



## Sonoma County Continuum of Care Board Meeting Meeting Minutes

May 5, 2021

1:00 pm – 5:00 pm Pacific Time – Meeting held by Zoom

[Recording of Continued Meeting](#)

### 1. Welcome and Introductions

- Ben Leroi, Continuum of Care (CoC) Board chair, called the meeting to order at 1:00 pm. Ben Leroi went over the agenda, clarified Zoom rules around public comment and Brown Act guidelines.
- Roll Call was taken:
  - *Present: Supervisor Chris Coursey; Kelli Kuykendall, proxy for Tom Schwedhelm City of Santa Rosa; Kevin McDonnell, City of Petaluma; Chuck Fernandez, Committee on the Shelterless; Margaret Sluyk, Reach For Home; Ludmilla Bade, Community Member; Don Schwartz, City of Rohnert Park; Ben Leroi, Santa Rosa Community Health; Stephen Sotomayor, City of Healdsburg; Lisa Fatu, Social Advocates for Youth; Bill Carter, Sonoma County Health Services; Alena Wall, Kaiser Permanente*
  - *Absent: Jennielynn Holmes, Catholic Charities of the Diocese of Santa Rosa; Angela Struckmann, Sonoma County Human Services;*

### 2. Agenda Approval

#### Public Comment

Gregory Fearon

***Kevin McDonnell motioned to approve the agenda; Stephen Sotomayor seconded.***

#### Board Comments:

Ludmilla Bade requested to move item 11 to item 13.

*Jennielynn Holmes joined at this time.*

*Ayes: Ben Leroi, Jennielynn Holmes, Kelli Kuykendall, Kevin McDonnell, Chuck Fernandez, Bill Carter, Margaret Sluyk, Ludmilla Bade, Don Schwartz, Stephen Sotomayor, Lisa Fatu, Alena Wall, Chris Coursey*

*Notes: None*

*Abstain: None*

*Absent: Angela Struckmann*

***The motion passed.***

**3. Approve Minutes from March 24 and April 7 meetings**

**Board Comment**

Ludmilla Bade: I would like to see a summary of public comment on minutes.

***Jennielynn Holmes motioned to approve the minutes for March 24, 2021; Kevin McDonnell seconded.***

*Ayes: Kevin McDonnell, Ludmilla Bade, Don Schwartz, Stephen Sotomayor, Ben Leroi, Jennielynn Holmes, Chuck Fernandez, Bill Carter, Margaret Sluyk, Chris Coursey*

*Noes: None*

*Abstain: Kelli Kuykendall, absent; Alena Wall, absent; Lisa Fatu, absent*

*Absent: Angela Struckmann*

***The motion passed.***

***Don Schwartz motioned to approve the minutes for April 7, 2021; Kevin McDonnell seconded.***

*Ayes: Kevin McDonnell, Ludmilla Bade, Don Schwartz, Stephen Sotomayor, Jennielynn Holmes, Chuck Fernandez, Bill Carter, Margaret Sluyk, Lisa Fatu, Alena Wall*

*Noes: None*

*Abstain: Kelli Kuykendall, absent; Chris Coursey, absent; Ben Leroi, absent*

*Absent: Angela Struckmann*

***The motion passed.***

**4. U.S. Department of Housing and Urban Development (HUD) Technical Assistance (TA) Report**

Matt White, from Housing Innovations, presented a six-month analysis on the Sonoma County Continuum of Care (COC). Matt White provided feedback on the Sonoma COC Board in relation to other highly effective boards and offered ideas on the possible adjustments to be made on the current governance style. The goal for the board is to provide a safety net and reduce homelessness. It is best practice to create work groups and reinforce an engine of success. The stakeholders and ad-hoc groups are responsible for getting most of the work done and the COC board is meant to be at a higher level to oversee the process. Currently, the COC board lacks trust in the lead agency, Sonoma County Community Development Commission (SCCDC), and absorbs the work of the stakeholder or workgroups, which is ineffective. It would be helpful to have a meeting structure set to create space for strategic planning and oversight conversations on quarterly basis and provide administration and management support on a monthly basis.

**Board Comment:**

Ben Leroi: Glad to see that the ad-hoc committees are moving us in the right direction.

Kevin McDonnell: Concur that the CoC is moving to a more strategic function, is the TAC an appropriate model for Sonoma County? Where does that funding come from?

Matt White will bring back some comparisons for the board.

Ludmilla Bade: Also nice to see HUD's focus on community engagement. Would like to see more attention on creating opportunity for those with lived experience to have a voice and contribute. How do other Continuum of Care boards increase engagement or provide access? Are work groups under the Brown Act and do they require public notice?

