

San Joaquin Continuum of Care Board of Directors Meeting 3-10-2022

Call to Order

11:01a

Roll Call

- Kate
- Adam
- Edward
- Krista
- Matt
- Jon
- Randy
- Peter
- Jenn
- Wayne
- Melanie
- Nadeja
- Kristen
- Nykiah
- Melinda

Minutes

- Minutes of 3-10-2022
 - Jon moved to approve; Kristen second; unanimous, no abstentions;

Public Comment

- Opened 11:04a
- none
- Closed 11:05a

Discussion, Information and Action Items

Accept Report from Strategic Planning Committee report

- Kate asked for a motion to accept the report and ask Committees to provide feedback on the recommendations;
- Jenn moved to accept the report as submitted; Melinda seconded;
- Krista asked what group would be responsible for updating the Governance Charter as a result of these recommendations; Kate clarified that the request is to simply address the recommendations as opposed to necessarily making changes to the Charter; Jon clarified that per the Charter, the Board recommends changes to the Charter but the General Membership is the body that approves the changes;
- Randy asked about metrics not assigned and wanted to emphasize that some committees might want to take responsibility for those;

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- Peter stated that he hoped the recommendations would result in expanded participation in committees;
- Melinda asked if one month is enough time for all Committees to report back; Kate stated yes;

Presentation from Data and HMIS Committee

- Jon presented on the dashboard and asked Kayce Rane to participate as well;
- Kayce reiterated that the report would be developed quarterly and the Data Committee is seeking guidance from the Board regarding the contents; mentioned that there will still be some additional edits, and in particular seeking feedback on how user-friendly the dashboard is;
- Randy highlighted that what the dashboard needs is to indicate progress in individual communities;
- Matt asked if it were possible to include information on grant funding the CoC has provided or just a link to the awards to summarize that;
- Melanie stated that a dashboard should be simple and so adding these items may be too cumbersome and should be done in separate documents, or in social media/newsletters;

Discuss and Approve Recommendations for HHAP-2 Allocations

- Adam provided a rundown of the process to determine these recommendations
- Melinda asked how close the projects were to being fully funded; Joelle Gomez indicated that this amount would fully fund her project; Jennifer Rhyne stated that there may be an increase as the project development unfolds; JoLyn McMillan stated they would need approximately \$500,000 after the HHAP-2 Allocation;
- Krista asked how are these projects monitored: Adam described the process as the Administrative Entity; Jon added that in addition the Collaborative Applicant conducts audits on a monthly basis;
- Jenn asked for a report on monitoring from the Administrative Entity;
- Kristen moved to approve; Peter seconded; unanimous; Edward abstained;
- Adam explained the need for guidance from the Board on HHAP-3 related to the application to the State due June 30; emphasized the expectation of the State to deploy funds from a regional and strategic standpoint and that permanent housing should be the top priority considering previous investments in the expansion of emergency shelter over the last several years;
- Melinda suggested HHAP-3 should go to support the HMIS Lead; Kayce Rane was asked to contribute and stated that costs for licensing users is increasing and funds could be used to support that gap;
- Nadeja agreed that housing was a major priority and that housing supports the effectiveness of the total pipeline;
- Krista asked about including the Youth Action Board in the process and Adam described previous discussions to that effect; Krista added that Coordinated Entry for youth is a priority discussion of the YAB;
- Peter reiterated that the shelters have expanded and highlighted that housing should be the priority in order to support exits from shelter;
- Edward stated that he agreed that licensing support for HMIS is a priority;

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- Jon stated that the costs for all current active licenses is approximately \$75,000 per year; stated that he would like to see the Strategic Planning Committee take the lead on this work; Adam described previous discussions to that effect, and Kayce stated that the Committee was going to set up a special meeting to have this discussion broadly;
- Kate recapped the priorities of creating new housing, supporting HMIS, involving YAB to determine uses for the you set-aside; Strategic Planning to lead the effort on consensus building with the goal of providing Adam with concrete direction by the April meeting of the Board of Directors;

Direct Chair to Execute Collaborative Applicant MOU for 2022 – 2023 and forward to San Joaquin County

