



Sonoma County Continuum of Care Board Meeting Meeting Minutes

February 25, 2021

1:00 pm – 5:00 pm Pacific Time – Meeting held by Zoom

[Recording of Meeting](#)

1. Welcome and Introductions

- Ben Leroi, Continuum of Care (CoC) Board chair, called the meeting to order at 1:01 pm. Ben Leroi went over the agenda, clarified Zoom rules around public comment and Brown Act guidelines.
- Roll Call was taken:
 - *Present: Sean Hamlin, proxy for Chris Coursey; Tom Schwedhelm, City of Santa Rosa; Kevin McDonnell, City of Petaluma; Jennielynn Holmes, Catholic Charities of the Diocese of Santa Rosa; Chuck Fernandez, Committee on the Shelterless; Margaret Sluyk, Reach For Home; Ludmilla Bade, Community Member; Don Schwartz, City of Rohnert Park; Ben Leroi, Santa Rosa Community Health; Stephen Sotomayor, City of Healdsburg; Lisa Fatu, Social Advocates for Youth; Alena Wall, Kaiser Permanente*
 - *Absent: Angela Struckmann, Sonoma County Human Services; Kitchi Maron, Community Member; Bill Carter, Sonoma County Health Services*
- Staff updated board on county counsel's response to recusals and that language was not modified in the charter. For Item 9 there will be recusals and an election for an interim chair. Board members will be recused but may respond to a technical question posed by the board.

Bill Carter joined at 1:09

2. Agenda Approval

Kevin McDonnell motioned to approve the agenda; Jennielynn Holmes seconded.

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Kevin McDonnell, Chuck Fernandez, Bill Carter, Margaret Sluyk, Ludmilla Bade, Alena Wall, Sean Hamlin, Don Schwartz, Stephen Sotomayor, Lisa Fatu

Noes: None

Abstain: None

Absent: Kitchi Maron, Angela Struckmann

The motion passed.

3. Approval of Minutes from 1/22 meeting

Don Schwartz noted that discussion around RFP had not been included in the minutes.

Don Schwartz motioned to approve the minutes from 1/22 with the RFP request's inclusion; Ludmilla Bade seconded.

Angela Struckmann joined at 1:13

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Kevin McDonnell, Chuck Fernandez, Angela Struckmann, Bill Carter, Margaret Sluyk, Alena Wall, Sean Hamlin, Don Schwartz, Stephen Sotomayor, Lisa Fatu, Ludmilla Bade

Noes: None

Abstain: None

Absent: Kitchi Maron

The motion passed.

4. Word From the Street

Ludmilla Bade gave a presentation on updates from the unhoused community: encampment sweeps, Piner Street being used as a dump by neighbors, hosting a rummage sale, and building a mentorship program.

5. Letter of Support for Nation's Finest/Homeless Veteran Reintegration Program

Board is authorizing a letter of support, could authorize an additional letter if another program applied.

Public Comment was made by the following individuals:

Gregory Fearon

Jennielynn Holmes motioned to approve letter of support; Kevin McDonnell seconded.

VOTES:

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Kevin McDonnell, Chuck Fernandez, Angela Struckmann, Bill Carter, Margaret Sluyk, Alena Wall, Sean Hamlin, Don Schwartz, Stephen Sotomayor, Lisa Fatu, Ludmilla Bade

Noes: None

Abstain: None

Absent: Kitchi Maron

The motion passed.

6. Approval of CoC Homeless Management Information System (HMIS) Policies & Procedures

Karissa White, Continuum of Care Coordinator, updated the Board on Sonoma County Community Development Commission's (SCCDC) HMIS Policies and Procedures which include required changes pertaining to the HMIS Capacity Building Grant. SCCDC received no edits from board members and recommends the Board accept item as is for grant deliverable, and that the HMIS Policies and Procedures will be reviewed by the Data Committee once formed.

Board Comments:

Board thanked staff for additional review time.

Don Schwartz: Is there capacity to understand geographic location? Specifically can we identify where clients are living before they enter emergency shelter?

