



CONTRA COSTA COUNCIL ON HOMELESSNESS
OVERSIGHT COMMITTEE MEETING

IN-PERSON COMMITTEE MEETING MINUTES

Thursday October 17, 2024, 11:30AM – 1:30PM

[2400 Bisso Lane, Concord \(suite #D2\)](#)

COMMITTEE PURPOSE:

The purpose of the Oversight Committee is to review and assess the development, implementation, and improvement of the CoC, Coordinated Entry System, HMIS Database, and system outcomes.

HOW TO JOIN THE MEETING VIA ZOOM:

COMMITTEE MEETING (IN-PERSON) Link to register: <https://tinyurl.com/yvt666hf>

How to Join the Meeting Via Call-In: 1- 669-900-6833 / Meeting ID: 892 1400 4649

CoH member attendees: Alejandra Chamberlain (in-person), Carolyn Foudy (in-person), Deanne Pearn (in-person), Gabriel Lemus (absent), Juno Hedrick (in-person), Leslie Gleason (in-person), Mia Fairbanks (virtually, exemption), Wayne Earl (in-person),

TIME	AGENDA ITEM	PRESENTERS
11:30am (10 min)	Welcome, Introductions, & CoH Roll Call a. Welcome b. Review agenda c. Introductions & CoH Roll Call d. Mentimeter - Who's in the Room?	- Alejandra Chamberlain, <i>CoH</i> - Alex Michel, <i>HB</i> - Jamie Schecter, <i>H3</i>
Notes <ul style="list-style-type: none"> AM welcomed committee members and facilitated Mentimeter activity 		
11:40am (5 min)	2024 Meeting Logistics	- Jamie Schecter, <i>H3</i>
Notes: <ul style="list-style-type: none"> JS reviewed meeting logistics 		
11:45am (5min)	Public Comment a. Open period for public comment on items not listed on the agenda.	- Alejandra Chamberlain, <i>CoH</i> - Members of the public



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Notes:

- Question: I am with the Commission on Aging. Would like to know the main goals of the committee and the CoH. Also want to know how long the group has been in existence. Did not see the agenda yet. I was invited to come out because I have concerns about homelessness.
- JS provided agenda materials in chat and provided brief background on CoH and the Oversight Committee

11:50am (5 min)	Review June 20, 2024 Mtg. Key Takeaways & Approve Meeting Minutes <ul style="list-style-type: none"> a. Key takeaways from the June 20,2024 meeting: <ul style="list-style-type: none"> ● Reviewed & approved June 20, 2024 meeting minutes ● Heard update on 2024 monitoring process ● Heard update on Program Models & Performance Standards ● Heard update on Coordinated Entry ● Update & discussion around Written Standards Revisions ● Reviewed Accountability Corner ACTION ITEM: Approve the meeting minutes from June 20, 2024	- Alejandra Chamberlain, <i>CoH</i>
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Notes:

- Carolyn motioned to approve June meeting minutes
- Leslie seconded
- No discussion
- All present members voted to approve June meeting minutes unanimously

11:55am (10min)	Program Models & Performance Standards Updates <ul style="list-style-type: none"> a. Link to current Program Models & Performance Standards. 	- Shelby Ferguson, <i>H3</i>
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Notes:

- none



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12:05pm (45min)	Coordinated Entry Updates <ol style="list-style-type: none"> a. Review & Approve CES P&P Revisions b. Hear updates on CES Assessment Tool revision process c. Link to current Coordinated Entry System Policies & Procedures. Version with proposed revisions is in materials packet. 	<ul style="list-style-type: none"> - Mary Juarez-Fitzgerald, <i>H3</i> - Mark Mora, <i>HB</i> - Alex Michel, <i>HB</i>
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Notes:

