

EDOK – Continuum of Care General Membership Meeting

General Membership Meeting Minutes

May 8, 2017

2:00pm to 4:00pm

1. Scott Thurmond called meeting to order at 2:07 pm.
 - 1.1 Introductions of those present.
 - 1.2 Expansion on email that was sent out elaborating on making changes to enhance HUD compliance.
 - 1.3 Scott Thurmond announced that a new board has convened just prior to the general CoC meeting. The board consists of a quorum based on a HUD compliant composition.
 - 1.4 Daniel Del Monte introduced the elected board officers consisting of himself as Chair, Tara Turrentine as Co-Chair and Secretary, Shannon Bezak.
2. Approval of last meeting's minutes. Jennifer LaForce moved to approve, Rene' Evans seconded. Minutes approved.
3. RFP Update
 - 3.1 Daniel Del Monte communicated the awarding of the RFP to Only Kindness, Tahoe Youth and Family Services and Tahoe Coalition on Homeless to administer vulnerability index for a by-name list, which is a first priority for compliance in moving forward to identify need for programs, services and housing solutions.
5. Consultant RFP Process
 - 5.1 Daniel Del Monte discussed Fundraising efforts by the Opportunity Knocks Strategic Board has yielded funds that have been identified to best be utilized to procure staff for the CoC. Staff is vital in continuing the momentum for HUD compliance, and continued growth.
 - 5.2 Staff will be a consultant to the whole CoC, which would include training and support of the entire CoC and its members. Staff will support short term and long term goals of training, governance, compliance, funding, etc.
 - 5.4 Process to identify staff will be through an RFP to be worked on in the next couple weeks with goal of completion of RFP by next meeting in June.
 - 5.5 Daniel Del Monte explained that El Dorado Community Foundation (EDCF) has agreed to be fiscal agent / fiduciary. The position of CoC Staff will not be a county employee, at this time.
6. PIT / HIC Final Numbers
 - 6.1 All agreed this past PIT was the best one to date with close to 600 counted. Increased numbers and improved methodology exhibited greater representation of seniors and veterans.
 - 6.2 Elder Options supplied goodie bags for the count. Jennifer LaForce and Rene' Evans communicated how appreciated they were.
7. Rapid Rehousing Update
 - 7.1 ESG RRH currently funded for 1st months rent and deposits and potentially other costs associated with stabilization. Only Kindness (OK) and the Center are in partnership managing the program.
 - 7.2 Rene' reminded the group of the number to access RRH, which is the same number for other supports offered by OK, 530-344.1864.
 - 7.2 Elder Options program for placing those in assisted living is on hold currently for lack of funds. It was discussed that OK may be able to help with some of their clients through the RRH program.
 - 7.2 HSP update by Machel Rae. 20 families served, 27 open cases, 11 referrals, 4 lease agreements with 2 full time dedicated staff. Number for families in need that may qualify for HSP is 530-642-7300.
8. Committees Updates and Membership
 - 8.1 Daniel Del Monte communicated that with new CoC Board and members there will be some restructuring and amping up of committees. Scott Thurmond also noted that combining some of the committees may assist in efficiency. All restructuring will be focused on HUD compliance and community needs related to homeless response system.
 - 8.2 HMIS and Coordinated Entry (CE) update by Rene' Evans. OK has been working with Bell Data to beef up the system. Rene' would like a partner that can help with making it more user friendly. Possibly Cheyanne Lane with Tahoe Youth and Family Services.
 - 8.3 Rene' Evans brought up another issue regarding the need for sharing of information. Daniel Del Monte addressed this by communicating that through new governance there will be compliance processes for areas such as sharing of information.

- 8.4 Veterans Committee update by Julie Leconte. They are working with EDC veterans to put a permanent stand in the Veterans building for information that may be of assistance to veterans. Julie invited everyone to share appropriate information. Staffing will be by volunteers. Time of opening TBD.
- 8.5 Julie Leconte also communicated that they currently have a food pantry that serves about 2 veterans a week.
- 8.6 Crisis Intervention Services. Don Vanderkar announced that the Nomadic Shelter has ended and they are meeting to discuss summer supports to assist the homeless. They have established a mentor program and need additional volunteers to participate in a one-on-one mentor program.
- 9. Funding Ops.
 - 9.1 Scott Thurmond updated on ESG 2017 NOFA (Notice of Funding Available) which should come out in the next few weeks. The timeline will be tight. Funding will be designated for Rapid Rehousing, Shelter and Homeless Prevention. This is a good source of funding, but requires HMIS is intact.
 - 9.2 CoC Competition is another funding potential but highly competitive, requiring compliant and functioning CoC.
- 10. Meetings will continue to be monthly. The location will permanently change to the Office of Education.
- 11. Daniel Del Monte adjourned the Meeting at 3:47pm

Continuum of Care Governance and Coordinated Entry

Today, I will review

The organizational structure of a CoC, including the relationship between

- CoC Board,
- HMIS Lead
- Collaborative Applicant

I will also detail some of the governance-related responsibilities required of the CoC.

