



# HOMELESS COORDINATING AND FINANCING COUNCIL MEETING DRAFT MINUTES

Wednesday, January 10, 2018

1:00 pm – 4:00 pm

2020 West El Camino Blvd, Suite 402 A&B  
Sacramento, CA 95833

Council Chair Ben Metcalf called the meeting to order at 1:06 p.m.

## **In attendance/Member Roll Call**

### Council Members present:

- Ben Metcalf, Council Chair and Director Department of Housing and Community Development;
- Russell Atterberry, Vice Chair and Undersecretary for the Department of Veterans Affairs;
- Alicia Sutton, Chief of the Housing, Homelessness and Civil Rights Branch for the State Department of Social Services;
- Donald Cavier, Chief Deputy Director for the California Housing Finance Agency;
- Stephanie Welch, Executive Officer for the Council on Criminal Justice and Behavioral Health in the Department of Corrections and Rehabilitation;
- Mark Stivers, Executive Director for the California Tax Credit Allocation Committee (TCAC) in the Treasurer's Office;
- Gina Buccieri-Harrington, Government Office of Emergency Services;
- Gary McCoy, Policy and Community Affairs Manager, San Francisco Recreation and Parks Department;
- Emilio Ramirez, City of Riverside Community and Economic Development;
- Amy Anderson, Executive Director at PATH Ventures.

### Absent:

Jennifer Loving, Executive Director for Destination: Home;

Marianne Cantwell, Chief Deputy Director of Health Care Programs for the State Department of Health Care Services;

Jody Ketcheside, Deputy Regional Director for Turning Point of Central California Incorporated;

Gail Gilman, Chief Executive Officer for the Community Housing Partnership.



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### **Agenda Item II**

#### **Approval of the October 10, 2017 Minutes**

Council Chair made a motion to approve the minutes of the October 10, 2017 meeting; the motion moved by Councilmember Anderson and seconded by Council Member McCoy. Approved unanimously by Members.

### **Agenda Item III - DISCUSSION AND ADOPTION OF THE RECOMMENDATIONS FROM THE DECEMBER 14, 2017 GOVERNANCE SUBCOMMITTEE MEETING**

Stephanie Welch Governance Subcommittee Chair summarized the key recommendations from the Governance Subcommittee and Staff Report, including: 1) Establish a Council Chair and Vice Chair, 2) Council Member Expectations and Responsibilities, 3) Meeting Structure, 4) Standing Meeting Agenda/Staff Report Items, 5) Meeting Locations, 6) Reporting to the Legislature, and 7) Establishing Subcommittees.

#### **Public Comments:**

*Mandy Taylor, Outreach and Advocacy Coordinator, CA LGBT Health and Human Services*

Ms. Taylor introduced herself and strongly encouraged the participation of people with lived experience. She urged the Council to establish two subcommittees 1) Cultural and Linguistic Competency, and 2) Consumers who are homeless or formerly homeless.

Ms. Taylor requested an LGBTQ specific seat on the Council and could provide recommendations for persons who identify themselves as a queer youth of color or a transgender woman of color.

*Zak Franet, San Francisco Youth Policy Advisory Committee*

Mr. Franet advised members to stay away from exclusionary practices when electing leadership positions for Coordinating Council. Do not exclude individuals who may not represent State Agency or State Departments from leadership positions with Council.

*Bill Mendelson Executive Director, Central Valley Low Income Housing*

Mr. Mendelson urged the Council to have the Governor fill the three vacant positions on the Council.

Zachary Olmstead, HCD Deputy Director mentioned that the Governor's Office is currently working to fill one of the vacant positions.



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*Shelly Dumont, Santa Barbara, Ex-Champ Housing*

Ms. Dumont noted that the Council members did not include a representative from Department of Developmental Services. She hopes that future subcommittees would include family members of underserved communities.

### **1. Establish a Council Chairperson and Vice Chair**

Council members debated the election of the Chairperson and Vice Chair for the coming years and agreed that neither of these positions should be pre-selected from a specified schedule. The Council amended the recommendation from the January 10, 2018 Staff Report (hereinafter referred to as “Staff Report”).

