTION. PROCESS SHOULD BE COMPLETED BY END OF NOVEMBER AT THE LATEST. IMPORTANT TO INCLUDE THAT NO FUNDING IS GUARANTEED PER JURISDICTION AS EXPENDITURES ARE ONLY ESTIMATED AT THIS POINT.
- SKETCH OUT BASIC TIMELINES RELATED TO FUTURE RFP AND SELECTION PROCESS.



- Emergency Shelter Declarations:**
Tabled for the next meeting.
- Homeless Declaration Status Update:**
Tabled for the next meeting.
- Approve Homeless Definition:**

STANDARD HOMELESS DEFINITIONS

CATEGORY #1: LITERALLY HOMELESS

- HAS BEEN RESIDING IN A PUBLIC OR PRIVATE PLACE NOT DESIGNED FOR, OR ORDINARILY USED AS A REGULAR SLEEPING ACCOMMODATION FOR HUMAN BEINGS SUCH AS VEHICLES, ABANDONED BUILDINGS, THE STREET, PARKS, BUS STATION, ETC.;
- IS LIVING IN A SUPERVISED PUBLICLY OR PRIVATELY OPERATED SHELTER, DESIGNATED TO PROVIDE TEMPORARY LIVING ARRANGEMENTS INCLUDING CONGREGATE SHELTERS, HOTELS, MOTELS PAID FOR BY FEDERAL, STATE, OR LOCAL GOVERNMENT PROGRAMS FOR LOW-INCOME INDIVIDUALS OR BY CHARITABLE ORGANIZATIONS; **(NEED TO ADD TRANSITIONAL HOUSING, INADVERTENTLY LEFT OUT OF PUBLIC SOLICITATION DRAFT)**
- IS EXITING AN INSTITUTION WHERE HE OR SHE RESIDED 90 DAYS OR LESS AND PRIOR TO ADMISSION RESIDED IN A SHELTER OR PLACE NOT MEANT FOR HUMAN HABITATION

CATEGORY #2: IMMINENT RISK OF HOMELESSNESS

- LOSS OF THE PRIMARY NIGHTTIME RESIDENCE WITHIN 14 DAYS OF THE APPLICATION FOR HOMELESS ASSISTANCE. VERIFIED BY COURT ORDER RESULTING FROM AN EVICTION ACTION NOTIFYING THE INDIVIDUAL/FAMILY THEY MUST LEAVE WITHIN 14 DAYS OR CREDIBLE EVIDENCE INDICATING THE OWNER/RENTER OF THE HOUSING WILL NOT ALLOW HOUSEHOLD TO REMAIN MORE THAN 14 DAYS;
- CERTIFICATION THAT NO SUBSEQUENT RESIDENCE IS IDENTIFIED;
- CERTIFICATION OR WRITTEN DOCUMENTATION OF A LACK OF RESOURCES OR SUPPORT NETWORKS NEEDED TO OBTAIN OTHER PERMANENT HOUSING

STANDARD HOMELESS DEFINITIONS

CATEGORY #4: FLEEING DOMESTIC VIOLENCE

- HAS CERTIFIED THAT SHE/HE OR THE FAMILY IS ACTIVELY FLEEING DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, OR OTHER DANGEROUS OR LIFE-THREATENING CONDITIONS RELATED TO VIOLENCE, THAT SHE/HE OR THE FAMILY HAS NO OTHER RESIDENCE, AND LACKS THE RESOURCES AND SUPPORT NETWORKS NEEDED TO OBTAIN HOUSING.



LC DECISION: INCLUDE EXPANDED HOMELESS DEFINITION

CATEGORY 3: HOMELESS UNDER OTHER FEDERAL STATUTES

- HOMELESS FAMILIES AND YOUTH WHO HAVE EXPERIENCED A LONG-TERM PERIOD WITHOUT LIVING INDEPENDENTLY IN PERMANENT HOUSING, HAVE EXPERIENCED PERSISTENT INSTABILITY AS MEASURED BY FREQUENT MOVES OVER SUCH PERIOD OR DOUBLED/ TRIPLED UP.

