



CONTRA COSTA COUNCIL ON
HOMELESSNESS
OVERSIGHT COMMITTEE MEETING

IN-PERSON COMMITTEE MEETING MINUTES

Thursday February 19, 2025, 11:30AM – 1:30PM

[2400 Bisso Lane, Concord \(Venti Conference Room\)](#)

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:

Link to register: <https://homebaseccc.zoom.us/meeting/register/ZPCubvY7RNihEWuJOeusFg>

How to Join the Meeting Via Call-In: 1- 669-900-6833 / Meeting ID: 831 8462 0638

Attendees

CoH Members

- Alejandra Chamberlain – present, in person
- Courtney Pal - present in person
- Donnie Diego - present in person
- Juno Hedrick -present in person
- Ralph Payton - present in person
- Shawn Ray - present in person
- Wayne Earl - present in person

Community members: Barb Hunt, Jacqueline Franco, Serene Terrazas, Sean Noland

Staff: Jamie Shecter, Janel Fletcher, Mary Juarez-Fitzgerald, Brittany Ferguson, Alex Michel, Michele Byrnes

Guest Speakers: Claire Burrus, Allison Mabbs

TIME	AGENDA ITEM	PRESENTERS
11:30am (10 min)	Welcome, CoH Roll Call & a. Welcome b. Review agenda c. Introductions & CoH Roll Call d. Mentimeter - Who's in the Room? e. Meeting Logistics	- Alex Michel, <i>HB</i> - Jamie Schecter, <i>H3</i>

Notes:

- Conducted Committee Member Roll Call
 - Alejandra C. - present, in person
 - Courtney P. - present, in person
 - Donnie D. - present, in person
 - Juno H. - present, in person
 - Ralph P. - present, in person



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<ul style="list-style-type: none"> ○ Shawn R. - present, in person ○ Wayne E. - present, in person 		
11:40am (5min)	Public Comment a. Open period for public comment on items not listed on the agenda.	- Alex Michel, <i>HB</i> - Members of the public
Notes: <ul style="list-style-type: none"> ● No public comments 		
11:45am (5 min)	Review December 18, 2025 Mtg. Key Takeaways & Approve Meeting Minutes a. Key takeaways from the December 18,2025 meeting: <ul style="list-style-type: none"> ● General CE Updates ● Annual Report Updates ● Yab Update ● Reviewed Accountability Corner ● Discussion of 2026 Oversight Committee Workplan <p>ACTION ITEM: Approve the meeting minutes from December 18, 2025</p>	- Alex Michel, <i>HB</i>
Notes: <ul style="list-style-type: none"> ● No comments ● Roll call vote to approve 2025 December Meeting Minutes <ul style="list-style-type: none"> ○ Juno H., motions ○ Wayne E., second motion ○ No discussion ○ Roll Call ○ Motion passes - the December 2025 Oversight Committee meeting minutes are approved! 		
11:50am (15min)	Oversight Committee Overview & 2026 Workplan a. Review committee purpose, goals, and membership b. Review and approve 2026 Workplan <p>ACTION ITEM: Vote on the 2026 Oversight Workplan</p>	- Jamie Schecter, <i>H3</i>
Notes: <ul style="list-style-type: none"> ● Vote to approve the 2026 Oversight Workplan <ul style="list-style-type: none"> ○ Courtney P., motion ○ Shawn R., 2nd ○ Roll Call <ul style="list-style-type: none"> ● Alejandra C. - aye ● Courtney P. - aye ● Donnie D. - aye ● Juno H.- (not present during roll call) ● Ralph P. - aye ● Shawn R. - aye 		



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<ul style="list-style-type: none"> ● Wayne E. - aye ● Motion passes - the 2026 Oversight Committee Workplan is approved! 		
12:05pm (5min)	Oversight Committee Chair/Co-Chair Selection ACTION ITEM: select chair/co-chairs	- Jamie Schecter, <i>H3</i>
Notes: <ul style="list-style-type: none"> ● Any interest in serving as chair/co-chairs? ● Courtney P. and Wayne E. expressed interest in being the co-chairs for the 2026 Oversight Committee. ● Roll call vote to approve the 2026 Oversight Committee co-chairs <ul style="list-style-type: none"> ○ Ralph P., motions ○ Donnie, second motion ○ No discussion ○ Roll Call ○ Motion passes - Courtney Pal and Wayne Earl are approved to be the co-chairs of the Oversight Committee for the 2026 calendar year! 		
12:10am (15min)	Continuum of Care & Coordinated Entry 101 Presentation a. Overview of the Continuum of Care System, Program Models, and Coordinated Entry	- Jamie Schecter, <i>H3</i> - Mary Juarez-Fitzgerald, <i>H3</i>
Notes: <ul style="list-style-type: none"> ● No comments 		
12:25pm (35min)	Coordinated Entry Updates a. General CE updates b. Update on the Assessment Tool Redesign ACTION ITEM: Approve new CC CE Housing Needs Assessment	- Mary Juarez-Fitzgerald, <i>H3</i> - Allison Mabb, <i>Focus Strategies</i> - Claire Burris, <i>Focus Strategies</i>
Notes: <ul style="list-style-type: none"> ● Focus Strategies provided overview of the assessment tool redesign process; Focus Strategies provided an overview of the Contra Costa Housing Needs Assessment (CC-HNA) ● Discussion: <ul style="list-style-type: none"> ○ Question: Can you share more about the changes made due to feedback provided? <ul style="list-style-type: none"> ■ CB: Some questions were removed because they weren't functioning as we'd hoped, for example there was a question about documentation and we got feedback from pilot participants that it was not conducive to the assessment process so the question was removed; we made other small adjustments to the language to make questions more clear based on feedback received. ○ Comment: Can you say more about how you chose to assign specific weight to different questions, specifically looking at the weight of housing loss due to gender, cultural, religious or sexual identity, vs weight of history of incarceration? <ul style="list-style-type: none"> ■ CB: to be clear, everything in this tool is high priority and everything has association to risk to prolonged risk of homelessness; in the data we saw that there is a relationship w/ history of homelessness and incarceration and also housing loss due to gender, cultural, religious or sexual identity so we wanted to make sure did not exclude those factors; additionally, there are quite a few question in the experiences w/ services and other systems of care section that 		