#### *Council Recommendation:*

The Council members voted to elect Ben Metcalf, HCD Director as the Council Chairperson and Russell Atterberry, Undersecretary, Department of Veterans as the Vice Chair for all 2018.

Going forward, at the Coordinating Council’s fourth quarterly meeting, the Council shall elect the Chairperson and the Chair-elect, Vice Chair and the Vice Chair-elect to assure continuity in the succeeding year. In the year where Chairperson is not a state representative, the Vice-Chair shall be a State agency or State Department representative appointed to the Council.

### **2. Council Member Expectations and Responsibilities**

The Council agreed that members should demonstrate an interest in understanding and addressing issues related to ending homelessness. Also, members are expected to participate fully and cooperatively work together to advance the objectives of the Council. Due to the fluidity of members, the Council encourages the creation of a new member handbook that outlines the expectations and responsibilities of all members. (e.g., Form 700 reporting, travel reimbursement procedures, Roberts Rules of Order, other reporting requirements, etc.).

The Council amended the recommendation to include language that Action Items from the Staff Report are made available to Council Members ten days in advance of the Council Meeting, and that background information can be shared with the Council after this deadline. Important that the Council Members are familiar with the agenda and action items for the upcoming meeting.



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*Council Recommendations:* The Council adopts the following principles:

- i. The Council should address all types of communities and population groups experiencing homelessness and acknowledge the role of the homeless crisis response system (including the range of interventions from crisis shelter, transitional housing, rapid re-housing and supportive housing) in connecting people to permanent housing. The range of responses shall be consistent with the housing first approach.
- ii. Council members shall maintain a professional code of conduct, behavior, and demeanor during Council meetings and when representing the Council.
- iii. Council members are expected to make every effort to attend all meetings and be present for the entire session. If a Council member cannot participate in the meeting, they are responsible for notifying the Chairperson of their impending absence.
- iv. Council members shall review items on the agenda before the meeting.

All agenda action items generated by the Council and subcommittees shall be adopted by a majority vote of the members provided a quorum is present at the meeting.

### **3. Meeting Structure**

The [Welfare and Institutions Code Section 8255](#) (Statute) requires the Council to hold quarterly meetings throughout the calendar year. The Council would like to encourage members of the public to offer comments and express their opinions on agenda items presented at all meetings. Also, when feasible, individuals may provide public comments via telephone.

*Council Recommendations:*

- i. All Council meetings are subject to the requirements of the [Bagley-Keene Open Meeting Act](#) (Article 9 (commencing with Section 11120), Chapter 1, Part 1, Division 3, Title 2 of the Government Code).
- ii. The Council shall use Robert's Rules of Order to conduct business and approve action items.



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- iii. There shall be an opportunity for public comment on the agenda items regarding that specific topic or action. General public comment will also be on the agenda for every Council meeting. Persons attending the meeting in person who wishes to address the Council on agenda or non-agenda items shall be asked (but are not required) to complete a Public Comment Card and give it to the Clerk before the start of the meeting. When feasible, individuals may address the Council telephonically during the public comment period. Comments (in-person or via phone) shall be limited to three minutes per person; however, the Chairperson may decide to shorten or lengthen the public comment period at his/her discretion.

#### **4. Standing Meeting Agenda/Staff Report Items**

Council members recognized the goals and responsibilities specified in [Statute](#), including but not limited to collaborating with state agencies and departments before July 1, 2019, and ensuring their programs incorporate the core components of Housing First. Additionally, one of the values of the Council is for agencies or departments and stakeholders to exchange knowledge with one another and be current on the progress occurring at state and local levels. Members agreed that the Council's primary role should be to monitor the progress of State Agencies and State Departments compliance with Housing First requirements as well as to prioritize the goals identified in the [Statute](#).

#### *Council Recommendations:*

- i. Each Council meeting agenda should include a review of at least one state department or agency's program/s to assist them in adopting Housing First standards.

The Council shall adopt a Housing First Checklist and task one or more state agencies or departments to evaluate or assess their programs for compliance with Housing First. The selected state agency or department shall assess their program/s and provide the Council with a Staff Report of all changes needed and an action plan the agency is undertaking to move towards aligning or complying with the core components of Housing First.

