



COUNCIL ON HOMELESSNESS

November 7, 2024 from 1:00-3:00

WELCOME

Wayne Earl, *Chair & Faith Community Representative*

Purpose of the Meeting: *These are monthly meetings for the Council on Homelessness (COH) to conduct the business of the Council. The Council is the planning body that coordinates the community's policies, strategies, and activities toward preventing and ending homelessness in Contra Costa County.*

PUBLIC COMMENT

Wayne Earl, *Chair & Faith Community
Representative*

IN-PERSON / HYBRID MEETING

- As of March 1, 2023, all Council on Homelessness Meetings and CoH Committee meetings are required to convene in person or in a hybrid format
- All CoH members must attend in person unless using a “just cause” exemption

Just Cause

- A need to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner
- A contagious illness that prevents a member from attending in person;
- A need related to a physical or mental disability that is not otherwise accommodated for; or
- Travel while on official business of the body or another state or local agency.

Emergency Circumstances

- A physical or family medical emergency that prevents a member from attending in person.

VIRTUAL ATTENDANCE EXEMPTION

HYBRID MEETING NORMS

Wayne Earl, *Chair & Faith Community
Representative*

HYBRID MEETING NORMS

1. Masking is recommended but not required (masks are available)
2. Social distancing – red pen = please keep safe distance, black = ask first
3. Raise your hand (actual or virtual) before speaking
4. Say your name before speaking and try to speak as clearly as you can
5. A brief recap of discussion will be provided at the end of each agenda item
6. 2-minute timer for public comments
7. Make and take space – consider your privilege and the other voices who are in and not in the room

HYBRID MEETING NORMS

8. Minimize distractions like side conversations and cell phone use
9. Food and drink – please clean up and be mindful of smells and allergens
10. Sign-in if you are in-person so we can track attendance
11. Maintain a safe and respectful environment, even when disagreeing
12. This meeting is being recorded
13. If in-person meeting is interrupted for an emergency, the meeting will be suspended or cancelled, case-by-case basis.

HYBRID MEETING NORMS

An individual may be asked to leave should they behave in a manner that threatens the safety of the group or does not honor these meeting norms.

ROLL CALL OF COUNCIL MEMBERS

Wayne Earl, *Chair & Faith Community
Representative*

INTRODUCTIONS

Council Members: Please unmute and share your name, pronouns, seat, and agency (if applicable)

Community Members: Please introduce yourself in the chat.

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POLL – WHO'S IN THE ROOM?

Wayne Earl, *Chair & Faith Community
Representative*

POLL – WHO'S IN THE ROOM?

- 1) How many Council on Homelessness meetings have you attended?
- 2) Do you have lived experience of homelessness?
- 3) What best describes your racial identity?

CONSENT CALENDAR

Wayne Earl, *Chair & Faith Community
Representative*

CONSENT CALENDAR

- Items on the consent calendar are **generally non-controversial and do not require much, if any, discussion**
- Enables grouping such items together and **deciding on them at one time**
- Council members and the public can **remove an item** from the consent calendar if they **desire to discuss the item by informing the Chair**

Source: <https://www.ca-ilg.org/resource/concept-consent-calendar>

ACTION ITEM

Approve the **consent calendar** items as listed:

- Approve minutes from the October 3, 2024 Council Meeting
- Approve staff report for the November 7, 2024 Council Meeting
- Approve sole application received for Continuum of Care (CoC) Builds Notice of Funding Opportunity – Hope Solution’s Village of Hope



COMMITTEE REPORT OUTS

Nominating Committee (ACTION ITEM) – Nicole Green, *Reentry Services Representative* and Jaime Jenett, *H3*

Oversight Committee (ACTION ITEM) – Alex Michel and Michele Byrnes, *Homebase*

Point-In-Time Count Committee – Yesenia Aguilar, *H3*

Homelessness Awareness Month Committee – Jaime Jenett, *H3*

Youth Advisory Board – Caroline Miller, *H3* & Juno Hedrick, *Vice Chair and Lived Experience Advisor*

