



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

CoC Advisory Board Executive Committee Meeting

Thursday, May 23, 2019

3:00 PM – 4:30 PM

1331 Garden Highway, Sacramento, CA 95833, NIC Main (1st Floor)

To Call in: **Notify Staff in Advance**, (916) 285-1830 Access Code: 95833

Agenda Item	Presenter	Time	Agenda Item Type
I. Call to Order & Welcome: Sarah Bontrager, Chair			
II. April 25, 2019 Minutes	Emily Halcon, Secretary	3:00 PM (5 minutes)	Action
II. Advisory Board Meeting Agendas A. June 12, 2019 B. July 10, 2019	Michele Watts	3:05 PM (30 minutes)	Discussion
III. HUD Debrief of FY2018 NOFA Applicaton Weaknesses	Lisa Bates	3:35 PM (15 minutes)	Information
IV. 100-Day Challenge Report for June CoC Board Meeting	Michele Watts	3:50 PM (10 minutes)	Discussion
V. Policy on Developing and Adopting Policies	Lisa Bates	4:00 PM (15 minutes)	Discussion
VI. Recruit HMIS & Data Committee Co-Chair from CoC Board Membership	Michele Watts	4:15 PM (5 minutes)	Discussion
VII. Special Executive Committee Meeting Request to Review SSF Change Initiatives Matrix of Activities and Funding Streams	Michele Watts	4:20 PM (5 minutes)	Information
VIII. Follow-Ups Report Review	Michele Watts	4:25 PM (5 minutes)	Information

IX. Other Business	-	-	-
X. Adjourn	Sarah Bontrager	4:30 PM	-



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CoC Advisory Board Executive Committee Meeting Minutes

Thursday, April 25, 2019

SETA, 925 Del Paso Blvd., Sacramento, CA 95815, Olympus Room

Attendance:

Member	Organization	Present
Sarah Bontrager, Chair	City of Elk Grove	Yes
Erin Johansen, Vice Chair	Hope Cooperative	Yes
Emily Halcon, Secretary	City of Sacramento	Yes

Guests & Staff	Organization
Lisa Bates	SSF CEO
Michele Watts	SSF CPO
Chris Weare	SSF Data Analytics & Research Manager

I. Call to Order & Welcome: Sarah Bontrager, Chair		
Sarah Bontrager, Chair, called the meeting to order at 4 PM.		
II. May Advisory Board Meetings A. May 8, 2019- Regular Business Agenda B. May 13, 2019- FY2019 CoC NOFA Competition Policies & Review Tools Agenda	Presenter: Michele Watts	Discussion
Members reviewed the proposed agendas for the May 8, 2019 regular business meeting and the May 13, 2019 CoC NOFA Competition policies and review tools meeting and made revisions as needed.		
III. YHDP Application Youth Action Board Requirement	Presenter: Michele Watts	Information

The Youth Homelessness Demonstration Project (YHDP) application requires CoCs to have Youth Action Boards (YAB) that are a formal component of the CoC. In the 2018 application, the CoC Board agreed to by consensus to designate the Sacramento YAB as a formal committee of the CoC. For the 2019 application, formal action and a plan for implementation is needed. The Governance Committee will discuss this further at its meeting on Monday, April 29, 2019 and prepare a recommendation for the full CoC Board on May 8, 2019.

IV. Monthly Follow Ups Report Review	Presenter: Michele Watts	Discussion
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The monthly follow ups report will be distributed to Executive Committee members via email for review. Starting in May, the committee will review the report at its monthly meeting.

VI. Adjourn

The meeting adjourned at 4:05 PM.