The Council will rely on a small working group comprised of staff from agencies represented on the Council to review the received Staff Report, provide support, if needed, and convey their findings back to the Council. The selected state agency or department shall provide the Staff Report to the working group thirty days before the next quarterly meeting. The changes that the chosen state agency or department is proposing to undertake should comply with Housing



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First.

- ii. Time permitting, each agenda shall incorporate a presentation and discussion of at least one promising or best practice that is resulting in decreasing homelessness, and potential action items related to specific steps to adopt the best practices discussed.
- iii. A brief staff report for each Council meeting shall also provide an opportunity for Council members to inform fellow members of significant updates (i.e. funding opportunities or awards to homelessness programs) and progress made over the previous quarter by their respective agency, department, organization, or constituency. These written updates would provide a record for improvement, as background information, and should be submitted to HCD staff in writing by Council members within thirty days of the next quarterly meeting for inclusion in the meeting's Staff Report.
- iv. The staff report for each Council meeting should also include any relevant data that has emerged from HUD or state agencies in the previous quarter (e.g. Point in Time Counts, updates on housing inventory, etc.), to provide background and context to the Council discussions.

### 5. Meeting Locations

The Council members agreed that homelessness is an issue that impacts every geographic area of California. There was general enthusiastic support, amongst the members, for at least one Council meeting each year to be held outside Sacramento.

#### *Council Recommendations:*

- i. At least one Council meeting per year shall take place at a location other than Sacramento.
- ii. At least one Council meeting per year shall take place at a location that provides services or provides housing to persons who are homeless or formerly homeless (e.g. an affordable or permanent supportive housing development, bridge housing, emergency shelter, navigation center or recuperative care provider, health/mental health provider, etc.).

### 6. Reporting to the Legislature

The [Statute](#) outlines the Council's responsibility to report to the Governor, federal Cabinet members, and the Legislature on homelessness and progress towards reducing/addressing homelessness. Additionally, the Council is required to assist



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Agencies and Departments in meeting their Housing First goals by July 1, 2019. The subcommittee members expressed the need to summarize the Council's work in a cumulative report.

*Council Recommendation:*

Beginning the first quarter of each calendar year, beginning 2019, the Council shall review the staff report on the activities of the Council in the preceding year, adopt that report, and send to the Governor and the Legislature. All materials will be available on the Council's [homepage](#).

### **7. Establishing Subcommittees**

The [Statute](#) permits the Council to establish subcommittees from within its membership to ensure that the Council is meeting all specified goals.

*Council Recommendation:*

From time to time, the Council may establish subcommittees, work groups, task forces, or identify existing entities to carry out activities or tasks as defined by the Council and participation may include non-Council Members. The established subcommittee can, when directed to do so by the Council, vote to make recommendations to be considered as future agenda items discussed by the entire Council.

### **Agenda Item IV - 2017 POINT-IN-TIME RESULTS**

#### **Informational Presentation**

HCD Staff member Catherine Kungu provided a brief presentation on the Department of Housing and Urban Development's (HUD) 2017 point-in-time homeless count numbers for the State of California. Council member Buccieri-Harrington asked if there was county-by-county data available. Catherine Kungu clarified that there is a link to county-by-county breakdowns. Council member Stivers declared that the high number of Californians experiencing homelessness is unacceptable and the Council has a lot of work ahead.

**Public Comments:**

No public comments received on this agenda item.

### **Agenda Item V - HOUSING FIRST CHECKLIST FOR HOUSING AND HOUSING BASED SERVICES AND PROGRAMS**

Sharon Rapport, Associate Director for CSH (Corporation for Supportive Housing) and HCD technical assistance provider presented on the Housing First Checklist (Checklist).



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The Checklist provides State Departments and Agencies with an evaluation tool to assess whether State housing and housing-based services programs comply with the core components of Housing First. The Checklist matches up with the core components of Housing First as defined in Statute. The Checklist is a helpful guide to assist State Agencies and State Departments review programmatic guidelines and regulations and ensure compliance with SB 1380.

### ***Public Comments:***

*Dorinda Wiseman, California Behavioral Health Planning Council*

Ms. Wiseman was concerned of all the state departments discussed; there was no mention of the judicial branch. She felt the core components of housing first might pose a conflict for people on parole or probation. Council Member Stephanie Welch expressed an interest in learning from the State of Utah and the State of New York about their efforts to adopt Housing First practices.