NOMINATING COMMITTEE & PANEL

Nicole Green, *Reentry Services Representative*
Jaime Jenett, *H3*

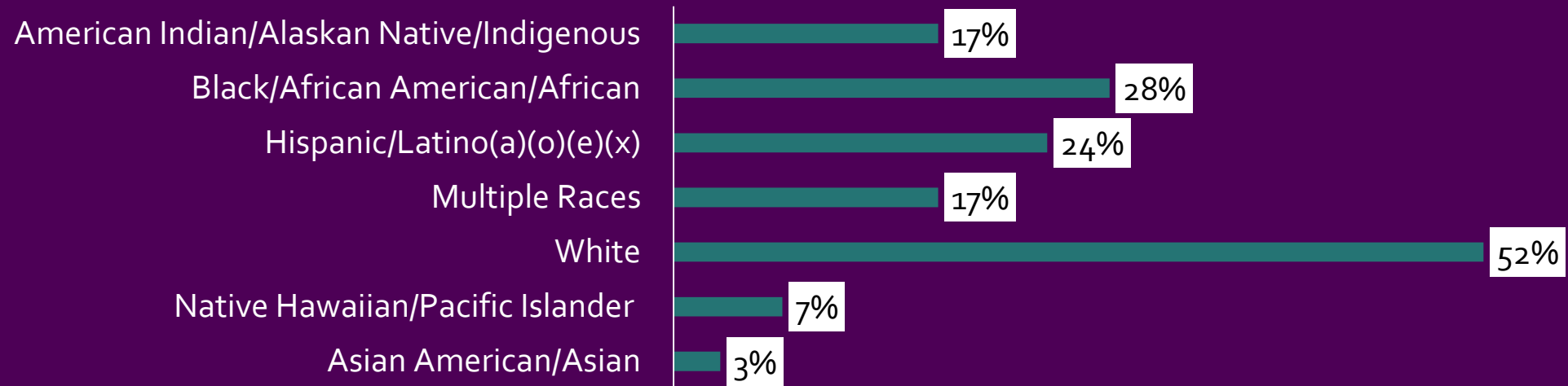
NUMBER OF APPLICATIONS (29)

Affordable Housing Developer	<ul style="list-style-type: none">• 2 eligible
Educational Services	<ul style="list-style-type: none">• 2 eligible
Health Care	<ul style="list-style-type: none">• 1 eligible
Homeless Service Provider	<ul style="list-style-type: none">• 9 eligible
Lived Experience Advisor (2 seats)	<ul style="list-style-type: none">• 12 eligible
Veteran Services	<ul style="list-style-type: none">• 1 eligible
Workforce Development	<ul style="list-style-type: none">• 2 eligible