- TYPICALLY, COC FUNDED PROGRAMS DO NOT OPERATE WITHIN THE EXPANDED DEFINITION.
- PRO = ADDITIONAL AT-RISK POPULATION SERVED
- CON = EXTREMELY SIGNIFICANT INCREASE IN POTENTIAL REQUESTS FOR ASSISTANCE WHICH COULD FLOOD THE SYSTEM

DECISION AND CONSIDERATION

- OPTION 1: APPROVE CATEGORY 3 HOMELESS DEFINITION AS ELIGIBLE TARGET POPULATION
- OPTION 2: DO NOT INCLUDE CATEGORY 3 HOMELESS DEFINITION AS ELIGIBLE TARGET POPULATION
- OPTION 3: APPROVE CATEGORY 3 HOMELESS DEFINITION AS ELIGIBLE TARGET POPULATION, BUT ASSIGN MAXIMUM FUNDING PERCENTAGES
- OPTION 4: OTHER POSSIBILITIES AS APPROVED BY LC



Discussion:

- Rubio states he would not like to make a quick decision on Category 3 at this time without hard numbers of the population and the amount of funding that could be dedicated to serving them and how it effects the rest of the homeless population.
- Jimenez suggests that more time to discuss this as No Place Like Home will be dropping and can address some of the population. Relying solely on government funding cannot be the only option and inviting others to the table for discussion is imperative.
- Murphy reminds that this is only \$12.5 million between two counties and every need cannot be met with successful outcomes.
- Camany is in favor of including Cat. 3 with a percentage cap and reminds the Council the Cat. 3 homeless are already left out of CoC funding.
- LeBarre suggests that women and children (Families) are prioritized.
- Wyatt suggests a centralized website dedicated to HEAP Q&As and meeting schedules.

Vote tabled for further research/discussion.

d. Approve Services/Projects and Percentages if Indicated

Tabled for the next meeting.

e. Deed Restrictions

Tabled for the next meeting.

f. Approve HMIS Requirement

HMIS REQUIREMENT

- THE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) IS THE ENCRYPTED DATA BASE USED TO GATHER CLIENT LEVEL AND AGGREGATEDATA. ALL HUD, ESG AND VA HOMELESS PROGRAMS ARE REQUIRED TO UTILIZE HMIS.
- STRONGLY ENCOURAGE AN HMIS REQUIREMENT IN ORDER TO PROVIDE DATA DRIVEN OUTCOMES TO THE STATE.





Discussion/Questions/Comments/Suggestions:

- Can funding be used for HMIS?
 - Any projects funded has 5% for Admin. that could be used for HMIS.
- Camany understands the accountability of all grants and is in favor of the HMIS requirement as it is uniformed.
- McCrae states that HMIS is the primary database for receiving data and evaluating outcomes and HMIS should be used to keep it unified.

Public Comments:

- iHelp is not a part of the HMIS system and is under the impression since they are not HUD funded they cannot participate. How can organizations like iHelp compete against other organizations that are HUD funded?
 - Thoeni explains that any organization with the desire to participate in HMIS can and only pays licensing fees of \$250 per user per year for data entry/case management tools and \$120 per user per year for reporting access as well as the opportunity to attend all HMIS trainings and meetings.
 - Gathering for Women volunteers to try and assist working out HMIS assistance for iHelp while making a step towards a regional approach and working collaboratively.
- Hunter states that no all regional projects that could be funded would not need to participate in HMIS; i.e. a domestic violence project. Hunter adds that HMIS is the best system to be used to track data but maybe not putting a requirement on projects until they are received.
 - Thoeni states that some decisions need not to be determined by the public as parallel systems will have to be made and monitored which increases workloads and leaves room for error.
 - Thoeni states that DV projects use a comparable system and is only one population that cannot enter into a shared database. The data collection needs of DV programs are considered within established HMIS policies.
- Wyatt adds that the City of Salinas is working with the Methodist Church and is using a HMIS participating agency, Interim, Inc., for HMIS data entry to provide those services for Methodist Church as well as having a third party verification for the chronically homeless certification requirements. So there are different ways to relieve the administrative burdens from agencies and this can be implemented in other organizations.
 - Camany adds that this is also implemented at the warming shelter through Community Homeless Solutions.

Motion made by Alejo to approve the HMIS requirement. Second by Velasquez. NO by Murphy. Motion Carries.

g. Approve CES Requirement if appropriate
Tabled.

h. Approve Public Solicitation & Prioritization
Tabled.

- i. **Direct HEAP AE to implement Overall Process**
Tabled.

VIII. Other:

- Alejo announces that the MOU between the City of Salinas and the County of Monterey was approved unanimously for the permanent shelter yesterday.

Next meeting: *October 24, 2018 at 3:00 pm at Martinez Hall.*

Meeting adjourned 3:15 pm.

Minutes taken and prepared by Katrina McKenzie.

FY 18-19 Leadership Meeting Schedule:

November 28, 2018

January 23, 2019

March 27, 2019

May 29, 2019