



Sonoma County Continuum of Care Board Meeting Meeting Minutes

January 22, 2021

2:30 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 2:31 p.m. Ben Leroi went over the agenda and clarified Zoom rules around public comment.
- 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; Bill Carter, Sonoma County Health Services; Margaret Sluyk, Reach For Home; Ludmilla Bade, Community Member; Don Schwartz, City of Rohnert Park; Alena Wall, Kaiser Permanente; Ben Leroi, Santa Rosa Community Health; Stephen Sotomayor, City of Healdsburg; Lisa Fatu, Social Advocates for Youth; Kitchi Maron, Community Member*
 - *Absent: Angela Struckmann, Sonoma County Human Services*

2. Agenda Approval

Angela Struckmann joined at this time.

Leah Benz, DHS, explained future agendas will not be approved during Board meetings, but suggestions for future agendas will go to chair and vice chair to prioritize. The Board will only need to approve the agenda for the current meetings, and the Quarterly Membership Meetings.

Board Comments:

Suggested keeping item 6 as an action item because it was posted in accordance to Brown Act as an action item on the CDC website.

Jennielynn Holmes motioned to approve the 1/22 agenda as posted with number 6 as an action item; Kevin McDonnell seconded.

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

Noes: None
Abstain: None
Absent: None

The motion passed.

3. Approval of Minutes from 1/15 meeting

Ben Leroi noted name misspellings. Leah Benz apologized for staff errors. Staff has noted and already fixed, asked board members to only share substantive changes.

Angela Struckmann clarified her votes were missing on Brown Act and Rosenberg's Rules motions.

Jennielynn Holmes motioned to approve the minutes from 1/15 with corrections; Kevin McDonnell seconded.

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

Noes: None

Abstain: Ludmilla Bade, did not review. Kitchi Maron, was absent for 1/15 meeting.

Absent: None

The motion passed.

4. Approval of Draft CoC Homeless Management Information System (HMIS) Policies and Interim CoC Governance Charter

Chris Coursey joined at this time.

Karissa White, Continuum of Care Coordinator, shared HUD HMIS Capacity Building Grant deliverables and provided an overview of the changes made to the HMIS Policies and Procedures and the Sonoma County CoC Governance Charter with Technical Assistance provided from HUD. The governance documents require Board adoption and are due to HUD on March 30, 2021.

Board Discussion was held regarding the CoC Governance Charter, the HMIS Policies and Procedures, and the need for a full charter review.

Public Comment was made by the following individuals:

Teddie Pierce

Don Schwartz motioned to Retention of item 10.7 and pending review of legal counsel and HUD TA – striking language on page 24 of charter remove delete “or participate in the discussion of” from point 2: Jennielynn Holmes seconded.

Ludmila: I would like to motion that we have an ad-hoc committee set in place to look at this to incorporate changes by February meeting.

Board discussion ensued around Ad-hoc committees, on agenda for next meeting. Jennielynn: Ad-hoc committee needs to come by the next meeting. Ad-Hoc: HUD TA Changes – approved by March, we will then do a full board charter review.

Don removed motion.

Don: can all comments/suggested be shared with entire board.
DEADLINE FOR REVIEW: FEBRUARY 1st. Will schedule a second meeting in March.
Jennielynn: wants to clear up on conflict of interest.

Don Schwartz we approve as is with deletion words subject review of legal counsel and HUD TA – striking language on page 24 of charter remove delete “or participate in the discussion of” /request feedback from all board/discussion of charter and ad hoc will be discussed at a march meeting: Stephen Sotomayor seconds

VOTES:

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

Noes: None

Abstain: None

Absent: None

The motion passed.

On HMIS Policies and Procedures:

Board requested to lengthen review time until February 1st so that members may have time to review in detail.

Moved to an action item on next month’s agenda.

5. Coordinated Entry System (CES) prioritization: Interim Changes to Coordinated Entry Prioritization & Coordinated Entry Vulnerability Assessment

Karissa White, Continuum of Care Coordinator reported the recommended interim changes. Because of COVID, HUD has allowed a prioritized review, sharing the approved recommendations. Suggested changes will only take a week and include adjusting scoring mechanisms. Staff recommends changes.

Board Comments:

Clarification was needed around youth scoring strategy.

Public Comment was given by the following:

Teddie Pierce

Gerry La Londe-Berg

Adrienne Lauby

Zoe Kessler

Gregory Fearon

Tom Schwedhelm motioned to accept interim changes to Coordinated Entry prioritizations; Bill Carter seconded.

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

Noes: None

Abstain: None

Absent: None

The motion passed.

6. Coordinated Entry System Transition Plan

Assistant Director Tina Rivera reported on Coordinated Entry System (CES) operator changes. In the 2013/14 CoC Competition, the CoC approved an application with the Community Development Commission to receive CES funding. In 2014, the Community Development Commission posted an RFQ for interested parties as CES Operator. The CDC selected the only applicant, Catholic Charities. Per HUD TA, since the CDC selected the Operator as part of its grant, the CDC can delegate a new sub-recipient as part of previous practice.

SCCDC is currently working on a transition plan to bring CES operations into the County. The new operator will be the County's ACCESS Interdepartmental Multi-Disciplinary Team (IMDT). The rationale for this came from the 2019 CES Evaluation completed by HUD-assigned Technical Assistance (TA). TA found a perceived conflict of interest with non-profit provider managing the system for referrals and a lack of clarity between roles of Sonoma County Community Development Commission (SCCDC) and Catholic Charities.

This change to a non-conflicted entity to manage and maintain accountability of the system should eliminate potential conflicts between homeless services providers. Catholic Charities as the CES operator has had to maintain accountability of system referrals, putting the organization in a position of attempting to hold their peers accountable for referral rejections.

Board Comments:

Board wanted further clarity on using input from providers and a presentation on the IMDT team. Board recommends an RFP to request proposals to run Coordinated Entry program. Assistant Director Tina Rivera suggested that if this is HUD TA guidance, staff will seek confirmation around an RFP.

Board requests an RFP for the next Coordinated Entry lead agency.

7. **Review of items for February 24 CoC Board Meeting & March 18 Quarterly Membership**
Leah Benz shared there will be a HUD TA 2-hour training February 3rd and February 9th and board members should select one to attend. Leah also shared the proposed quarterly membership meeting items. The Board reviewed the draft agenda for 2/24 and gave input including adding a ten minute break in the meeting and to increase number of meetings.

8. **CDC Website Review (Tentative)**

This item was removed as the website is not ready.

9. **Staff Report**

Michael Gause shared a brief update on the non-congregate shelters (NCS) and Project Homekey. The federal government will have a 100% NCS shelter reimbursement. There are currently 172 people staying indoors at NCS Sites.

10. **Board Member Questions and Comments**

Tom Schwedhelm brought up a Santa Rosa community neighborhood group asking if the CoC Board approved Project Homekey based on a letter indicating approval. CDC as a lead agency may approve items as the Housing Authority, but letters of support from the CoC Board need to be approved by the Board. Michael Gause shared the letter was written in error and had no effect on the outcome of Project Homekey sites.

Ludmilla Bade shared gratitude for West County Health Centers work in West County and Catholic Charities. Shelter residents want to contribute more to the work of the CoC.

11. **Public Comment on non-agendized items**

The following members of the public made comments during this time:

- Gregory Fearon
- Gerry La Londe-Berg
- Adrienne Lauby

The meeting adjourned at 6:21 pm.