

Board of Directors – Regular Meeting
May 9, 2024, 11:00 AM to 1:00 PM



Notice: This meeting of the SJCoC Board of Directors is called in accordance with the SJCoC Charter.

Location(s):

1) San Joaquin County Public Health Services, 1601 E. Hazelton Ave., Stockton, CA 95202

2) via Zoom:

<https://us02web.zoom.us/j/87846574502?pwd=ME9RQlJCdVVXTmhpZVJlcHh2R2RThEQTO9>

Meeting ID 878 4657 4502

Passcode 833018

Roll Called by Krista Fiser.

Present:

Melanie Estarziau (online), Krista Fiser (in person), Kate Hutchinson (online), Matt Garber (in person), Mike Kelly (online), Jon Mendelson (in person), Tiffany Phovixay (online), Randy Pinelli (excused absence), Peter Ragsdale (online), Wayne Templeton (online), Virginia Carney (in person).

Approval of Minutes:

There were two corrections made to the minutes of April 11, 2024. On page 2, it was mentioned under Regional Homeless Action Plan that Krista has resigned as the chair of “the CoC”; this is corrected to Krista’s resignation as chair of “the System Performance Committee”. Secondly, under “Public Comment”, “Carrie Wright”, is corrected to “Carrie Grover”. With these changes, a motion to approve the minutes from the April 11, 2024 board meeting was made by Virginia Carney, and the motion was seconded by Peter Ragsdale. The minutes were approved unanimously.

Mission Moment:

Mission moment was presented by St. Mary’s. Martha provided an insight on daily operations and amenities provided at St. Mary’s to the individuals in need, some of which are meals, shower, clothing, donation center, transportation, etc. Veronica spoke about St. Mary’s forthcoming Pathways Project in November 2024. She explained the additional features of the program, including 228 additional beds, accommodating the users with pets, Recuperative Care with ADA accessibility and 20 dwelling units. Veronica asked about the funding source of the Pathways Project and Petra responded that they have 5 different funding partners for the construction: Health Plan of San Joaquin, City of Stockton, Congressman Josh Harder (at federal level), and Community Health. She added for operations, they have a grant with the City of Stockton.

Public Comment:

No public comments.

Collaborative Applicant Updates:

- *Introduction of Rajony Poy, Management Analyst III:* Natascha Garcia introduced Rajony Poy, as the newest member of the County’s Neighborhood Preservation department. She appended that Rajony would be overlooking CoC processes. Rajony provided a brief introduction of herself. Following that, Natascha presented a draft for roles and responsibilities for Rajony’s position, some of which include coordinating and organizing CoC membership meetings, CoC project grants, the PIT Count, and working with subrecipients and directly with HUD.

- *Neighborhood Preservation Updates:* Natascha gave an update about a discussion item for the County Board of Supervisors meeting on May 21st, to move Neighborhood Preservation from Health Care Services to Human Services Agency.
- *2024 CoC Program Competition Updates:* The Letter of Intent is in the process of finalization by Rajony and is expected to be ready and sent to the members by May 13th.
- *Budget Review:* Natascha shared the budget from CoC Competition Funding, mentioning there are three different agencies receiving the funding for different projects for a term of 12 months. The copies of the budget were shared with the participants. Melanie had some questions which were answered by Natascha, Jon and Krista. Natascha mentioned that HHAP 1 and 2 funds have been obligated and HHAP 3 funds are being worked on to be obligated. Krista suggested to consider that the categories applied for in HHAP 4 might not be same as in HAAP 5. Krista suggested that the budget should be shared monthly. Melanie recommended that updates for the CoC Competition budget be submitted monthly and updates on larger funds to be presented quarterly. Virginia urged more collaboration on keeping the service providers informed about the CoC funding allocation.

Action Item 1: *Give Collaborative Applicant authority to utilize administrative or planning funds to outsource tasks, as necessary, to ensure HUD compliance (i.e., website maintenance and updates) and maintain systematic and administrative responsibilities (i.e., communications, membership list) in absence or delay of staffing.*

Natascha spoke about the need for the CoC website to be maintained, updated, and revamped. She sought approval for the Action Item to move forward with outsourcing to the vendor to develop and revamp the website for the short term.