Ludmilla Bade: There is additional clarity on HMIS Data/HMIS Oversight committees, also curious to know how much provider's pay for access.

Alena Wall: Curious about reporting on gaps or trends in the system.

Public Comment was made by the following individuals:

Teddie Pierce

Gregory Fearon

Jennielynn Holmes motioned to approve HMIS Policies & Procedures; Lisa Fatu seconded.

Jennielynn Holmes thanked the public for their thoughts and acknowledges a lot of work is coming to the committee.

Ayes: Ben Leroi, Tom Schwedhelm, Kevin McDonnell, Jennielynn Holmes, Sean Hamlin, Chuck Fernandez, Don Schwartz, Stephen Sotomayor, Alena Wall, Margaret Sluyk, Ludmilla Bade, Bill Carter, Lisa Fatu, Angela Struckmann

Noes: None

Abstain: None

Absent: Kitchi Maron

The motion passed.

7. Approve FY 21-22 Homeless System of Care Funding Policies

Chuck Mottern and Michael Gause from SCCDC presented policies for FY 21-22 Sonoma County Consolidated Notice of Funding Availability. The policies govern the allocation and administration of an estimated \$2,493,660 in combined annual and one-time Federal and State Funding for homeless services in Sonoma County under the CoC Board's purview. SCCDC requested that CoC Board approve policies as amended from the meeting on 1/15/21.

Board Discussion on clarifying what is under the purview of the CoC and what is under the purview of the Board of Supervisors (BOS) commenced

Board Comments:

Margaret Sluyk: Clarified that sources board does not have purview over were removed.

Tom Schwedhelm: Asked for clarification on what board is confirming today, what changes were made.

Don Schwartz: Is it possible to go through all changes?

Jennielynn Holmes: Interest in coordinating other funds in organizations about finding more flexible funding and possibly bringing this topic to a committee.

Ben Leroi: Challenging to make this decision prior to IMDT presentation.

Margaret Sluyk: What will the requirement to coordinate be and will that be monitored?

Jennielynn Holmes: Confirming that coordination will not be a requirement.

Lisa Fatu: SAY has not received an invitation from IMDT yet and looks forward to access and further collaboration.

At this time Jennielynn Holmes became temporary chair.

Don Schwartz: Can we leave portion about IMDT out and include that in contracts later on when we have a better understanding? Also, do the funds available include administrative?

Assistant Executive Director Tina Rivera: Federal ESG money was brought for review but not approval.

Executive Director Barbie Robinson: Clarifying that it is not one pot of money with CoC authority, the money is tied up in eligibility requirements.

Ludmilla Bade: When will we receive the [COVID] funds?

Don Schwartz: Include retaining shelter or housing for current tenants as a priority.

Lisa Fatu: Would like clarity on number timeline and project.

Tina: Staff recommends an additional 5.7 million to fill in gaps, with the caveat being that gaps have to be related to the pandemic.

Tom Schwedhelm: Language can be included that we do not want to evict people and move funds around that.

Ludmilla Bade: How do we keep funding continuity?

Jennielynn Holmes: Organizations have some capacity to move funding around if they can have the discretion to provide the cuts.

Lisa Fatu: Funds don't have flexibility and that's why contracts have such strict guidelines.

Public Comment was made by the following individuals:

Adrienne Lauby

Teddie Pierce

Board Comments:

Tom Schwedhelm: Can we postpone vote, would that have consequences?

Chuck Mottern: we can push back vote by a little bit but there will be a push to get contract's out by June.

Don Schwartz: What is the State Timeline?

Tina Rivera: will confirm timeline

Director Robinson: provided additional clarification and that HHAP 2 depends on final applications, of which we are still in the process of.

Don Schwartz motioned to amend policies, send a clean copy out, and prior to adoption be brought back for review to the March 24 meeting; Tom Schwedhelm seconded.

Amendments:

Changes on page 69: City with most homeless services (sentence to be deleted)

72: section 1.3.2.1 delete please confirm

75. foot notes: staff will add dollar amount on admin funds

76. 3.7 to 2.5 restore proposed deletion on first bullet point 7.2 to 6.5 & 5.8 to 5.7,

Bottom part: 3.9 in CoC funds: describe as needed.