- Homebase discussed proposed revisions to CES Policies & Procedures
- Question: What is the process for an unhoused to go to the county to get assistance? If I know someone experiencing homelessness, where would I take them to get help?
 - JS: People experiencing homelessness can call 211 to access services. County has CORE street outreach teams as well to get connect to people experiencing unsheltered homelessness. People can also go to Care Centers to get 1:1 help and connection to system of care.
 - SF: Mary, our CE manager and myself are happy to do a Coordinated Entry/Continuum of Care 101 training with you if that would be helpful! more of a one on one training and you can ask questions directly. Our flier you know about our access points Jamie mentioned is here in English: [638255574295270000 \(cchealth.org\)](http://638255574295270000.cchealth.org)
- Question: Who, other than CoH/H3 uses this content? Who would utilize it or use it as a guide?
 - MJF: One big group / stakeholder who utilizes this document aside from our team, are our homeless service providers who receive referrals to their programs from coordinated entry, as well as our access points such as CORE, CARE and 211.
- Question: confirm that there is a 4th option for external non-emergency transfers?
 - MB: yes, forgot to add to the slides but it is outlined in the policy and it is in regard to defunded projects
- Question: in the introduction of the CES P&Ps, it suggests that these CES P&P are mandated by HUD but it does not say if the P&Ps meet and/or exceed HUD requirements. In the 3rd paragraph (second sentence) of Section 1, we should add that sentence.
 - JS great edit, we can implement
- Question: I doubt it won't be approved, but is there a timeline needed for it to be approved ... if it's not, is there a timing problem?
 - JS: we can push timeline, does not hold back doing business as usual
 - MJF: Ideally we would have updated it back in Aug/Sept but due to it being an action item needed to wait until this month. If it's not approved today it pushes it back many months.
- Comment: support from RCD for these changes. RCD submitted a letter recommending a lot of these changes. I want to focus on a few changes that will support individuals experiencing homelessness



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with HIV/AIDS. Changes encourage individuals to disclose HIV/AIDS diagnosis and then facilitates getting access to specific resources available

- Comment: We work with health systems to proactively find eligible individuals not in HMIS that would be a good fit for HOPWA units
- Comment: I have seen other county efforts and these changes are superb

Action item

- Leslie motions to approve CES P&P
- Wayne seconds
- Discussion
 - Comment: on pg 87 of materials packet (pg. 16 of CES P&Ps), it says that Care Center services will include certain services on site that are inaccurate. Could we do a little wordsmithing to show that it is referrals to or information on these services?
 - JS: we can adjust that
 - Comment: on pg 103 of materials packet (pg. 33 of CES P&Ps), I was super excited to see this the new language “The CoC lead agency provides support to providers to ensure physical access points are accessible to individuals with disabilities”, but not sure what we mean by accessibility.
 - JS: Did not want to get too in the weeds about what we mean. More just wanted to know that the CoC can make connections to services that individuals may need.
 - Question: are we going to be looking at P&Ps again once we revise VI-SPDAT
 - JS: Yes. This process was more for clean up
 - MJF: Today’s revisions are to update compliance and reflect current workflow. Next year once we revise VI-SPDAT, we will revisit the P&Ps more intensely
 - MJF: Ideally this update would have happened before October 1. Did not get to it sooner because Oversight only meets every other month officially in person
- Roll Call
 - All present members voted to approve the CES P&Ps unanimously
- MJF gave update on efforts to replace Housing Needs Assessment (VI-SPDAT)
- Question: instead of changing to already available housing needs assessment, we are going to develop a tool from the ground up, is that correct?
 - MJF: right now, we are convening a work group to the identify needs and priorities for the community. We do not know exactly what new tool needs to be developed and if we can use another existing tool.
 - JS: we are looking at other communities’ tools
- Question: does HUD need to approve our new tool?



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- JS: No, HUD does not get into the weeds of that, they just insist communities have a prioritization process.
- Question: Hearing a lot of qualitative analysis, what about the quantitative analysis – we have a lot of data on who we are serving vs who we are housing, and those should differ - do we have that information available and if we do, can we look at it?
 - MJF: Focus Strategies is doing a very extensive data analysis alongside stakeholder engagement to guide the process. They have shared preliminary findings in steering cmte. We could ask them to share those findings with this group as well.
- Question: I am hearing a lot of descriptive qualities. But the VISPDAT is a statistically validated proven method. Worried about exerting our preferences if we lean too much on community priorities. Tool should be statistically validated.
 - JS: that is a part of the pilot, we'll be using the data to look at it to make sure we are not reproducing inequalities.
 - MJF: we can ask Focus Strategies to come back to this group to share data analysis with this group; what we have seen with the Vi-SPDAT in CoCo with data is the same as findings across the nation. Like white individuals are more likely to score higher on VI-SPDAT.
- Question: I do not participate in the assessment as much as some others. Did not see education section as a stakeholder group. How can they be part of the process?
 - MJF: we are partnering with Tipping Point to improve engagement with TAY. Will want to connect with K-12 in stakeholder engagement opportunities. Housing needs assessment though is used for individuals that fall under HUD literal homelessness definition. Through work with Tipping Point might help reach students and families that do not fall under HUD definition but fall under McKinney Vento education definition
 - JS: difference on how CoC and HUD defines homelessness vs the school district - this process will not change HUD's definition of Homelessness; this leads us to how do we address the gaps in the system
- Question: the existing tool has biases, but if you are not training the tool with who exists in county and who we are serving, it will create inequalities. So, will this tool exist so that as we get data that we can feed that into this tool (as the demographics of our county change) so that we are better serving who is homeless now? And also, what will happen to individuals already in Queue after making changes to assessment?
 - JS: this process will definitely have to look into what happens to those already being prioritized; will never have anything perfect, but committed to doing better. Want to be flexible and adaptable when identifying issues moving forward.
- Comment: seeing communities develop different tools for youth vs adult. Given that youth will score lower in acuity/chronic homelessness compared to adult. So it makes sense to keep processes separate.