Action Item 2: *Give Collaborative Applicant authority to develop and publish an RFP to outsource the Program Competition, per the 2024 Regional Homeless Action Plan (Key Action 3) and approval/recommendations at the April 2024 System and Performance Evaluation Committee.*

Natascha brought forward to vote on Action item of bringing in a vendor to outsource the Program Competition Project due to shortage of staffing in Neighborhood Preservation. Jon Mendelson advocated to add some parameters to the RFP, stating the measurables of experience for the potential vendor, like knowledge of e-snaps, previous involvement with Continuum of Care and to practice already approved policies and programs by the Board. Melanie inquired to clarify on RFP for the Action Items being discussed and Jon provided the interpretation. Kate expressed her skepticisms on ambiguity of the tasks being outsourced and asked Collaborative Applicant for clarity. There was an extensive discussion about the specification of the duties to be subcontracted. Krista proposed moving the task of developing RFP to the Strategic Planning committee to facilitate the conversation and report back during the June meeting. Melanie recommended establishing an ad hoc committee. Virginia asked to have action items to make the process faster. Virginia indicated that the ad hoc committee should be comprised of recipients of the Program Competition, HMIS lead and the Coordinated Entry team. Melanie suggested Neighborhood Preservation reach out to other CoCs to obtain a sample RFP. Kate volunteered to be on the committee. Jon made a motion to create the ad hoc committee and to ensure that the committee approves the finished RFP and specifies the tasks that need to be outsourced. Kate seconded, and it was approved unanimously.

Action Item 3: *Give Collaborative Applicant authority to develop and publish RFP to assess the comprehensive needs of HMIS and Coordinated Entry Systems to ensure strategic and sustainable system development (ie, phased projects and funding support).*

Natascha stated that through the Homeless Leadership Forum, HHAP 5 Regional Plan process and HUD partners, it has been recommended that the Collaborative Applicant complete an HMIS and Coordinated Entry Assessment and is responsible for monitoring these systems and ensuring compliance. Hence, she asked for the approval of Action item 3. Virginia asked for a timeline for the MOU Draft and Natascha answered it should be ready by next month.

Virginia moved a motion to approve Action Item 1, all voted in favor and Action Item 1 was approved.

Virginia moved a motion to approve Action Item 2. Kate recommended creating an ad hoc committee similar to the one to be formed for working on Action item 3. Casey advised to ensure the Board obligates the HHAP 3 System Performance funds by May 31 or else the funds get reverted back. Kate requests for RFP to be reviewed by the Board before publishing it. It was decided that there won't be time for having an ad hoc committee. Thus, Virginia moved a motion to approve Action Item 2, Matt seconded, and Action Item 2 was approved unanimously. Krista made a motion to approve Action Item 3, Virginia seconded, and the item was approved unanimously.

SJ Cares, Program Overview:

Emily Hammond from San Joaquin County Probation Department provided an overview of SJ Cares Program. The program aims to facilitate linkage of services county wide and avoid replication of services to the same individuals. Emily introduced Jaime Grant, who is responsible for obtaining data from multiple systems. She provided the job descriptions of an Outreach and Engagement Team and a Case Management Team. She also detailed a list of accomplishments under the program. Jamie asked for collaboration from the Board members with SJ Cares team. There were a few public questions about the programs which were answered by Emily and Jamie.

HMIS Data Quality Draft Plan:

Jon Mendelson gave an introduction and a brief overview of HMIS Data Quality Plan. On behalf of the Data Committee, he asked for initial comments and feedback from board members and the general public. The draft plan then gets reviewed and presented for approval by the Board in 1-2 months.

Board Member Recruitment:

Natascha provided an update that five applications have been received and are open until next week. The applications will be reviewed, and an update will be provided by the next meeting.

Committee Updates:

- *Strategic Planning Committee:* Melanie Estarziau and Virginia Carney, Co-Chairs – No update.
- *System Performance and Evaluation Committee:* Natacha Garcia – No update.
- *Data Committee:* Jon Mendelson – Every meeting, the Committee will be reviewing some of the Data Processing procedures and how the HMIS works to provide transparency. The data for the Housing Inventory Count has been submitted to HUD and data for Point-in Time count will be submitted today. There have been issues with the HUD reporting portal. The official numbers will be available by Friday. The Committee has been working on a new 'Taxonomy' feature which will categorize each service from each agency, which can help generate system-wide reporting services. It needs to be decided if service-level data is required, which is not mandated by HUD.
- *Education and Membership Committee:* TBD – No update.
- *Coordinated Entry System Committee:* Matt Garber – During the meeting on April 15th, there was a discussion regarding a module offered by Bitfocus to provide updated available bed status. Additionally, there were discussions about VI-SPDAT, whether it was too invasive, and to make recommendations for improvements. The next committee meeting is on May 20th.
- *Shelter Committee:* Jennifer Rhyne - No update.
- *Youth Action Board:* TBD – No update; introductions for new chair next week.
- *Youth Action Committee:* Krista Fiser – No update; introduction for new chair next week.
- *Housing Committee:* No update; no existing committee.
- *Outreach Committee:* Mike Kelly – Next meeting is next Tuesday at Manteca City Hall at 1 PM.
- *PIT committee:* Krista Fiser – PIT numbers are currently in process to be uploaded to HUD.
- *Ad Hoc Nomination Committee:* Kate Hutchinson – No update.

Adjourn Board Meeting:

The meeting was adjourned. The next meeting is at Civic Center Plaza, Tracy on June 13, 2024, at 11 AM.