80: new funding policy 3.1.2.12 retain shelter & housing for those using it & allow provider's to move funds to the extent of this purpose legally feasible. Insert also on page 85 under project priorities.

86: create 5.2.6.5 with above language.

Ludmilla Bade: Please send out amended document with clear flag that this is an important financial document. Is it possible to get a list of organizations?

Kevin McDonnell: Is there an effort to restore funding?

Ben Leroi: We can also ask a committee to review later on.

Ludmilla Bade: Is it possible to set aside some CoC funds?

Ayes: Tom Schwedhelm, Kevin McDonnell, Jennielynn Holmes, Sean Hamlin, Chuck Fernandez, Don Schwartz, Stephen Sotomayor, Margaret Sluyk, Bill Carter, Lisa Fatu, Angela Struckmann

Noes: Ludmilla Bade

Abstain: Ben Leroi as he missed much of the Board Discussion.

Absent: Kitchi Maron, Alena Wall

Additional Board Comments:

Tom Schwedhelm: This is an opportunity to see what other places are funding to begin identifying gaps in the system. Will send out Santa Rosa's funding priority.

Don Schwartz: Would like to address the burden of reporting requirements on the organizations.

8. 5 Minute Break

9. Report on System of Care and Approve FY 21-22 Homeless System of Care Funding Priorities (Action Item with required recusals).

Tom Schwedhelm motioned to approve Kevin McDonnell as interim chair and Don Schwartz seconded.

Ayes: Tom Schwedhelm, Kevin McDonnell, Sean Hamlin, Don Schwartz, Stephen Sotomayor, Margaret Sluyk, Ludmilla Bade, Bill Carter, Angela Struckmann

Noes: None

Abstain: None

Recused: Jennielynn Holmes, Ben Leroi, Chuck Fernandez, Lisa Fatu

Absent: Kitchi Maron, Alena Wall

Chuck Mottern and Michael Gause gave a brief presentation on the system of care and proposed funding strategies for programs in Sonoma County.

Board Comments:

Don Schwartz: What is the timing, can we wait for COVID funds to come in?

Chuck Mottern: Organizations have to show relation to funds being used for COVID.

Tom Schwedhelm: There is more money being discussed in congress that may help mitigate impacts. On page 96 can there be totals?

Sean Hamlin: counter-productive to introduce reductions that we will replenish later.

Matt White: Not a good idea to rely on stimulus package to fill in the funding gaps.

Kevin McDonnell: Can we get a clear total of gap? What are eligible uses/magnitude?

Ludmilla Bade: Important to protect Coordinated Entry system.

Don Schwartz: Has a consolidated plan been submitted?

Kevin McDonnell: Can we table this and then readdress when federal monies are actionable at March 10 meeting.

Tom Schwedhelm motioned to move action item to March 10 meeting and Don Schwartz seconded.

Sean Hamlin: clarified that delay will not impact any current contract commitment.

Public Comment was made by the following individuals:

Thomas Ells

Gerry La Lond Berg

Teddie Pierce

Gregory Fearon

Adrienne Lauby

Georgia Berland

Additional Board Comments:

Ludmilla Bade: thanks to Georgia on update of homeless court program.

Ayes: Tom Schwedhelm, Kevin McDonnell, Sean Hamlin, Don Schwartz, Stephen Sotomayor, Margaret Sluyk, Ludmilla Bade, Bill Carter

Noes: None

Abstain: None

Recused: Jennielynn Holmes, Ben Leroi, Chuck Fernandez, Lisa Fatu, Angela Struckmann

Absent: Kitchi Maron, Alena Wall

Additional Board Comments:

Don Schwartz: Can we see the NOFA CDBG & State ESG dollars notice for context and time on what is eligible for funding.

Tina Rivera: Will send award letter, funding is going to RRH & ES.