*Patti Uplinger – Housing Now*

Ms. Uplinger inquired whether permanent housing was available upon exit from time-limited housing. There is a lack of affordable housing.

### **1. Adopt the Housing First Checklist for Housing-Based Programs**

Sharon Rapport, Associate Director for CSH (Corporation for Supportive Housing) and HCD technical assistance provider presented on the Housing First Checklist (Checklist). The Checklist provides state departments and agencies with an evaluation tool to assess whether State housing and housing-based programs comply with the core components of Housing First.

There was reservation amongst some members on the adoption of the Checklist as the only tool to evaluate an agencies housing programs for compliance. Council members collectively agreed that State agencies must make every effort to comply with the [Statute](#). Council member Sutton would like to see a one-page document that would accompany the Checklist and assist agencies or grantees to understand compliance with the core components of Housing First.

### ***Council Recommendations:***

- i. The Council adopts a Checklist to assist as a tool for all State housing or housing-based services programs for people experiencing or at risk of homelessness to meet the core components of Housing First identified in the [Statute](#). If the Council adopts this recommendation, a checklist shall be used to





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offer recommended regulatory or guideline changes that would support the implementation of the [Statute](#) throughout California’s State Programs.

- ii. By the April 10, 2018 quarterly meeting, Council members shall provide a catalog of all the housing or housing-based services programs that fall under the [Statute](#).
- iii. By the July 11, 2018 quarterly meeting, the state departments or agencies represented on the Council should have completed their initial assessment of the programs identified in the previous meeting using a checklist.

### 2. Establish the Housing First Checklist Evaluation Schedule

Council members agreed to present their findings and their progress in adopting the core components of Housing First.

*Council Recommendation:*

In advance of an upcoming Council Meeting, the selected state agency or department, identified in the schedule below, shall provide the Council with a staff report of all the recommendations or findings that would support the implementation of the requirements in the [Statute](#). The proposed schedule includes state departments represented on the Council. However, the Council may expand the list to include other state departments such as Department of Public Health, Department of Education, or the California Department of Transportation.

Representative Criteria	Quarterly Council Meeting
Department of Housing and Community Development	April 10, 2018
California Tax Credit Allocation Committee in the Treasurer’s office	July 11, 2018
California Housing Finance Agency	
State Department of Health Care Services	October 9, 2018
Department of Veterans Affairs	



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Representative Criteria	Quarterly Council Meeting
Department of Corrections and Rehabilitation	Winter 2019
State Department of Social Services	
Victim Services Program within the Division of Grants Management within the Office of Emergency Services	Spring 2019

### **3. Establish An Interagency State Working Group**

The Council agreed to the establishment of a small working group comprised of staff from State Departments and State Agencies represented on the Council to help advance meeting discussions.

*Council Recommendation:*

The State interagency working group shall review all Staff Reports received, provide support, if needed, and report any findings back to the Council.

### **Agenda Item VI - PRIORITIZATION OF THE 2018 COUNCIL’S TASKS AND ACTIONS**

HCD Staff member Monique Pierre presented on the State’s research and consultation with the United States Interagency Council on Homelessness and State Interagency Councils from Minnesota, New York and Michigan. The panel of experts provided substantial input on best practices and lessons learned based on their experience establishing and supporting their respective Interagency Councils.

**Public Comments:**

*Danica Bogicevic, Homeless Coordinator, U.S. Department of Veterans Affairs*

Ms. Bogicevic encouraged the State to fully utilize HUD’s Veterans Affairs Supportive Housing (VASH) voucher resources to house homeless veterans. Many HUD VASH vouchers are going un-utilized because it is challenging to find private market housing will to take vouchers. Several communities, including San Francisco and San Jose, are offering landlord incentives and risk mitigation resources to attract private landlords to accept HUD VASH vouchers. There is an opportunity to learn from other communities.



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### 1. 2018 Council Tasks and Actions

Staff reported that they conducted interviews with the United States Interagency Council on Homelessness and other State Interagency Council leaders to provide recommendations to this Coordinating Council. These recommended task and actions were summarized and presented in the Staff Report. The Council members agreed to the goals and acknowledged that the recommendations were not in any particular order.