Don Schwartz: Local priority has never been talked about as a board. How do these conversations happen, and in what context? The structure gives us authority and parameters of county-wide. Other Continuum of Care boards engage with Housing Authority. What are other city partnerships or ways in which Continuum of Care boards engage agencies?

SCCDC staff will send CoC Board members the PowerPoint presentation, which includes Matt White's presentation.

Supervisor Coursey: The CoC has been in transition and the SCCDC is undergoing large agency transitions. You noted that there are possible incentives to use, we may benefit from more structure. Does HUD have any resources available for that? Also, note that I will be off at 2:00 pm and **Jazmin Gudiño is my designated proxy for the remainder of the meeting.**

Stephen Sotomayor: One of the challenges is the board turn over. Is there a method for longevity to maintain the vision and goals over time? Experienced a committee specific to goal oversight with the Los Angeles Continuum of Care board.

**Public Comment:**

Teddie Pierce  
Gregory Fearon  
Kathleen Finigan  
Adrienne Lauby

**5. Word from the Street:**

Ludmilla Bade presented on the ongoing encampment sweeps and the input from impacted community members, losing the security they have. The impact of no access to power to call 911. Goal to increase access and reduce costs. Sweeps are one of the most expensive actions to neighborhood complaints. Fundamental attribution error limits people to their character flaw, and homelessness is a situational thing and sweeps takes away what they have and increases trauma.

**Public Comment:**

None

**6. 2021 Continuum of Care (CoC) Renewal Project Scoring**

Ending Homelessness Manager, Michael Gause, provided an overview of the annual CoC Program competition. The SCCDC applies for \$3.9 million and issues it to 17 different projects operated by 9 agencies. This is a very competitive process and is restricted to Permanent Supportive Housing, Rapid Rehousing, Joint Transitional Housing and Rapid Re-housing Project, HMIS, or Coordinated Entry projects. The SCCDC is in the process of beginning CoC Program Renewal project reviews. The last two years, SCCDC has received one perfect score and an almost perfect score for the process and scoring of these projects. This scoring process will also be used to rank new projects, but may be revised after HUD releases the Notice of Funding Availability. The board will have an opportunity to reassess scoring and approve final scoring.

Continuum of Care Coordinator, Karissa White, provided an overview of the scoring for the 2021 CoC Competition – Renewal Projects, Project Performance Measurement and Local Priorities. The scoring included has been reviewed and approved by the 2021 CoC Competition Evaluation Ad Hoc Committee.

**Board Comments:**

Jennielynn Holmes: I understand there is not a lot we have control over, if there is flexibility it is important to note that the current system ranks income higher than housing, which seems counterproductive from the goal of increasing housing. Can we shift that and still be competitive? Or is it possible to decrease the scoring for income?

Ben Leroi: The system overall of income scoring is impactful because people who already receive SSI don't always increase their income.

Jennielynn Holmes: Perhaps we can combine the incomes core and limit each question to 2.5 points.

Kevin McDonnell: What is the impact on the organizations from the current scoring?

Lisa Fatu: I don't think we should change. Also notes she didn't think they should change the document and that things are presented with time sensitivity, which denies the board ability to give items their due diligence.

Jennielynn Holmes: The recusal system for the Ad-hoc limits the process because the providers are unable to serve.

Ludmilla Bade: I would vote for the scoring shift.

**Public Comment:**

Teddie Pierce

Gregory Fearon

***Jennielynn Holmes motioned to approve the project scoring tool; Kevin McDonnell seconded.***

**Board Comments:**

Ludmilla Bade: As a committee member, I would like to see further input from the provider's on the scoring.

*Ayes: Kevin McDonnell, Ludmilla Bade, Don Schwartz, Stephen Sotomayor, Jennielynn Holmes, Chuck Fernandez, Bill Carter, Margaret Sluyk, Lisa Fatu, Ben Leroi, Kelli Kuykendall, Jazmin Gudiño*

*Noes: None*

*Abstain: None*

*Absent: Angela Struckmann, Alena Wall*

***The motion passed.***

**7. 5 minute break was taken from 2:52 PM-2:57**

## 8. Final Unspent Homeless Emergency Aid Program (HEAP) Fund Recommendations

Michael Gause provided an update on the unspent HEAP funds the board voted to allocate on March 24, 2021. The City of Sonoma will be unable to expend \$295,000 by the June 30, 2021 deadline. This item will be brought back in three weeks if other organizations are unable to expend funds to ensure everything is spent by the deadline. Saint Vincent De Paul and Community Support Network are able to expend funds. The state is continuing to work with us. All funds must be spent by June 30<sup>th</sup>, 2021.