DEMOGRAPHICS OF APPLICANTS

- 62% of applicants reported having lived experience of homelessness

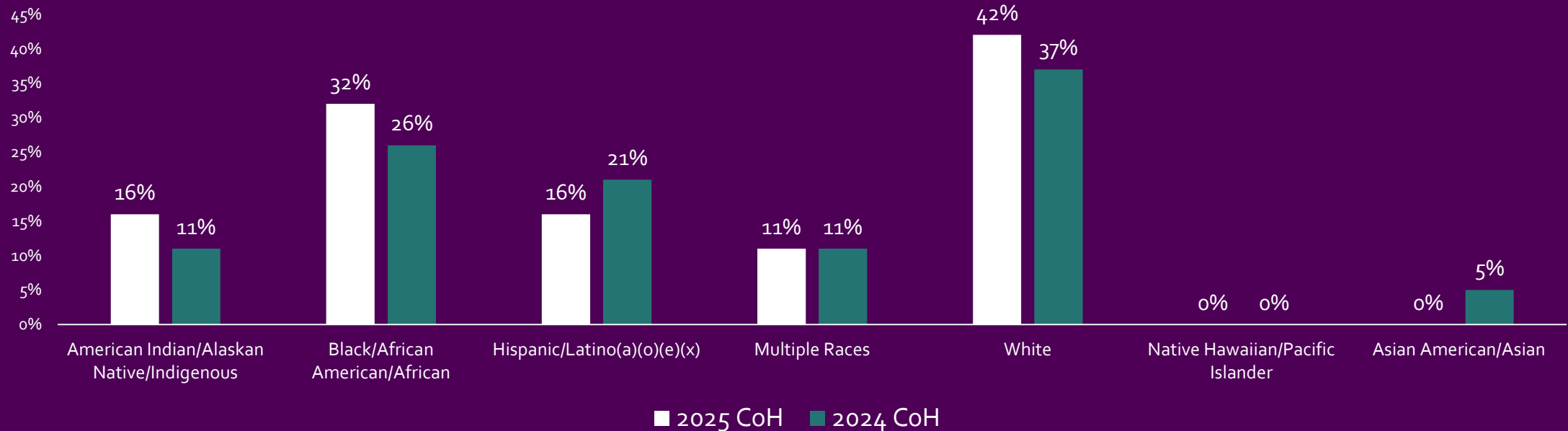
Race/Ethnicity of CoH Applicants



DEMOGRAPHICS OF 2025 COH IF NOMINATED CANDIDATES ARE APPROVED

- 42% of 2025 CoH will have current or lived experience of homelessness (same % as 2024 CoH)

Race/Ethnicity 2025 CoH v. 2024 CoH



RECOMMENDED CANDIDATES

Seat	Recommended Candidate
Affordable Housing Developer	Courtney Pal, <i>RCD</i>
Educational Services	Alejandra Chamberlain, <i>CC Office of Education</i>
Health Care	Mia Fairbanks, <i>CCH: Healthcare for the Homeless</i>
Homeless Services Provider	Sherina "Rina" Criswell, <i>CCH: H3: CORE</i>

Seat	Recommended Candidate
Lived Experience Advisor #1 (3 year)	LeAnn Matthews, <i>White Pony Express</i>
Lived Experience Advisor #2 (2 year)	Juno Hedrick, <i>YAB</i>
Veteran Services	Heather Worobey, <i>Veteran Affairs</i>
Workforce Development	Verneda Clapp, <i>EHSD</i>

ACTION ITEM

- Approve candidates recommended by Nominating Panel to be forwarded to Board of Supervisors for official approval for 2025 Council on Homelessness membership.



**OVERSIGHT
COMMITTEE
(ACTION ITEM)**

Alex Michel and Michele Byrnes, *Homebase*

REVISIONS TO COORDINATED ENTRY SYSTEM POLICIES AND PROCEDURES

TODAY'S GOALS

Understand the basics of the Coordinated Entry System (CES) and the proposed revision areas to the CES Policies & Procedures

Review revisions to the Coordinated Entry System (CES) Policies & Procedures as recommended by the Oversight Committee

Approve revisions

COORDINATED ENTRY SYSTEM (CES) BACKGROUND

- A centralized, coordinated process to streamline intake, assessment, and referral to homeless system resources
- Prioritizes the most vulnerable in a community for limited housing resources
- Requirement for various HUD-funded programs (CoC)
- Contra Costa's CES was established in 2017 and was last updated in 2022

CES POLICIES & PROCEDURES (P&P)

- A HUD-required written document that explains how Coordinated Entry will operate



CONTRA COSTA COORDINATED ENTRY
SYSTEM POLICIES & PROCEDURES

REVISIONS TO CES POLICIES & PROCEDURES

Revision areas:

1. Ensure the document is compliant with HUD standards
2. Added section: maximizing prioritization to utilize time-sensitive funding and opportunities
3. General clean up and updating
4. Added non-emergency transfer policy