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have to do w/ a variety of experiences from encounters with law enforcement; law enforcement encounters are more common than incarceration; impacts of encounters have a stronger relationship with risk of prolonged homelessness and had a positive impact when the questions were piloted

- Comment: regarding experience w/ services and other systems of care - law enforcement is high but history of incarceration is low - wondering if this is a numbers game.
- Question: Is incarceration jail or prison?
 - Prison, not jail
- SR: could we pull data to see outcomes to see reach of success
- MJF: to clarify, we included all of these questions the tool because they are all indicators of prolonged homelessness in the community
- Comment: law enforcement encounters and history of incarceration are two totally different things; those w/ felonies have an even more difficult time in accessing services than those who have encounters, etc.; important to keep looking at these numbers in terms of outcomes
- Question: w/ youth, where does youth juvenile detention fall in this (law enforcement encounters or incarceration?)
- CB: this section of the tool has the highest number of questions, it gets into minutia; community feedback in the way the questions were asked in order to reduce reluctance of sharing their history in the system
- Question: The old VI-SPDAT scoring was straight forward - how is this scored? I see how the questions are weighted but I don't see the scoring. How do we compare outcomes across the VI-SPDAT and the new tool to check for effectiveness of this new tool?
 - CB: Everyone who completed the pilot also completed the VI-SPDAT as the it is continued to be used for prioritization; We did see a relationship - higher scores on VI-SPDAT tends to show higher scores with the new tool as well, but it is not perfect and that's because the VI-SPDAT is not community specific where as this new assessment it. We see this as successful so far in that we have received positive feedback from assessors and people who participated in pilot. Additionally, one of the issues w/ the Vi-SPDAT was that it was scoring demographic groups unfairly, and the pilot data has revealed that this is not scoring demographics groups unfairly, which is great news! We are also providing H3 on how to monitor the impact of the tool post implementation so that we can monitor that the tool is doing what it is intended to do in the community.
- Questions: Does this tool include a model or process for periodic retesting of participants or does it auto rescore over time in HIMS?
 - CB: H3 has not made change to reassessment policies
 - MJF: auto score will not happen in HMIS but participants can be re-assessed at any time, whether they request it or if providers believe they need it due to major life events. Standard will be to reassess participants at least every 6 months
- Roll call vote to approve the new CC CE Housing Needs Assessment
 - Ralph, motion
 - Shawn, second motion
 - No discussion
 - Roll Call
 - **Motion passes - the new CC-HNA is approved!**



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1:00pm (5min)	Participant Feedback Survey Updates	- Janel Fletcher, <i>H3</i>
Notes: <ul style="list-style-type: none"> • JS: historically largest batch of surveys have come from CORE projects, and we get a less response through prevention because they serve folx that typically com in and out • Question: Why don't we do it year-round? <ul style="list-style-type: none"> ○ JS: it's hard on providers to do it year-round; it's a logistical challenge ○ JF: Additionally, feedback from last year's providers facilitating the survey confirmed that this timing worked well. 		
1:05pm (10min)	YAB Update	- Juno Hedrick, <i>CoH</i>
Notes: <ul style="list-style-type: none"> • JH provided brief update re recent YAB work and upcoming YAB member retreat 		
1:15pm (10min)	2026 Compliance Monitoring Update	- Michele Byrnes, <i>HB</i> - Alex Michel, <i>HB</i>
Notes: <ul style="list-style-type: none"> • Homebase provided a brief update on the upcoming 2026 Monitoring process • Question: What kinds of projects are being monitored? <ul style="list-style-type: none"> ○ JS: CoC-funded projects will be monitored 		
1:25pm (5 min)	Adjourn a. Review next steps b. Overview of upcoming meetings	- Jamie Schecter, <i>H3</i>
Notes: <ul style="list-style-type: none"> • No comments 		

	Member	Affiliation	Attended y/n virtual/in- person	Approve Dec 2025 Meeting Minutes	Approve 2026 Cmte. Workplan	Approve 2026 Cmte. Co- Chairs	Approve new CC- HNA Tool
1	Alejandra Chamberlain	Education and Vocational Services Representative	y, in-person	y	y	y	y
2	Courtney Pal	Affordable Housing Developer Representative	y, in-person	y	y	y	y
3	Donnie Diego	Community Member Representative	y, in-person	y	y	y	y
4	Juno Hedrick	Lived Experience Advisor #1	y, in-person	y	(not present during roll call)	(not present during roll call)	y
5	Ralph Payton	CoC/ESG Program Grantee Representative	y, in-person	y	y	y	y



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6	Shawn Ray	Public Safety Representative #2	y, in-person	Abstain	y	y	y
7	Wayne Earl	Faith Community Representative (Rock Harbor Christian Fellowship)	y, in-person	y	y	y	y

Oversight Committee CoH Member Roll Call & Voting Record (02/19/20256

Y = Aye (for attendance, specify if virtual or in person) // N = No // A = Abstain // Quorum = 4

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
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



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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.
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.



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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.