### Board Comments:

Lisa Fatu: I didn't see an email about requesting funds. Is something going to be sent out? Can we go back to the other applications and give priority to the organizations that did not receive all of the funding?

Chris Coursey: Applicants need to be notified of fund availability. Staff needs to reach out and find out the capacity for spending the money, we could divide it up and distribute equally.

Jennielynn Holmes: Recommends reaching out to those who have applied and assess their spending plan, reconvene the committee and bring back on May 26 with recommendations to the board including backups so that funds can ensure to be spent.

Kelli Kuykendall: What can the funds be used for?

Ludmilla Bade: Can we send a public notice?

Don Schwartz: If we push the item out further it may limit the actual spending of the money. We should look at page 8 of the minutes and use the chart to make funding decisions today.

Kevin McDonnell: Should we start the recusal process? Is it possible to allow the sub-committee to approve the funding decision?

Ben Leroi: Is quorum needed to approve HEAP funding?

Recused:

Margaret Sluyk

Jennielynn Holmes

Lisa Fatu

Chuck Fernandez

Ben Leroi

Kelli Kuykendall

Bill Carter

Chris Coursey

Brought back to maintain quorum:

Ben Leroi

Jennielynn Holmes

Chris Coursey

Bill Carter

### Board Comment:

Don Schwartz: I have the approvals and can share now if needed.

Bill Carter: Recommends against using the funding for capital projects at this time.

Don Schwartz: Some capital projects are in active construction.

Jennielynn Holmes: Should we narrow the scope to only capital or only services?

Ben Leroi: I want all organizations to have equal opportunity.

Tina Rivera: Ad-hoc may need to review and make a decision for the board.

Recused:

Kevin McDonnell

Stephen Sotomayor

Brought Back:

Margaret Sluyk

Kelli Kuykendall

Chris Coursey: Would like legal advice on deferring decision to the Ad-hoc. Would like to schedule a special CoC meeting for the unrecused to make the final decision.

Jennielynn Holmes: Is it possible to do a contract amendment to have organizations use HEAP funds now and move other funds to next year?

Ludmilla Bade: What is the process to create a new contract? It also seems that more unspent funding is coming.

Bill Carter: In favor of deciding today to allow for as much time as possible to spend the funds.

**Public Comment:**

Gregory Fearon

Lisa Fatu

Thomas Ells

**Board Comment:**

Don Schwartz: Is there a Petaluma project? If that is being considered the Healdsburg Project needs to be considered as well.

Chris Coursey: challenge of maintaining transparency or practicality.

*Chris Coursey motioned to limit the recipient list to the organizations/projects listed on page 8 of the agenda packet, the SCCDC will follow up with each organization in the next couple of days to confirm if they are able to spend down the funds within a short period of time. Reconvene the ad hoc committee that previously met to decide funding allocations for the projects and come up with a plan for any remaining unspent HEAP funds that may come up in the future and convene a special meeting for the CoC Board to make final approval on unallocated HEAP funds within the next 10 days.*

*Don Schwartz seconds and makes a substitute for the motion, including the motion from Chris Coursey, with the addition of the City of Petaluma's application seeing they were missed during the first review due to staff error.*

Coursey withdrew the motion.

**Board Comments:**

Jennielynn Holmes: Is there a broader list we can consider?

Ludmilla Bade: do organizations on the broader list have current contracts?

Don Schwartz: Petaluma should be added in because they were not considered at the original Ad-hoc meeting.

***Don Schwartz motioned to limit the recipient list to the organizations that have already received HEAP funding on the approved chart, including Petaluma, the Ad-hoc committee will make a decision on spending today and assess that there are no additional dollars and plan for a backup spending plan, Margaret Sluyk seconded.***

Jennielynn Holmes: Requested clarification on recusal process for when board votes to approve.

*Ayes: Ben Leroi, Jennielynn Holmes, Kelli Kuykendall, Chris Coursey, Bill Carter, Margaret Sluyk, Ludmilla Bade, Don Schwartz*

*Noes: None*

*Abstain: None*

*Recusals: Kevin McDonnell, Chuck Fernandez, Stephen Sotomayor, Lisa Fatu*

*Absent: Angela Struckmann, Alena Wall*

***The motion passed.***

## **9. Committee Status Updates and Designations.**

Jennielynn Holmes presented on the Coordinated Entry committee Operator Request. There has been one response from Abode and Decipher HMIS. There is concern for the organization's capacity for covering multiple counties and it is unclear who would be the lead. The committee wishes there had been more responses and is unclear on if the county is interested. The committee recommends the board approve a Request for Proposal (RFP) process to get more information from potential providers and determine if other agencies are interested. The committee discussed questions to include on the request for proposal, including how the agency would address a potential conflict of interest.