1) COMPLIANCE WITH HUD STANDARDS

- “no barrier” to “low barrier”
- VAWA emergency transfer – clarified request process
- Reasons for denial by programs – added third option
- Marketing & Advertising – added language around physical access points accessibility
- Glossary of terms – updated homeless definition (category 4 revised to to be aligned with 2022 VAWA Reauthorization)

2) ADDED SECTION: MAXIMIZING PRIORITIZATION TO UTILIZE TIME-SENSITIVE OPPORTUNITIES

“The prioritization process outlined in the previous sections remains the standard for allocating resources. However, when one-time, time-sensitive funding or resources - such as emergency housing vouchers, housing stability vouchers, and mainstream vouchers - become available, the Continuum of Care (CoC) activates a rapid, data-driven approach to swiftly and effectively allocate or pursue these resources to underserved populations in greatest need. This approach ensures that underserved populations, as identified by the most recent CoC data, are prioritized for these opportunities, with flexibility to respond to the specific nature of the resource and the urgency of the situation equitably.

To ensure transparency, the CoC lead will communicate with the community when this process is utilized, providing the rationale for execution. Additionally, strict adherence to participant eligibility criteria will be maintained to ensure that resources are distributed only to eligible participants, safeguarding fairness, and compliance throughout the process.”

3) GENERAL CLEAN UP AND UPDATING

- Aligned with recently updated practices and system documents (e.g., CoC/ESG Written Standards, Program Models and Performance Standards, etc.)
- Updated hyperlinks & added list of hyperlinks as Appendix F
- Cleaned up language (grammar, readability, etc.)
- Changed “clients” to “participants”
- Updated language under CES key principles
- Considerations for Survivors of Domestic Violence
 - Added language around documentation and record keeping (mirrors existing language in Written Standards)

4) ADDED NON-EMERGENCY TRANSFER POLICY

- Internal transfers: between projects at the same agency
 - within the same program model type
 - from one program type to another
- External transfers: between agencies
 - within the same program type, i.e., PSH to PSH, RRH to RRH

4) NON-EMERGENCY TRANSFER POLICY (CON'T)

- Category 1: Accessibility, Environmental Safety, and Safety Concerns Outside of VAWA
- Category 2: Household Composition
- Category 3: Service Level of Participant Needs
- Category 4: Defunded Projects

DISCUSSION

Do you have any questions or comments about the recommended revisions to the Coordinated Entry Policies and Procedures?

REVISIONS TO COC AND ESG WRITTEN STANDARDS

TODAY'S GOALS

Understand the purpose of Written Standards and the goals of proposed revisions

Review revisions to the Written Standards as recommended by the Oversight Committee

Approve revisions to Written Standards

WRITTEN STANDARDS BACKGROUND

- Required by HEARTH Act
- ESG and CoC funded projects required to follow Written Standards per terms of funding
- Contra Costa requires all CoC participating providers to adhere to Written Standards requirements
- Ensure continuity of information and support to access and maintain services and housing

REVISIONS TO WRITTEN STANDARDS

Revision areas:

1. Added non-emergency transfer policy
2. Added PWLE compensation policy
3. General clean up
4. Other updates

1) NON-EMERGENCY TRANSFER POLICY

- Policy mirrors CES P&Ps

2) PEOPLE W/ LIVED EXPERIENCE COMPENSATION

“To center the perspectives of people with a lived experience of homelessness in decision-making and to reduce barriers to their participation, the Contra Costa CoC commits to compensating people with lived experience (PWLE) of homelessness who participate in specific Contra Costa Continuum of Care (CoC) advisory roles, groups, events, or surveys. The amount and form of compensation amount will depend on several factors, including:

1. whether or not the participant is a member of the Council on Homelessness (COH);
2. whether the participant is performing duties on behalf of an agency;
3. whether the participant is representing themselves as a PWLE;
4. the amount of time spent participating;
5. and the nature of the activity.

