



**Sonoma County Continuum of Care Coordinated Entry Committee
Agenda for March 15, 2023
12:00pm-1:30pm Pacific Time**

Zoom link:

<https://sonomacounty.zoom.us/j/97231969388?pwd=VWdYWmpHWjJsSFZ6WVkyZW1rZE5lZz09#success>

	Agenda Item	Packet Item	Presenter	Time
1.	Welcome, Roll Call and Introductions		Committee Chair	12:00pm
2.	Approval of agenda/minutes (Action item)	1,2	Staff	12:05pm
3.	CEA decision-making authority (Action item)	3	Staff	12:10pm
4.	Update to CE policies and procedures: Inclusion of Domestic Violence status in Permanent Supportive Housing projects. (Action item)	4	HF staff	12:30pm
5.	Shelter length of stay policy (possible action item)	5	Andrew Henning	1:00pm
6.	Public Comment on non-agenized items		Public	1:25pm.

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the CE committee email Thai.Hilton@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.



Sonoma County Continuum of Care Coordinated Entry Advisory Committee (CEA)

January 18th, 12:00pm. – 1:30pm.

Meeting Recording: https://sonomacounty.zoom.us/rec/share/7xewKC-Vxlm5fFdlbJ7CFjMVYk0tdbOgUNTjL-6Ui1qDpeKgrUBuWsDDTZFF7Rih.B8xJGvPMU0_3Pmz-?startTime=1676490991000

Passcode: +Z&hW2T%

- 1. Welcome and Introductions:** Committee Chair Matthew Verscheure called Meeting to order at 12:03pm; Thai Hilton, Coordinated Entry Coordinator, went over Zoom rules around public comment and Brown Act guidelines.

Roll Call:

Present: Robin Phoenix, Mary Haynes, Margaret Sluyk, Ben Leroi, Matthew Verscheure, Susan Pierce, Justin Milligan, and Kathleen Pozzi, Chessy Etheridge proxy for Heather Jackson- arrived late

Absent: Ashlyn Artis

- 2. Approval of Minutes and agenda:** Approval of meeting minutes form 11/16/2022 and Agenda for 2/15/2023

Motion: Robin Phoenix moves to approve agenda and minutes, Kathleen Pozzi seconds motion.

Public comment: none at this time

Vote:

Ayes: Robin Phoenix, Mary Haynes, Margaret Sluyk, Ben Leroi, Matthew Verscheure, Justin Milligan, and Kathleen Pozzi,

Nays:

Abstain: Susan Pierce

Absent: Ashlyn Artis, Heather Jackson

Motion Passes

- 3. Changes to Coordinated Entry Policies and Procedures:** HomeFirst Hunter Scott went over policy and procedure changes, changes include:
 - New Category of CES Cooperation Agency (Information Sharing Partner); an agency that is part of the CES/HMIS release structure but does not provide any part of the CES assessment.



- Clarified number of referrals that will be sent per program opening per week, to reduce confusion and speed movement of participants into housing. With limitations, a total of 4 referrals may be provided per opening per week.
- Added a requirement that participants have 48 hours after an initial offer is made to decide whether they will accept, to ensure that openings are not held up and other participants have the opportunity to move into housing.
- Added suggested standard that housing providers not be asked to wait longer than 2 weeks before rejecting a referral due to no contact.
- Added a procedure to enforce accountability to data quality and uploading ROIs in HMIS.
- Added a Retraction policy clarifying when a referral would be retracted due to ineligibility for CES vs rejected by the provider.
- All references to Community Development Commission throughout polices will be changed to Homeless Services Division or Lead Agency.

Public comment: Rochelle, Colleen Halbohm

Justin Milligan motions to approve policy changes for CES with the addition of modifying language to state 2 business days and to add language on expanded definition of offer; Robin Phoenix seconds motion.

Vote:

Ayes: Robin Phoenix, Mary Haynes, Margaret Sluyk, Ben Leroi, Matthew Verscheure, Justin Milligan, Susan Pierce, Kathleen Pozzi, Chessy Etheridge proxy for Heather Jackson

Nays:

Abstain:

Absent: Ashlyn Artis

Motion Passes

4. **Coordinated Entry System (CES) quarterly performance evaluation report:** Hunter Scott, Homefirst shared high level summary on CES quarterly performance evaluation. This report contains data, analysis, and action steps HomeFirst will take. The full report can be found using the link below in packet, Homefirst will also be holding input session next week.

Public Comment: None at this time

5. **Updates to Emergency Shelter Standards, Rapid Rehousing Standards and Permanent Supportive Housing Standards:** Thai Hilton gave summary on proposed changes made to Emergency Shelter Standards, Rapid Re-housing standards and Permanent Supportive Housing Standards.



Changes for Permanent Supportive Housing Standards and Rapid Re-housing Standards:

:

- Added information about serving undocumented individuals. See attached document with language.
- Removed all references to the Community Development Commission and replaced with Department of Health Services to reflect the change to the lead agency.