What is the CoC Program Interim Rule?

- The interim rule became effective in August 2012
- It is the guiding document for implementation and planning of a Continuum of Care (CoC) program
- The document sets specific criteria, establishing what is required in operating a Continuum of Care in order to maintain current funds and to be eligible for new funds

- The CoC Program interim rule formalizes the role of the CoC as the planning body responsible for meeting the goals of ending and preventing homelessness;

Membership on the CoC should ensure:

- Community-wide commitment
- Representation of the relevant organizations within the geographic area served.

The CoC Program is designed to..

- Promote a community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts to re-house individuals and families who are homeless, minimizing the trauma and dislocation caused by homelessness as much as possible;
- Promote access to and effective use of mainstream programs;
- Optimize self-sufficiency among individuals and families experiencing homelessness.

- The CoC is responsible for all duties assigned in HUD's CoC Program interim rule.
- Duties fall upon the following groups:

Continuum of Care

**HMIS
Lead**

Board

**Collaborative
Applicant**

CoC Board

- The CoC Program interim rule requires every CoC to establish a board to act on behalf of the Continuum;
- The Board responsibilities are documented in a written agreement called a Governance Charter.
- The CoC Board might look like an Advisory or Oversight Committee

CoC Board Requirements

- Must represent relevant organizations and projects serving homeless subpopulations
- Must include at least one person who is homeless or formerly homeless
- Examples of relevant subpopulations includes persons with substance use and/or mental health disorders, persons with HIV/AIDS, veterans, chronically homeless, families with children, domestic violence victims, or unaccompanied youth

CoC Operating Requirements

- There are nine separate and distinct CoC operating responsibilities required by the CoC Program interim rule.
- Operating responsibilities emphasize a board process that is inclusive and transparent.
- Two activities – compiling and submitting the CoC application and operating the HMIS – must be done by eligible applicants, designated by the CoC Board;

Some CoC Board responsibilities include:

Creating a Board Selection Process

- Establish a written process to select a board to act on behalf of the CoC;
- Selection process must be reviewed, updated, and approved by CoC at least once every 5 years;
- Establish code of conduct, conflict of interest, and recusal process for Board;

Establishing Committees to carry out tasks on behalf of the CoC:

Some examples could be:

- Application Review committee to manage the annual HUD application process;
- Point in Time Count committee;
- Coordinated Entry Committee;
- Performance Measure committee to develop and update system

Creating a CoC Governance Charter

CoC must develop and follow a governance charter that details the functions of;

- The CoC Board
- CoC committee structures and roles
- HMIS Lead
- Collaborative Applicant
- Staff roles (if CoC staff/consultant exists)
- Process for amending charter

CoC Governance Charter (cont.)

Governance charter must also be updated annually and must encompass:

- Policies addressing the establishment and operation of the CoC;
- Procedures and Policies regarding designation of the HMIS Lead, as well as HMIS requirements;
- Code of conduct for the Board;

CoC Compliance

- CoC Program interim rule, highlighting CoC governance requirements, was established in 2012;
- CoC Boards were added to the requirements in 2014, and CoC's were expected to add a board, in compliance with HUD, by August 30, 2014;
- New Coordinated Entry requirements have been established by HUD, required to be in compliance by January 2018.
- These requirements stem from the CoC Interim Rule and Board requirements, and therefore these structures must be in place before launching Coordinated Entry.

Next Steps for Coordinated Entry

- Opportunity Knocks Strategic Board will be exploring how to establish a board that is compliant with the CoC Interim Rule and all HUD requirements.
- Once that body is established to HUD standard, Opportunity Knocks Board will work on establishing a Coordinated Entry system, to standard, by the January 2018 deadline.
- This structure is critical to maintaining current funding in our community, and to future opportunities for funding through the CoC.