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CoC Advisory Board Agenda

June 12, 2019 || 8:10 AM – 9:40 AM

SETA, 925 Del Paso Blvd., Sacramento, CA 95815 – Sequoia Room

I. Welcome & Introductions: Sarah Bontrager, Chair			
II. Review and Approval of May 8, 2019 Minutes: Emily Halcon, Secretary			
III. Chair's Report			
IV. CEO's Report: Lisa Bates			
V. New Business			
A. Item: Executive Committee Action on behalf of the CoC Board to approve FY2019 CoC NOFA Competition Policies & Review Tools	- Presenter(s): Sarah Bontrager	8:15 AM (5 minutes)	Information
B. Item: SSF Data Team Work Plan	- Presenter(s): Michele Watts, SSF Chief Programs Officer and Chris Weare SSF Data Analytics & Research Manager	8:20 AM (30 minutes)	Information
C. Item: 100-Day Challenge on Youth Homelessness Report	- Presenter(s): 100 Day Challenge Team Members	8:50 AM (__ minutes)	Information
D. Item: HEAP Update	- Presenter(s):		Information

E. Item: CESH Update	- Presenter(s):		Information
F. Item: FY2019 CoC NOFA Competition Update	- Presenter(s):		Information
VI. Announcements			
VII. Meeting Adjourned			

Receive & File Items

- Follow Ups Report 5/8/19

Upcoming Committee Meetings: TO BE UPDATED

- PIT Committee
- Combined CES Evaluation and CES Committees
- Governance Committee
- CoC Board Meeting Series: FY19 NOFA Community and Planning Grant Applications
- Executive Committee Meeting
- Performance Review Committee
- Homeless Youth Taskforce
- CES Committee

Next Meeting: July 10, 2019

Please note that today's meeting is being recorded and the digital file will be available at sacramentostepsforward.org under Continuum of Care, Agendas and Minutes.



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CoC Advisory Board Agenda

July 10, 2019 || 8:10 AM – 9:40 AM

SETA, 925 Del Paso Blvd., Sacramento, CA 95815 – Sequoia Room

I. Welcome & Introductions: Sarah Bontrager, Chair			
II. Review and Approval of June 12, 2019 Minutes: Emily Halcon, Secretary			
III. Chair's Report			
IV. CEO's Report: Lisa Bates			
V. New Business			
A. Item: 2019 PIT Report	- Presenter(s): Arturo Baiocchi, CSUS	8:15 AM	Information
B. Item:			Information
C. Item:			Information
D. Item: HEAP Update	- Presenter(s):		Information
E. Item: CESH Update	- Presenter(s):		Information
F. Item: FY2019 CoC NOFA Competition Update	- Presenter(s):		Information
VI. Announcements			

VII. Meeting Adjourned

Receive & File Items

- Follow Ups Report 6/12/19

Upcoming Committee Meetings: TO BE UPDATED

- PIT Committee
- Combined CES Evaluation and CES Committees
- Governance Committee
- CoC Board Meeting Series: FY19 NOFA Community and Planning Grant Applications
- Executive Committee Meeting
- Performance Review Committee
- Homeless Youth Taskforce
- CES Committee

Next Meeting: August 14, 2019

Please note that today's meeting is being recorded and the digital file will be available at sacramentostepsforward.org under Continuum of Care, Agendas and Minutes.

May 17, 2019, 11:00 - 12:00pm: Debrief of FY2018 CoC NOFA Competition

Summary of Call Notes

Participants: Scott/William Rich (HUD), Kim Nash (HUD), Leticia Johnson (HUD), Winston Moy (HUD), Lisa Bates (SSF), Michele Watts (SSF), Bridget Kurtt DeJong (HomeBase), Meadow Robinson (HomeBase)

HUD, SSF, and HomeBase participated in a call to understand HUD concerns around Sacramento 2018 CoC competition performance. A summary of the takeaways from HUD's guidance can be found, below.