Changes for Emergency Shelter Standards:

- Information was added regarding serving undocumented individuals in homeless service programs.
- Removed all references to the Community Development Commission and replaced with Department of Health Services to reflect the change to the lead agency.
- Added information about providers' responsibility to adhere to HUD's Equal Access Final Rule and HUD's Gender Identity Final Rule.

Public Comment: none at this time

Motion: Susan Pierce moves to accept changes and updates Emergency Shelter Standards, Rapid Rehousing Standards and Permanent Supportive Housing Standards; Matthew Verscheure seconds.

Vote:

- **Ayes:** Robin Phoenix, Mary Haynes, Matthew Verscheure, Justin Milligan, Susan Pierce, Kathleen Pozzi, Chessy Etheridge proxy for Heather Jackson.
- **Nays:**
- **Abstain:** Margaret Sluyk
- **Absent:** Ben Leroi, Ashlyn Artis

Motion passes

6. Public Comment on non-agendized items: none at this time

Meeting adjourned at 1:17pm



**Sonoma County Continuum of Care Coordinated Entry Advisory Committee
Staff Report**

Item No: 3. CEA decision making
Subject: Delegation of authority to CEA
Meeting Date: March 15, 2023
Staff Contact: Thai Hilton thai.hilton@sonoma-county.org

SUMMARY

Staff requests that the CEA Committee support a staff request that the CoC board delegate decision making authority to the CEA committee rather than forward recommendations to the full CoC board. This authority would be limited to non-controversial, unanimous decisions. Any decisions that have large implications or are not unanimous approvals would be forwarded to the CoC board for final decision. The board will receive reports of all decisions.

The reason for this request is to reduce the amount of time the board spends on approval of minor changes to the CE system and to allow for faster implementation of changes. The CoC board has delegated decision-making authority to other committees in the past.

RECOMMENDED ACTION(S)

1. Approve request to the board



**Sonoma County Continuum of Care Coordinated Entry Advisory Committee
Staff Report**

Item No: 4. Updates to CE policies and procedures

Subject: Inclusion of Domestic Violence status in Permanent Supportive Housing projects.

Meeting Date: March 15, 2023

Staff Contact: Thai Hilton thai.hilton@sonoma-county.org, Hunter Scott:
Hscott@homefirstscc.org

SUMMARY: Policy change proposal: Include Domestic Violence status as equally prioritized with Chronic Homeless status for PSH referrals when the project eligibility allows.

Reason: Our current policies create barriers to safety for those fleeing domestic violence. People in this population are often by definition not Chronically Homeless, and do not gain access to lifesaving PSH resources that would otherwise be available to them. This change will remove that barrier.

RECOMMENDED ACTION(S)

A) Approve change to CE policies and procedures.

ATTACHMENTS:

A: Policy change and rationale

B:

Attachment A

Language change:

Prioritization for Permanent Supportive Housing

Households are prioritized for PSH based on vulnerability and prioritization in HUD notice CDP-16-11:

- 1st priority: Chronically Homeless households **or households fleeing domestic violence** with Severe Service Needs.
- 2nd Priority: Homeless households with a Disability with Severe Service Needs.
- 3rd Priority: Homeless households with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.
- 4th priority: Homeless households with a Disability Coming from Transitional Housing.

“Severe service needs” in this prioritization ranking are measured by the Total Prioritization Score, or the Enhanced Prioritization procedure.

Note: housing programs are required to document homeless history and disability according to their contracted requirements only. PSH referrals follow prioritization ranking procedure based on known homeless history and disability status at CES Case Conference, **as well as projects’ specific eligibility criteria, including chronic homelessness status.**



Sonoma County Continuum of Care Coordinated Entry Advisory Committee Staff Report

Item No: 5.
Subject: Emergency shelter length of stay policy
Meeting Date: March 15, 2023
Staff Contact: Thai Hilton thai.hilton@sonoma-county.org, Andrew Henning
Andrew@henningconsulting.com

SUMMARY

Currently, funding requirements state that emergency shelter stays cannot exceed 6 months. The State has [recently signaled](#) that they may remove that requirement. COTS is requesting that the CEA consider the removal of the length of stay policy for clients who are engaged in supportive services.

COTS believes that their experience has demonstrated that more time is needed to get a client into housing. They also cite feedback from individuals with lived experience and they believe that a maximum shelter stay policy is not in line with a housing first/housing focused model. Neighboring communities like Alameda and Marin have moved away from the 6-month maximum stay policy for their emergency shelters.

Staff does not oppose the policy change but thinks that this should be discussed with other shelter providers. However, staff does not support the requirement to be engaged in supportive services based on recent feedback from State auditors. Staff believes that if the policy is modified, it can be effective while not offending any program rules or regulations.

Andrew Henning will provide an in-depth presentation on the proposed change and will be able to respond to any questions.

RECOMMENDED ACTION(S)

- 1) Consider a pilot of the proposed change and encourage COTS to engage with other shelter providers to discuss the policy change and address any concerns they may have. The pilot project and coordination would inform a future proposal to implement this change systemwide.