Agencies are encouraged to adopt a PWLE Compensation policy.”

3) GENERAL CLEAN UP AND UPDATING

- Aligned with recently updated practices and system documents (e.g., CoC/ESG Written Standards, Program Models and Performance Standards, etc.)
- Updated hyperlinks & added list of hyperlinks to appendix
- Cleaned up language (grammar, readability, etc.)
- Changed “clients” to “participants”

4) OTHER UPDATES

- Added Environmental Reviews policy
- Key terms & definitions - updated homeless definition (category 4 revised to be aligned with 2022 VAWA Reauthorization)
- VAWA emergency transfer – clarified request process
- Participant Eligibility and Documentation
 - updated language around survivors of domestic violence eligibility
- Added non-discrimination clause (mirror CES P&Ps)
- In appendix:
 - Added literal homelessness documentation checklist
 - Updated chronic homelessness documentation checklist language
 - Removed COVID-19 resources
 - Added Equity Definitions
 - Added list of hyperlinks

DISCUSSION

Do you have any questions or comments about the recommended revisions to the Written Standards?

ACTION ITEM

- Approve revisions to the 1) Coordinated Entry Policies and Procedures, and 2) Continuum of Care and Emergency Solutions Grant Written Standards as recommended by the Oversight Committee.



**POINT-IN-TIME
COUNT
COMMITTEE**

Yesenia Aguilar, *H3*

2025 POINT-IN-TIME COUNT

What is the Point-in-Time Count?

- The Point in Time (PIT) count is an annual survey that measures homelessness on a single night in January. Volunteers gather data on people experiencing homelessness, helping communities understand needs, track trends, and allocate resources effectively.

When?

- January 30th, 2025



RECAP OF PAST PIT MEETINGS

#1 Working Group Meeting: Methodology (9/18/24)

- HUD PIT Requirements
- Planning Recommendations
- Proposed PIT Methodology
- PIT Date
- Volunteer Recruitment
- Incentives
- PIT HUB Website

#2 Working Group Meeting: Hot Spots & Volunteer Recruitment (10/16/24)

- PIT planning
 - Collaboration with outreach staff & Geographic Information System Team (GIS) for app/GRIDs
- Gathered hot spot locations throughout the community
- Reviewed & gathered PIT stakeholder list
- Kick-off Site locations for West, East & Central
- Gift card Options
 - Dollar Tree
 - 7 Eleven



UPCOMING MEETING - SURVEY SAMPLING

#3 Sub-Committee Meeting: Survey Sampling Strategies (HYBRID)

- Wednesday, November 20th , 2-4 pm
- PIT committee members are required to attend in-person
 - Address: *2400 Bisso Lane, Suite D, 2nd Floor, Concord, CA 94520*
- Characteristics of sheltered & unsheltered populations
 - What data is collected
 - What data is NOT collected
 - Survey Sampling Methods
- Survey Interview Locations Recommendations
- Review 2025 PIT Survey & Methods



UPCOMING MEETING – APPROVAL OF METHODS

- Council on Homelessness Meeting in December
 - We will present methods and ask for approval of Point-in-Time Count Methodology that will be recommended by the PIT Committee

VOLUNTEER REGISTRATION WILL BE COMING OUT IN

NOVEMBER!