10. IMDT Team Presentation

Will Gayowski and Joseph Hegedus from the County's Access Sonoma's Interdepartmental Multidisciplinary Team (IMDT) presented on bringing together cross departmental resources. Slides will be sent out and posted online.

Board Questions

Chuck Fernandez: is there relation to Cahoots?

11. Designate initial CoC Board Committees

Matt White, HUD TA, is introduced to go over proposed committees and the process for approving. The county will put out a letter of intent (LOI) for a Coordinated Entry System (CES) operator. Criteria will be

established by the committee. Committee applications will be sent out to the community. Board members will also need to apply. Leah Benz gave a presentation on proposed committees:

Two Standing Committees (at least one board member, no more than seven):

Coordinated Entry Advisory Committee

HMIS Data Committee

Two Ad-Hoc Committees (only board members):

CoC Strategic Planning & Charter Review Committee

CoC Program Evaluation Committee

Plans to also build up the lived experience body while focusing on racial inequity were discussed. The County is currently working with a Racial Equity Lab and plans on bringing back recommendations to the board during the next meeting.

Director Robinson reminded that being the lead CES organization takes a lot of resources.

Margaret Sluyk: reminder that we need to continually assess what is beneficial for Sonoma County.

Ludmilla Bade: Request for a leadership committee and separating charter and strategic planning.

Ben Leroi: What is the timeline on the LOI for CES?

Jennielynn Holmes: Suggestion to also include a funding committee to pursue collaborative funding and an emerging issues committee.

Public Comment was made by the following individuals:

Thomas Ells

Adrienne Lauby

Gregory Fearon

Jennielynn Holmes motioned accept all committees and Bill Carter seconded.

Ludmilla Bade: amend motion to add membership committee as priority and move ad-hoc committees to standing committees.

Board Discussion on ad-hoc vs standing ensued.

Motion amended to move the CoC Strategic Planning and Charter Review to a standing committee.

Ayes: Ben Leroi, Sean Hamlin, Don Schwartz, Stephen Sotomayor, Margaret Sluyk, Ludmilla Bade, Bill Carter, Jennielynn Holmes, Lisa Fatu, Chuck Fernandez

Noes: None

Abstain: None

Absent: Kitchi Maron, Alena Wall, Angela Struckmann, Kevin McDonnell, Tom Schwedhelm

Motion passed.

12. Review Draft Agenda for March 10 CoC Board Meeting

Board already has a copy of the Draft 2021 Annual Plan.

Don Schwartz: Would like a presentation on funding sources and uses.

Ludmilla Bade: Request for funding decision to be a standing item.

13. Approve Agenda for March 18th CoC Quarterly Membership Meeting

A draft of the Quarterly meeting agenda and proposed program updates and trainings: to include Racial Equity Action Lab and a presentation from the YWCA.

Members from the board or community are able to submit topics of interest to the quarterly meetings.

Board Comments:

Jennielynn Holmes: would like another IMDT training for the general CoC Membership Meetings.

Margaret Sluyk motioned to approve March 18th agenda and Lisa Fatu seconded.

Ayes: Ben Leroi, Chuck Fernandez, Lisa Fatu, Jennielynn Holmes, Tom Schwedhelm, Sean Hamlin, Don Schwartz, Stephen Sotomayor, Margaret Sluyk, Bill Carter

Noes: None

Abstain: Ludmilla Bade, no public input provided.

Absent: Kitchi Maron, Alena Wall, Kevin McDonnell, Angela Struckmann

14. Staff Report

Director Robinson provided updates via an alleged HUD investigation letter from Mr. Webster. The San Francisco HUD field office had been unaware of the message sent from a previous HUD staff member that used to represent LA HUD field office, confirming there are no formal investigations at this time for Sonoma County. SCCDC goal is to be 100% in compliance with federal and state regulations.

Board Comments:

Ben Leroi: Requests letter to be sent to the board.

15. Board Member Questions & Comments

None at this time.

16. Public Comment on Non-Agendized Items

Annie Falandes made a public comment at this time.

17. The meeting adjourned at 6:26 pm.