*Council Recommendation:*

The Council shall prioritize the following goals:

Statutory Goal	Recommended Council Action	Achieved in the next 18 months (Yes or No)
<a href="#"><u>Section 8257 (b) (1) &amp; (7)</u></a>	Authorize the newly created interagency working group to build a comprehensive list of state homeless programs.	<b>Yes</b>
	Conduct a needs analysis to provide Council with data on need throughout the State.	<b>Yes</b>
<a href="#"><u>Section 8257 (b) (5)</u></a>	Streamline efforts and reduce redundancies by looking for opportunities to provide input on design or development of programs impacting homeless Californians.	<b>Yes</b>
<a href="#"><u>Section 8256 (a)</u></a>	Authorize a newly created interagency working group to provide technical assistance to agencies as they adopt and incorporate the core components of Housing First.	<b>Yes</b>
<a href="#"><u>Section 8257 (b) (3)</u></a>	Act as a policy development resource on ending homelessness in California by setting basic expectations for all California Coordinated Entry Systems, and goals for how State programs could interact with these coordinated entry systems.	<b>Yes</b>
<a href="#"><u>Section 8257 (b) (13)</u></a>	Authorize a newly created interagency working group to develop a scope of work and implementation plan for building a statewide data warehouse that receives data from local Homeless Management Information Systems.	<b>Yes</b>



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Statutory Goal	Recommended Council Action	Achieved in the next 18 months (Yes or No)
	Explore opportunities to access HUD technical assistance to develop a data warehouse.	<b>Yes</b>
<a href="#"><u>Section 8257 (10)</u></a>	Summarize the Council’s work and progress in a cumulative report to the legislature.	<b>Yes</b>

### **2. Establish a Working Group to Prioritize Statutory Goals**

The Council agreed to rely on the new Interagency Working Group to provide implementation plans for the priorities established above. Council member McCoy would like to see non-state agencies participate in the organized working group. Council Chair Metcalf reiterated that the working group should actively seek out stakeholder input when making recommendations to the Council.

*Council Recommendation:*

The Council shall establish a working group of staff working for agencies and departments represented on the Council, which shall be tasked with assisting members with the implementation of the goals identified in the chart above. The working group shall engage stakeholders as they report on the prioritized goals.

### **Agenda Item VI - OTHER MATTERS NOT ON THE AGENDA FOR CONSIDERATION AT A FUTURE MEETING.**

- Council Member McCoy would like the Council to establish a task group or a working group to meet once a month to address:
  - Issues affecting youth (Transitional Age Youth and LGBTQ) who are homeless or formerly homeless; and
  - Behavioral health – focus on harm reduction strategies and barriers faced by people experiencing homelessness.
  
- Location suggestions for the next Council meeting:
  - Riverside - Council Member Ramirez
  - San Francisco – Council Member McCoy.



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### Agenda Item VII - PUBLIC COMMENTS ON AGENDA ITEMS AND MATTERS NOT ON THE AGENDA.

- *Zak Franet, San Francisco Youth Policy Advisory Committee*  
He is excited to see the potential work and achievements of the Council. It is essential to target special needs group and not treat them all as the same. The Council should establish a transitional age youth and LGBTQ task group. Members of the public regularly attending or plan to attend Council meetings, “we should be cognizant of the language, it should be easily digested by the public.”
- *Mandy Taylor, Outreach and Advocacy Coordinator, CA LGBT Health and Human Services*  
Ms. Taylor stated that 30 - 40 percent of homeless youth identify themselves as LGBT community members and are two and half times likely to be diagnosed with anxiety or mental health diagnosis.
- *Patty Uplinger, Executive Director, Housing Now*  
Ms. Uplinger wondered if the Council could get the Department of Developmental Services to identify people who are in group homes or not stably housed. She stated that recipients of housing choice vouchers are often accepted in communities where the neighborhood is not safe.

Ms. Uplinger reported that the coordinated entry systems assessment overlook people with intellectual developmental disabilities.

### **Adjournment**

The meeting adjourned at 4:23 pm.