**HOMELESSNESS
AWARENESS
MONTH
COMMITTEE**

Jaime Jenett, H3

Honoree Reception

- Tuesday, 11/12 from 11:30 – 1:00 pm
- 1025 Escobar Street, Martinez

Board of Supervisors Presentation

- Tuesday, 11/12, afternoon
- 1025 Escobar Street, Martinez

Youth and Young Adult Panel

- Thursday, 11/14 from 3:30 – 5:30 pm
- HYBRID: Contra Costa College and Zoom

Homeless Person's Memorial Event

- Friday, 12/20 from 11:30 am – 1 pm
- HYBRID: Walnut Creek Library and Zoom

**YOUTH
ADVISORY
BOARD**

Caroline Miller, *H3* & Juno Hedrick, *Lived Experience
Advisor and Vice Chair*

HUD YHDP UPDATE

- On October 29th, HUD announced the recipients of Round 8, FY 2023 Youth Homelessness Demonstration Program (YHDP).
- Out of the 14 awarded communities, 5 were rural who we did not compete against. Only 9 communities nationwide received an award, and all have applied multiple times for YHDP.
- Of the 3 California communities—Bakersfield County, Humboldt County, and San Diego County), were awarded. San Diego was eligible to reapply from Round 2 and received the second-largest award nationwide.
- While our CoC was not awarded, this allows us time to continue building and empowering our Youth Action Board, enhance partnerships, and invest in and uphold the current strategic plan.

COMMUNITY STRATEGIC PLANNING/YHDP MEETING

On Oct. 30, hosted 23 participants, including 8 YAB members, to plan for the next 9 months of the strategic plan.

Discussion on Core Team and Implementation Committees.

Next Steps: setting-up committee meetings and further YAB outreach.

YAB OCTOBER ACTIVITIES

YAB draft bylaws completed

Planning for Homeless Awareness Month events

Request For Proposals trainings

PIT Workgroup, CES Housing Needs Assessment Project

YAB only spaces and community building

Community Strategic Planning/YHDP Meeting

OLD BUSINESS

Funding Updates – Jamie Schecter and
Christy Saxton, *H3*

FUNDING UPDATES

Jamie Schechter, *H3*
Christy Saxton, *H3*

FUNDING UPDATES – HOUSING AND HOMELESSNESS SERVICES RFP



Office Hours
hosted 10/21 and
11/4

Outreach to
potential panelists

Clarify funding
priorities and
sources for
existing grantees

Applications due
11/22/2024

FAQ document

FUNDING UPDATES - HOUSING AND HOMELESSNESS SERVICES RFP



Next Steps –

- RFP posted on H3's [website!](#)
- Sign up for Funding Opportunity updates through the [CoC Newsletter](#)

FUNDING UPDATES – COC BUILDS NOFO



- Released on July 19, 2024 the CoC Builds Notice of Funding Opportunity (NOFO) provides funding to **acquire, build, or rehabilitate** projects into Permanent Supportive Housing
- Applications due November 21, 2024
- One project received by deadline, no ranking of projects required
- H3 working with Hope Solutions to submit **Village of Hope – Pittsburg, a 16-unit permanent supportive housing project targeting Transition Age Youth (18-24) with disabling conditions.**

COC BUILDS NOFO TIMELINE

CoC Builds Timeline	
Letter of Interest	9/13/2024
Information workshop	9/25/2024
Applicant Office Hours	9/30/2024
Applications due	10/16/2024
Review and Rank (not applicable)	10/24/2024
Appeal Process (not applicable)	10/28 - 11/1/2024
CoH materials due	11/1/2024
CoH approval	11/7/2024
Grants.gov submission	No later than 11/21/2024

FUNDING UPDATES – BRIDGE HOUSING



- H3 working to pilot Bridge Housing model in Central County with goal of increasing flow out of interim housing and emergency shelters
- Up to 68 units of interim housing targeting households with permanent housing pathway
- Utilizing established vendor pool to quickly solicit on-site service provider
- Aiming to begin services this winter

NEW BUSINESS

**2024 Council on Homelessness Work Plan
Check-In – Jamie Schechter, H3**

**(ACTION ITEM) APPROVE 2025 Council on
Homelessness Work Plan and
recommendations for the Quarter 3 report to
the Board of Supervisors – Jaime Jenett, H3**

**2024 COUNCIL
ON
HOMELESSNESS
WORK PLAN
CHECK-IN**

Jamie Schechter, *H3*

2024 WORK PLAN PROGRESS



Work towards the countywide goal of reducing unsheltered homelessness by 75% by 2024 through the work of the PATH Innovations Committee.