Funding Unrequested

- In the 2018 competition, funds were left on the table; this is not advisable and CoCs are strongly recommended to apply for all funds available to them through Annual Renewal Demand (ARD), Bonus, and DV Bonus
- In 2018, \$50,000 in Bonus funds were left unrequested. If this funding had been added to new projects ranked in Tier 1, it may have impacted funding for projects in Tier 2 (i.e., it would have pushed them further down into Tier 2).
- In 2018, \$99,688 in DV Bonus funds were left unrequested
 - Note: SSF started outreach to DV providers in advance of the 2019 CoC competition with offers of support and training, in an effort to ensure all DV Bonus funds are applied for in the 2019 competition

Tier 1/Tier 2 Placement

- Expansion projects and their "parent" renewal projects should be ranked close together in the priority list (in response to PACT PHP expansion listed in Tier 1 and the "parent" renewal project straddling Tier 1 and 2)
- There is no "strategy" that the Sacramento CoC should be aware of when placing projects into Tier 2, all relevant guidance can be found in the NOFA. Anything in Tier 2 is at risk and the CoC should rank according to priority.
- DV Bonus functions differently because it can be funded from a different appropriation of money.
- HUD initially expressed concerns about the 2018 funding line, but they appear to be misplaced.

Project Design/Services

- Services budgets of 20-30% of the total project budget is "highly respected" in order to offer as much housing as possible.
- Services included in the budget should be limited to those listed in the CoC interim rule (e.g., budgets should not include food for meetings or employment stipends).

Resubmission & Trends in Data

- SSF inquired as to whether HUD looks negatively upon CoCs who resubmit previous year SPM data
- SSF inquired about how to score well in the CoC app, when PIT data increases
- HUD representative suggested referring both questions to William Snow at HUD Headquarters; call to be scheduled



2019 Sacramento Continuum of Care Advisory Board

	Member Name	Area of Representation	Organization	Term & Exp.	Current Co-Chair	Conf lict
1	Alexis Bernard	Mental Health Service Organizations	Turning Point Community	1, Exp. 2/20	No	No
2	Alyson Collier	School Administrators/Homeless Liaisons	Sacramento County Office of Education	1, Exp. 2/20	No	No
3	Amani Sawires Rapaski	Substance Abuse	Volunteers of America	2, Exp. 2/21	No	Yes
4	Angela Upshaw	Veterans	BFHP – Roads Home	1, Exp. 2/21	No	No
5	April Wick	People with Disabilities	Resources for Independent Living	1, Exp. 2/21	No	No
6	Christie M. Gonzales	Mental Health Service Organization	WellSpace	1, Exp. 2/21	No	No
7	Cindy Cavanaugh	County of Sacramento	County of Sacramento	2, Exp. 2/21	Yes – Governance	No
8	Ct. Dan Monk	Law Enforcement –City	City of Sacramento	2, Exp. 2/20	No	No
9	Emily Bender	Youth & LGBT	The Social Changery	2, Exp. 2/21	No	No
10	Emily Halcon	City of Sacramento	City of Sacramento	2, Exp. 2/21	Yes – PRC, Advisory	No
11	Erin Johansen	Mental Health	Hope Cooperative	2, Exp. 2/21	Yes – Advisory	Yes
12	Jameson Parker	Business Community & Street Outreach	Midtown Association	1, Exp. 2/21	No	No
13	John Foley	Homeless Services Provider	Sacramento Self Help Housing	2, Exp. 2/19	Yes – CES Eval	Yes
14	John Kraitz	Formerly Homeless	SHOC	1, Exp. 2/20	No	No
15	Julie Davis-Jaffe	Employment Development	SETA	1, Exp. 2/21	No	No
16	Lt. Julie Pederson	Law Enforcement – County	Sacramento County Sheriff's Department	1, Exp. 2/21	No	No
17	Lashanda McCauley	Formerly Homeless – Family		1, Exp. 2/21	No	No
18	MaryLiz Paulson	Housing Authority	HCV Dept, SHRA	1, Exp. 2/21	No	Yes
19	Mike Jaske	Faith Community Advocate	SacACT	1, Exp. 2/20	No	No
20	Noel Kammermann	Local Homeless Coalition/Network	Loaves and Fishes	1, Exp. 2/20	Yes – PIT	No
21	Peter Beilenson	Mental Health – County	Sacramento County Department Health Services	1, Exp. 2/21	No	No
22	Sarah Bontrager	City of Elk Grove	City of Elk Grove	2, Exp. 2/21	Yes – Advisory	No
23	Stefan Heisler	City of Rancho Cordova	City of Rancho Cordova	1, Exp. 2/20	No	No
24	Stephanie Cotter	City of Citrus Heights	City of Citrus Heights	1, Exp. 2/20	No	No