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12:50pm (30min)	Written Standards Revisions <ul style="list-style-type: none"> a. Review & Approve Written Standards Revisions b. Link to current Written Standards. Version with proposed revisions is in materials packet. 	<ul style="list-style-type: none"> - Jamie Schecter, <i>H3</i> - Michele Byrnes, <i>HB</i> - Alex Michel, <i>HB</i>
<p>Notes:</p> <ul style="list-style-type: none"> ● Question: what do we mean by compensation (i.e. transportation, childcare, etc.)? <ul style="list-style-type: none"> ○ JS: language is broad because it is all encompassing. Will address any barrier that people with lived experience have that inhibits ability to participate in meeting. <p>Roll Call</p> <ul style="list-style-type: none"> ● Deanne motioned ● Carolyn seconded ● No discussion ● All present members voted to approve revisions to the written standards 		
1:20pm (5min)	Accountability Corner <ul style="list-style-type: none"> a. Review 2024 Q3 	- Jamie Schecter, <i>H3</i>
<p>Notes:</p> <ul style="list-style-type: none"> ● Question: do we need to meet more often in actual mtg to accomplish things: <ul style="list-style-type: none"> ○ JS: we can always make adjustments as needed! ● Question: will this committee have anything to do with annual monitoring process <ul style="list-style-type: none"> ○ JS: will come to this group with monitoring updates before going to CoH. This upcoming year will be looking at agency level for HUD compliance ● Question: will Oversight need to do anything to prep for monitoring process? <ul style="list-style-type: none"> ○ JS: we can think on that ● Question: where do the bylaws live? <ul style="list-style-type: none"> ○ JS: bylaws are revised by the governance committee. This year it took from February to October. 		
1:25pm (5 min)	Adjourn <ul style="list-style-type: none"> a. December Oversight work group discussion b. Overview of upcoming committee meetings 	- Alex Michel, <i>HB</i>
<ul style="list-style-type: none"> ● AM asked if the December meeting needs to be rescheduled. ● JS would also like to suggest holding the meeting in person to be able to vote on items ● December 19th date works for group (if cookies are provided :)) ● Comment: PATH cmte and Oversight cmte scheduled too close together. Can we revisit the schedule for either meeting? <ul style="list-style-type: none"> ○ JS: will know more in November about how to make adjustments 		



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Oversight Committee Roll Call & Voting Record (October 17, 2024)

	Member	Seat / Affiliation	Attended y/n (virtual or in-person)	Approve 06/20/24 Meeting Minutes	Approve CES P&Ps Revisions for recommendation to CoH	Approve Written Standards Revisions for recommendati on to CoH
1.	Alejandra Chamberlain (she/her)	Education and Vocational Services Representative (CoCo Office of Education)	Y - in-person	Y	Y	Y
2.	Carolyn Foudy (she/her)	Employment and Human Services (EHSD) Representative (Employment and Human Services Dept.)	Y - in-person	Y - motion	Y	Y - second
3.	Deanne Pearn (Pear EN) (she/her)	Homeless Service Provider Representative (Hope Solutions)	Y - in-person	Y	Y	Y - motion
4.	Gabriel Lemus	Federal Homeless and Housing Funding Administration Representative (Contra Costa Department of Conservation and Development)	Absent	-	-	-
5.	Juno Hedrick	Lived Experience Advisor (YAC Member)	Y - in-person	Y	Y	Y
6.	Leslie Gleason (she/her)	CoC/ESG Program Grantee Representative (Trinity Center)	Y - in-person	Y - second	Y - motion	Y
7.	Mia Fairbanks	Health Care Representative (Healthcare for the Homeless)	Y (virtual, exemption)	Y	Y	Y
8.	Wayne Earl (he/him)	Faith Community	Y - in-person	Y	Y - second	Y