- Jon moved to add two amendments to the MOU and adopt the MOU:
 - Act as Administrative Entity or similar agent title on behalf of the SJCoC for other grant funding sources that designate the SJCoC as a recipient, and perform tasks outlined in this MOU for the Collaborative Applicant in the role of Administrative Entity or similar agent title
 - This MOU shall renew automatically on a month-to-month basis if this MOU is not renewed before or on Feb. 10, 2023, and no other entity has been selected as Collaborative Applicant by a duly noticed and executed vote of the San Joaquin Continuum of Care Board of Directors. This stipulation does not remove the requirement of the SJCoC Charter that an MOU identifying the Collaborative Applicant must be approved on an annual basis.
- Krista asked why the HMIS Lead was mentioned the document: Adam answered that the HMIS Lead was originally included in the “Whereas” section of the document as a best practice, but was not mentioned elsewhere in the document and did not delineate any responsibilities of the HMIS Lead;
- Randy asked if the item regarding HMIS should be stricken: Matt provided that the Whereas section is strictly for context and should not be considered as part of any responsibilities or directives for the HMIS Lead;
- Melinda stated that she felt it could be confusing to identify Central Valley Housing if the Lead changes;
- Adam stated that the amendments proposed by Jon were essentially addressing items that are already happening and agreed that they were good additions;
- Kristen asked if an ad hoc group could review the MOU for changes and bring the document back to the Board for further discussion;
- Adam stated that this document was circulated ahead of this meeting so that Board Directors had the opportunity to review and propose amendments in anticipation of this discussion, like Jon did, so there should be no need to push out this discussion to a later meeting;
- Peter stated that there would be future opportunities to review and make changes to the document through the normal process;
- Krista stated that there could be some “misalignment” which necessitates further review;
- Kate asked if the System Performance Committee would take on the task of reviewing the MOU; Melanie indicated that she would agendize this at a future meeting;

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- Matt seconded the motion of Jon;
- Roll call vote:
 - Kristen: yes
 - Melanie: yes
 - Edward: not present
 - Krista: yes
 - Matt: yes
 - Jon: yes
 - Randy: yes
 - Peter: yes
 - Melinda: yes
 - Jenn: yes
 - Nykiah: yes
 - Wayne: yes
 - Adam: abstain

Accept Report from San Joaquin County Regarding Expenditures for HHAP and CoC Program

- Chris Becerra provided a brief report using the quarterly CoC report from HUD;
- Jon asked if the reporting period was Federal fiscal year: Chris stated that it was the total amount expended and not on a reporting period;
- Jenn asked how some of the projects are monitored and why certain of them indicate low expenditures: Chris explained that projects are on different timelines and so may have not started as early as others, therefore spending less to date, and that each month all backup is requested to determine if invoices are eligible, and described the process for on-site monitoring;
- Jon added that as part of the reallocation process, expenditures are considered as part of the scoring and could impact reallocation; Chris added that monitoring has been a major part of the duties of her department;
- Chris updated the CoC on HHAP-1 expenditures;

Presentations: Built for Zero

- Garen Nigon provided the Board with a presentation on Built for Zero;
- Kristen asked how Kaiser is involved: Marie Sanchez from Kaiser clarified their role, stating that funding for this effort is covered through a grant from Kaiser; that they work in partnership with Homebase and can potentially supplement that work for the SJCoC; that joining this cohort is a great learning opportunity to learn from others doing similar work on a national level;
- Jon asked how data is gathered and input into the BFZ system: Garen stated that HMIS is the cornerstone of that process and have various ways to produce the metrics;
- Kate asked for next steps: Garen stated that identifying the improvement team is the next step; stated that there are onboarding trainings coming up in three weeks, followed by a kickoff session in May; stated that a service agreement needs to be executed;
- Melanie asked for several additional details regarding the timing and process of sessions for the cohorts;
- Jon asked what information can be pulled out of the BFZ system that cannot be synthesized from HMIS: Garen was unable to discuss what can be pulled from HMIS but provided additional

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details about the BFZ data system; that the data is the starting point, but is intended simply to support the work of bringing the community to functional zero;

- Kate asked Strategic Planning to take the lead on working with BFZ, and Kayce agreed;

Updates from SJCoC Committees: no updates requested due to time constraints

- Data and HMIS:
- Coordinated Entry:
- Education and Membership:
- Housing:
- Outreach:
- System Performance and Evaluation:
- Strategic Planning:
- Shelter:
- Youth Advisory Committee:
- Youth Action Board:
- Ad Hoc HMIS Lead Evaluation:
- Ad Hoc Nominating:
- Ad Hoc Point in Time Count:
- Ad Hoc HMIS Lead Evaluation:

Comments and Announcements

- none

Adjournment

- 1:04p: Adam moved; Melinda seconded; unanimous, no abstentions;
- Next meeting scheduled for 11a on April 14, 2022