SACRAMENTO CONTINUUM OF CARE BOARD MEETING Follow Up Log

Status Definitions:
 Assigned - Request has been assigned to staff or committee
 In Process - Assigned staff or committee is implementing a response to the request
 Ongoing - Request response is a reoccurring activity
 Complete - Request response is complete

Issue Title	Issue Description	Date Identified	Status	Assigned To / Owner	Date Assigned	Follow up Due Date	Date Completed	Resolution/Follow up	Comments
Follow-Ups from May 8, 2019 Meeting									
<i>No asks or follow-ups from this meeting</i>									
Follow-Ups from Prior Meetings									
Produce accessible documents	The font used for meeting materials should be larger. The font used in the CESH application provided in the packet was extremely small.	4/10/19	Ongoing	Kate	4/10/19	Monthly	Ongoing	All meeting materials will be produced with a minimum font of 12 pt.	
Special Meeting- Data	Provide more data on the missing cohort from the data shared at the special priorities-setting meeting	3/13/19	Assigned	Michele	3/13/19	6/12/19		System-level data	Implementation plan and timeline is being developed and staff will share this information at the June meeting
Community Solutions Work	Advise the CoC of SSF's work with Community Solutions, current and past	3/13/19	Assigned	Lisa	3/13/19	TBD		Staff will prepare a written and verbal presentation materials on the Community Solutions work undertaken today (veterans, coordinated entry, by name list)	Need to prioritize and schedule
Data Team Work Plan	Advisory Board requests additional data presentations- staff will provide a Data Team work plan and schedule of presentations	2/14/18	Assigned	Michele	2/14/18	5/8/2019-6/12/19		Staff will present a Data Team work plan and timeline that includes regular presentations to the Advisory Board	Original follow-up request was more narrow, but members and staff have formulated a broader request over time

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Issue Title	Issue Description	Date Identified	Status	Assigned To / Owner	Date Assigned	Follow up Due Date	Date Completed	Resolution/Follow up	Comments
HEAP/CESH Responsibilities	Advisory Board needs to know what HEAP and CESH decisions require their input and/or approval	6/13/18	Assigned	Lisa	6/13/18	4/10/19		SSF will work with the City and County to develop an outline of HEAP and CESH decisions that require their input and/or approval	A plan for this request is underway but will be completed incrementally
100-Day Challenge	Advisory Board requests a written report on 100-Day Challenge results, including homeless status and housing location	2/13/19	Assigned	Michele	2/13/19	4/10/2019 6/12/19		Initial Follow Up Due Date of 4/10/19 cannot be met; 100-Day Team and staff will coordinate to prepare a written report for May or June Advisory Board meeting	100-Day Team members have been focusing on completing the Youth Homelessness Demonstration Project Application due 5/15/19
Governance Charter	Review the Governance Charter and the regulations regarding its required components	5/9/18	Assigned	Governance Committee	6/13/18	TBD			Committee recommendations anticipated in Summer 2019
Committee Formation	Develop a process for convening new standing and ad hoc committees	5/9/18	Assigned	Governance Committee	6/13/18	TBD		Governance Committee will develop a process for convening new committees	Governance Committee is working on committees more broadly and recommendations are anticipated in Summer 2019
Committee Reports	Members suggest Committee Reports be a standing monthly agenda item	5/9/18	Assigned	Governance Committee	6/13/18	TBD		Governance Committee will recommend strategy for ensuring Advisory Board members are kept abreast of the committees' activities	Governance Committee is working on committees more broadly
Committee Responsibilities	Need to balance conducting Advisory Board business in a timely manner and taking the time needed to fully discuss and understand decisions being made	6/13/18	Assigned	Executive Committee & Governance Committee	6/13/18	TBD		Multiple strategies: address important decisions in two meetings; provide materials and take questions in advance to help staff and presenters prepare; Executive Committee reviews agendas in advance to ensure sufficient time; Governance Committee will recommend a committee structure that supports efficient use of Advisory Board time	

