



**Sonoma County Continuum of Care (CoC) Strategic Planning Committee  
 Agenda for October 15, 2021  
 9:00am-10:30am Pacific Time**

	<b>Agenda Item</b>	<b>Packet Item</b>	<b>Presenter</b>	<b>Time</b>
	Welcome, Roll Call and Introductions		Committee Co-Chairs/ CDC Staff	9:00am
1.	Approve Agenda (ACTION ITEM)	10/15 Agenda	Committee Co-Chairs	9:05am
2.	Approve Minutes from 9/17 (ACTION ITEM)	9/17 Minutes	Committee Co-Chairs	9:10am
3.	Update on Strategic Planning Request for Proposals (ACTION ITEM)		Committee Co-Chairs;: CDC Staff	9:15am
4.	Discuss Workgroup Progress <ul style="list-style-type: none"> <li>• Coordinated System of Care</li> <li>• Housing</li> <li>• Increase Income</li> </ul> (Potential ACTION ITEM)		Workgroup Leads	9:30am
5.	Public Comment on Non-agendized Items		Committee Co-Chairs	10:25am

**PUBLICCOMMENT:**

*Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Committee email [Madison.Murray@sonoma-county.org](mailto:Madison.Murray@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 Committee members. Public comment during the meeting can be made live by joining the Zoom meeting. Available time for comments is determined by the Chair based on agenda scheduling demands and total number of speakers.*



**Sonoma County Continuum of Care  
Strategic Plan Committee Meeting Minutes**

September 17, 2021

9:00 -10:30 pm Pacific Time – Meeting held by Zoom

**Welcome**

- Co-Chair Stephen Sotomayor called the meeting to order, clarified Zoom rules around public comment and Brown Act guidelines.
- Roll Call taken:
  - *Present: Tom Schwedhelm, City of Santa Rosa; Stephen Sotomayor, City of Healdsburg; Chuck Fernandez, Committee on the Shelterless; Ludmilla Bade, Community Member; Ben Leroi, Santa Rosa Community Health; Karen Fies, County of Sonoma; Tom Bieri, Community Support Network; Jennielynn Holmes, Catholic Charities; Kevin McDonnell, City of Petaluma; Tim Miller, West County Community Services.*
  - *Absent: Chris Keys, Redwood Gospel Mission.*

**1. Approve Agenda**

**Public Comment:**

None

**Agenda unanimously approved**

**2. Approve Minutes from 8/20/21**

*No committee members comments or corrections.*

**Public Comment:**

None

**Minutes unanimously approved**

**3. Review and approve Strategic Plan Request for Proposal (RFP)**

Dave Kiff presented on Phased approach to RFP – Phase 1 to create a Homeless Action Plan for HHAP-3 and Phase 2 to create a county-wide strategic plan for the homeless. The relationship developed from Phase 1 with the consultant could/may lead to using the same consultant for Phase 2.

*Comments from Committee:*

- *Karen Fies – should we push the deadline back?*
- *Jennielynn Holmes – experience and capacity important in selection. Need someone that will be neutral/without bias so we can learn from them. Decision making process:*
  - *Committee approves the RFP.*
  - *Send out by 9/20/21.*
  - *Committee reviews responses.*
  - *Ultimate decision – made by CoC Board at October meeting.*
- *Tom Schwedhelm – RFP:*
  - *Due date – October 11.*
  - *Staff compile responses – October 14-18.*
  - *CoC Board review on 10/27.*
- *Michael Gause – three weeks is sufficient for consultants to respond to RFP. Will send out to about 6-10 well-known names such as Homebase, Technical Assistance Collaborative.*

*Tom Bieri made motion to approve RFP. Kevin McDonnell seconded. Amendment to motion added that full committee or a sub-committee will approve the proposals. Karen Fies commented that a large review group takes time and could be onerous. Dave Kiff will check with procurement team about scoring process.*

**Public Comment:**

None.

*Roll call vote*

*Aye: Tom Schwedhelm, Stephen Sotomayor, Ben Leroi, Jennielynn Holmes, Kevin McDonnell, Chuck Fernandez, Karen Fies, Tim Miller, Tom Bieri.*

*Nay: None.*

*Abstain: Ludmilla Bates*

*Absent: Chris Keys*

**Motion Passed**

**4. Discuss Workgroup Progress**

- **Coordinated System of Care** – Tom Schwedhelm led the discussion:
  - i. Started with Force Field Analysis on centralized housing locator and regional coordinated system. Where are we now and how many housing locators do we have?
  - ii. What is the desired state – County wide all service approach.
  - iii. What is definition of housing locator versus housing navigator – need standardized language.
  - iv. Need to change our mindset – system client focused versus agency focused.
  - v. Landlord recruitment and engagement important.
  - vi. Need a case conferencing element similar to emergency housing voucher process.
  - vii. A Glossary of Terms will be important for the public.

- viii. Ludmilla Bates while not opposed to a centralized system did have some concerns if it will de-personalize the process. The centralized system must be user-friendly.
- ix. Who else needs to be at the table for this discussion:
  1. Landlord Tenant Group
  2. Catholic Charities
  3. IFSN
  4. Reach for Home
  5. COTS
  6. SAY
  7. SHARE Sonoma County
  8. Homeless Action
  9. City of Sonoma
  
- **HMIS**
  - i. Client Care – Open HMIS.
  - ii. Allow all providers to review client record.
  - iii. Ability to view what others do for the client.
  - iv. Important not to re-traumatize the client by them having to re-tell their story to each provider during intake process.
  - v. All work to get document-ready along a continuum of care.
  - vi. A centralized repository that results in better care.
  - vii. Michael Gause – will refer this to the HMIS Committee and vet with Daniel.
  - viii. Tom Schwedhelm mentioned process mapping.
  - ix. Ludmilla Bates – from a client perspective, difficult to give information multiple times.
  - x. This will require a legislative and legal fix and will be long-term.
  
- **Housing** – Tom Bieri led the discussion:
  - i. Gaps Analysis – look at number of beds in services versus what is needed for the system.
  - ii. There is some comfort in the HHAP numbers.
  - iii. Need robust case management and supportive services – job development, medical, AOD, TAY, family and child services, individuals with disabilities.
  
- **Increasing Income** – Karen Fies led the discussion:
  - i. Look at income availability through SSI, GA, Veterans Benefits, Cal Fresh.
  - ii. Need a glossary of terms.
  - iii. What is the desired end state?
  - iv. SOAR training important to take advantage of eligible income opportunities.
  - v. Financial literacy, money management, social enterprise programs all important.
  - vi. Who else should be at the table?
    1. Probation
    2. Cal Works
    3. Clients
    4. Veterans

## **Public Comment**

### **5. Public Comment on Non-agendized items**

**Meeting adjourned at 10:26am**