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		Representative (Rock Harbor Christian Fellowship)				
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Oversight Committee CoH Member Roll Call & Voting Record (10/17/2024)

Y = Yes (specify if virtual or in person)

N = No

A = Abstain

Quorum = 5

Acronym	Definition
APR	Annual Performance Report (for HUD homeless programs)
CARE	Coordinated Assessment and Resource
CCYCS	Contra Costa Youth Continuum of Services
CDBG, CDBG-CV	Community Development Block Grant (federal and state programs) and the federal Community Development Block Grant CARES Act coronavirus allocation.
CES	Coordinated Entry System
CESH	California Emergency Solutions and Housing program (state funding)
Continuum of Care (CoC)	Continuum of Care approach to assistance to the homeless. Federal grant program promoting and funding permanent solutions to homelessness.
Con Plan	Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG.
CORE	Coordinated Outreach Referral, Engagement program
COVID-19	Coronavirus
DOC	Department Operations Center
EHSD	(Contra Costa County) Employment and Human Services Division
EOC	Emergency Operations Center
ESG and ESG-CV	Emergency Solutions Grant (federal and state program) and the federal Emergency Solutions Grant CARES Act coronavirus allocation.
ESG-CV	Emergency Solutions Grant CARES
FMR	Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)
HCD	Housing and Community Development (State office)
HEAP	Homeless Emergency Aid Program (State funding)
HEARTH	Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009
HHAP	Homeless Housing and Assistance Program
HMIS	Homeless Management Information System



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HOME	Home Investment Partnerships (CPD program)
HUD	U.S. Department of Housing and Urban Development (federal)
MHSA	Mental Health Services Act
NOFA	Notice of Funding Availability
PHA	Public Housing Authority
PUI	Persons Under Investigation
SAMHSA	Substance Abuse & Mental Health Services Administration
SRO	Single-Room Occupancy housing units
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TA	Technical Assistance
TAY	Transition Age Youth (usually ages 16-24)
VA	Veterans Affairs (U.S. Department of)
VASH	Veterans Affairs Supportive Housing
VI-SPDAT	Vulnerability Index – Service Prioritization Decision Assistance Tool

EQUITY DEFINITIONS

(adapted from C4 Innovations and approved by COH on 8.3.23)

Term	Definition
Individual Racism	A person's beliefs and actions that serve to perpetuate racial oppression. This can be conscious and unconscious. This may be externalized or internalized
Institutional Racism	Policies and practices at the organization (or "sector") level that perpetuate oppression. It involves unjust policies, practices, procedures, and outcomes that work better for white people than people of color, whether intentional or not.
Interpersonal Racism	The interactions between people - both within and across racial groups
Microaggressions	Brief, everyday exchanges that send denigrating messages to certain individuals because of their group membership
Race	A social construct created in the 17th century by white Europeans to justify the enslavement of Africans and the spread of colonialism. Understanding of race as a concept has changed over time, but the outcomes of discrimination based on race remain entrenched in our systems.



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Race Equity Lens	A way of viewing the world in an integrated and holistic manner, taking into account past and present racial injustices and seeking to address them through more equitable practices and structures.
Racial Bias	Implicit and/or explicit bias that reinforces discriminatory attitudes and behaviors when interacting with people or situations
Racial Equity	The condition where one's racial identity does not predict their social, health, or economic outcomes. Racial equity is a process of eliminating racial disparities and improving outcomes for everyone. It is the intentional and continual practice of changing practices, systems, and structures by prioritizing the measurable change in the lives of people of color.
Racism	A system of institutional, systemic oppression, and practices of individuals and society that shape cultural beliefs and values that support racist policies and practices.
Structural Racism	How these effects interact and accumulate across institutions and across history. Structural racism highlights how racism operates as a system of power with multiple interconnected, reinforcing, and self-perpetuating components which result in racial inequities across all indicators for success.
Systemic Racism	infrastructure of rulings, ordinances or statutes adopted by a sovereign government or authoritative entity, whereas such ordinances and statutes entitles one racial group in a society certain rights and privileges, while denying other groups in that society these same rights and privileges because of long-established cultural prejudices, religious prejudices, fears, myths, and Xenophobia's held by the entitled group
White Fragility	White fragility refers to feelings of discomfort a white person experiences when they witness or engage in discussions around racial inequality and injustice. Their engagement in conversations about racism may trigger a range of defensive actions, feelings, and behaviors, such as anger, fear, and silence. These reactive behaviors reinforce continued white dominant culture.