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Issue Title	Issue Description	Date Identified	Status	Assigned To / Owner	Date Assigned	Follow up Due Date	Date Completed	Resolution/Follow up	Comments
System-Level Planning and Performance	Advisory Board needs a committee or another avenue for system-level planning and performance review	4/11/18	Assigned	Governance Committee	6/13/18	TBD		Governance Committee will incorporate resolution of this item within its broader discussion of and recommendations regarding committees	Committee recommendations anticipated in Summer 2019
HUD Planning Project and CoC Applications	FY2019 Planning Grant and CoC Application: Provide year-round opportunity for input & review	8/8/18	In Process	Michele	8/8/18	4/1/19-9/1/19		Meetings will be held the 4th Thursday of the month, 1 PM - 2:30 PM through August;	Sessions were held in April and May to discuss HUD planning grants and debrief/review the last CoC NOFA competition
Meeting Materials Timeliness	Members need to receive meeting materials sooner to allow for sufficient time for review and preparation for the meetings	5/9/18	In Process	Michele	5/9/18	Monthly	Monthly	Meeting materials will be provided the Thursday before the Wednesday meeting	2019 meeting materials distribution dates: Jan - Friday 1/4 Feb - Friday 2/8 Mar - Monday 3/11 Apr - Friday 4/5 May - Thursday 5/2
HEAP/CESH Updates	Advisory Board requests monthly written reports on HEAP/CESH planning and implementation	2/13/19	On Going	Ben	2/13/19	3/13/19	Monthly		Staff will provide written report(s) for CESH at every monthly meeting, HEAP program updates will be provided periodically
Invite members to FY2019 NOFA Input Sessions	Send meeting invitations to members for the monthly input sessions on the CoC Application and Planning Project Application to begin in April.	4/10/19	Complete	Kate	4/10/19	N/A	4/11/19	Staff will send meeting invitations to members	Members have been invited to meetings to be held the 4th Thursday of each month, 1-2:30, from April through August (end date depends on the NOFA timeline to be announced)
New Member Orientation	Conduct an orientation for new members and other members who have joined since the last orientation on March 7, 2018	3/13/19	Complete	Kate	3/13/19	4/8/19		New member orientation scheduled for Monday, April 8, 2019, with staff and Executive Committee members	
Special Priorities-Setting Meeting-Materials	Send out materials from 3/12/19 special priorities-setting meeting	3/13/19	Complete	Kate	3/13/19	4/10/19	4/3/19	Packet to include agenda, handouts, and meeting summary to be distributed to members and posted on the SSF website	

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Committee Meetings Schedule	Advise members of when committee meetings are upcoming	2/14/18	Complete	Kate	2/14/18	Monthly	Monthly	Upcoming meetings are printed at the end of each Advisory Board meeting agenda	Several strategies have been implemented over time, the current strategy began with the March 2019 meeting and will continue monthly
FY2018 HUD CoC NOFA Competition Awards	HUD has announced the FY2018 CoC NOFA competition awards	2/13/19	Complete	Michele	2/13/19	4/10/19	4/10/19	FY2018 HUD CoC NOFA competition awards staff report will be provided to the Advisory Board	Written report provided in the April meeting packet