### **Board Comments:**

Chris Coursey: Brought up the recent KPMG report and that County Health has expressed some reluctance in applying, ultimately it is the Board of Supervisors decision.

Discussion ensued about RFP process and timeline.

Don Schwartz: Potential conflict of interest with the county is still worrisome. I don't think the county staff should run it.

Lisa Fatu: Would like legal counsel opinion on the conflict of interest

Ludmilla Bade: Ready for the RFP and would like Coordinated Entry to be a smooth process. Does the providers want it to be collaborative?

### **Public Comment:**

Thomas Ells

Kathleen Finigan

***Jennielynn Holmes motioned to approve SCCDC staff to draft the initial RFP to bring to the Coordinated Entry Advisory Committee for edits, then the CEA Committee will bring the RFP to the CoC Board for final approval; Margaret Sluyk seconded.***

**Board Comments:**

Don Schwartz: RFP needs to include how provider would manage the conflict of interest.

Chris Coursey: Clarified that the motion is for the committee but the staff will write the RFP. There also needs to be an extension for Catholic Charities to continue operating beyond June 30, 2021.

**Don Schwartz motioned for an amendment to include in the RFP language of how an agency would address any conflicts of interests. Any Board members that have input can provide this to Thai Hilton and Jennielynn Holmes to bring to the CEA Committee. Jennielynn accepts the amendment.**

*Ayes: Kevin McDonnell, Ludmilla Bade, Don Schwartz, Jennielynn Holmes, Chuck Fernandez, Bill Carter, Margaret Sluyk, Lisa Fatu, Ben Leroi, Kelli Kuykendall, Chris Coursey*

*Noes: None*

*Abstain: None*

*Absent: Angela Struckmann, Alena Wall, Stephen Sotomayor*

***The motion passed.***

Karissa White provided updates on other committees. Recommendation to split the strategic planning and charter review into two committees. Then, change the Charter Review Committee to the Charter and Policy Review Committee. Recommendations were made for the Strategic Planning Committee, the Charter and Policy Review Committee, and the HMIS Data Committee.

**Board Comments:**

Ludmilla Bade: I did not receive the email about the split. Eddie applied with lived experience and she did not see him on the roster. Due to the staff error with Ludmilla's application, a final recommendation for the split committees will be brought back during the special board meeting.

**Public Comments:**

Thomas Ells

Tim Miller

Gregory Fearon

**Kevin McDonnell motioned to approve the HMIS committee and Bill Carter seconded.**

*Ayes: Ben Leroi, Jennielynn Holmes, Kelli Kuykendall, Chris Coursey, Bill Carter, Margaret Sluyk, Ludmilla Bade, Don Schwartz, Kevin McDonnell, Chuck Fernandez, Lisa Fatu*

*Noes: None*

*Abstain: None*

*Absent: Angela Struckmann, Alena Wall, Stephen Sotomayor*



## **10. Discussion of Project Homekey Applications**

Kevin McDonnell gave a presentation on Project Homekey and the role the CoC may play in this effort. Kevin would like to begin the conversation because the application is coming up. It also fits in with the KPMG report and share goal with the county. The board needs to establish a work group to engage with the county.

### **Board Comments:**

Don Schwartz: Project Roomkey opens in May, on behalf of the cities, I'd like to ask some questions. Who is the lead from the county for communicating with the cities? Is the county planning on purchasing additional facilities? What are the ongoing costs and the funding plan beyond COVID? Who sets the parameters?

Tina Rivera will get clarification on Project Homekey vs Project Roomkey

Chris Coursey: It is my understanding that the county will buy more properties if we get the money to do so. The sustainability is an issue. The county does not need to own them. There is a subgroup working right now with representatives from cities. The County Administrator is the current contact. We'd also like to have conversations about KPMG report.

Kevin McDonnell: We'd like to be prepared before the grant application's open so that we can be prepared.

### **Public Comment:**

Gerry La-Londe Berg

## **11. 100 Day Challenge for Homeless Youth**

Presentation was moved to a future meeting.

## **12. Staff Report**

Michael Gause provided an update on the Emergency Solutions Grant Program, COVID ESG-CV funding, Built for Zero, Non-Congregate Shelter Update, SB 823, and a staff update.

### **Board Comment:**

Don Schwartz: 20% spent by July 31 recommends we have this meeting soon so that we do not run into fund expiration.

## **13. Board Member Questions and Comments:**

Kelli Kuykendall: Raise Regional Impact Action Plan that was recently released which ties into regional collaboration.

## **14. Agenda Approval will be moved the May 26<sup>th</sup> when HEAP meeting occurs.**

## **15. Public Comment**

Gregory Fearon

Thomas Ells

*Meeting Adjourned at 5:35 PM*