Focused on reducing inflow through coordinated prevention. Received presentations from stakeholders and partners



Continue to provide advice and recommendations to the Board of Supervisors about issues relating to homelessness



Provided quarterly recommendations to the Board of Supervisors focused on uplifting CoC initiatives and protecting housing resources

2024 WORK PLAN PROGRESS



Convene stakeholders, in partnership with H3, to create a regional action plan as part of the application to the State's HHAP program



Hosted three public meetings to receive feedback and submitted HHAP-5 application in March 2024



Update and redesign the CoC's Coordinated Entry prioritization and assessment tools to create a more equitable process



Selected technical assistance provider, launched steering committee, began stakeholder engagement

2024 WORK PLAN PROGRESS



Continue to seek opportunities for individuals with lived experience of homelessness to engage in policy-making and planning conversations, especially as relates to assessment and prioritization within the Coordinated Entry System



Strengthened the Youth Action Board, conducted participant satisfaction survey, recruited PWLE for CE assessment steering committee



Implement changes to the CoC NOFO scoring tools to better prioritize resources during the annual funding competition



Created renewal policy, updated panelist discretion, submitted NOFO with high performing projects

**(ACTION ITEM)
APPROVE 2025
COUNCIL ON
HOMELESS
WORK PLAN FOR
BOARD OF
SUPERVISORS**

Jaime Jenett, *H3*

2025 WORK PLAN GOALS

1. Continue to provide advice and recommendations to the Board of Supervisors about issues relating to homelessness.
2. Work towards the countywide goal of reducing unsheltered homelessness by 75% through the work of the PATH Innovations Committee and other projects focused on ending unsheltered homelessness.
3. Implement strategic plan to strengthen system resources for youth and young adults.
4. Update and redesign the CoC's Coordinated Entry prioritization and assessment tools to create a more equitable process.
5. Continue to create opportunities for People With Lived Experience of homelessness to engage in policy-making and planning.
6. Prioritize cross-departmental collaboration for funding opportunities to increase resources in the CoC.

**(ACTION ITEM)
APPROVE
RECOMMENDATIONS
FOR THE QUARTER 3
REPORT TO THE
BOARD OF
SUPERVISORS**

Jaime Jenett, *H3*

RECOMMENDATION FOR Q₃ REPORT

- To demonstrate respect and be in alignment with best practice, create policies and mechanisms to provide financial compensation to participants with lived experience asked to engage in Board of Supervisor activities including advisory boards, focus groups, and planning processes.

ACTION ITEM

- Approve 2025 Work Plan and Recommendations for the Quarter 3 Report to be submitted to Board of Supervisors.



ANNOUNCEMENTS

Open for all to share announcements about upcoming events and to give brief reports about recent events/trainings relevant to the Council on Homelessness

UPCOMING MEETINGS

- **Next COH Meeting:** Thursday, December 5, 1 – 3 PM (IN PERSON)
- **HAM Reception and BOS Presentation:** Tuesday, November 12, 11:30 – 1 pm (IN PERSON)
- **Homeless-Workforce Integration Network (H-WIN):** Wednesday, November 13, 10 AM – 12 PM
- **Youth and Young Adult Panel (Homelessness Awareness Month):** Thursday, November 14, 3:30 – 5:30 PM (HYBRID)
- **CoC Training (Racial Equity):** Monday, November 18, 10 AM – 12 PM (Zoom)
- **Point-In-Time Count Committee Meeting:** Wednesday, November 20, 2 – 4 PM (IN PERSON)
- **Homeless Service Provider Meeting:** Thursday, November 21, 8:30 – 9:30 AM (Zoom)
- **PATH Committee Meeting:** Thursday, November 21, 9:30 – 11 AM (IN PERSON)
- **Equity Committee Meeting:** Thursday, November 21, 12– 2 PM (IN PERSON)