

Housing First Solano
Vallejo-Solano County Continuum of Care
Board Meeting Minutes
September 23, 2015
11:30 a.m. to 12:30 p.m.

Board members present: Ruth Matz (Chair), John Evalle, Reginald Doss, Tranine Chisom, Nicole Halloway (alternate for Dawn La Bar), Anne Putney, Kathy (Kat) Lawton, Ron Grassi, Raymond Courtemanche (alternate for Ron Marlette)

Other attendees: Carolyn Wylie, Carrie Ellen Sager, CoC Staff, HomeBase

1. Ruth Matz called the meeting to order at 11:34 a.m.
2. There was a quorum of Board members present.
3. There were no presentations.
4. There was no public comment.
5. Staff noted that item 9.5. HMIS Policies and Procedures had been inadvertently omitted from the printed agenda, although it was on the official posted agenda.
6. Kat Lawton moved to approve the agenda. Reginald Doss seconded. The motion passed with no opposition or abstentions.
7. Anne Putney moved to approve the June Board Meeting minutes. John Evalle seconded. The motion passed with no opposition or abstentions.

8. Old Business

8.1. Staff presented a document reviewing the roles and responsibilities of the Board, as the Board had requested at the last meeting. This includes some areas where more time will be spent in the upcoming year – performance measurement and strategic planning now that the governance documents and basic capacity building have been put in place.

8.2. An in-depth discussion of meeting scheduling took place. Ruth Matz expressed concern about over-meeting given that previous meetings had already focused on NOFA-related topics even though the NOFA did not come out until Fall. Staff noted that all NOFA-focused meeting time had been very important for preparation, including developing review and ranking materials and a local competition process, all of which needed to be done prior to the competition. Staff were directed to determine whether email voting would be allowed under the Brown Act for next year.

A brief special meeting to approve the consolidated application was scheduled for November 16 preceding the already scheduled November JPA meeting. No formal December meeting will be held, although an informal gathering/celebration may be held. Because there will be no December meeting, Board member elections will be held at the October 28, 2015 meeting. The full 2016 schedule will be set in January.

9. New Business

9.1. Advocacy Opportunities and Advocacy Committee. Ruth Matz proposed formalizing an Advocacy Committee of the Board to represent the CoC when working with legislative bodies. Ron Grassi noted that each city has a workgroup and another committee might be duplicative. Ruth Matz suggested that there would be benefit to having a county-wide voice. Anne Putney noted that there is a meeting of city managers with a similar goal and suggested piggybacking on

that. Ron Grassi expressed his preference for creating a strategic plan to determine what is best for the county first and then promoting that strategic plan. The Board agreed to include advocacy efforts under the Strategic Planning Committee.

9.2. Review & Consider Private Funding Opportunities. Staff presented a list of private foundations that operate or offer funding in Solano County.

9.3. CoC Board Recruitment. Ron Grassi agreed to reach out to health care providers in the Solano Coalition for Better Health or other local Hospitals.

9.4. 2015 Collaborative Applicant and HMIS Lead Selection Process. As set out in the Governance Charter, the CoC Board needs to convene a nonconflicted committee to evaluate the HMIS Lead and Collaborative Applicant. This report will be presented to the CoC General Membership to determine whether to renew the current Collaborative Applicant and HMIS Lead or to issue an RFP. John Evalle agreed to facilitate surveys to the membership with the assistance of Ruth Matz, Tranine Chisom, and Kari Rader and he will present the material to the CoC at the October 28, 2015 meeting.

9.5. HMIS Policies & Procedures. Staff presented the HMIS Policies and Procedures revised by the HMIS User Workgroup. Kat Lawton moved to adopt the Policies and Procedures. Anne Putney seconded. The motion passed with no objections or abstentions.

10. Comments from Board Members. Ron Grassi commented that the City of Fairfield did a good job in its presentation on homelessness. Nicole Holloway noted that the City of Fairfield is partnering with Community Housing Opportunity Corporation (CHOC) on another project. Anne Putney announced that Vallejo has increased its HUD-VASH vouchers; 43 voucher-holders have units leased, 11 are looking, and 7 are in the pipeline. The Board discussed the lack of available housing in Solano County. John Evalle noted that the Lake County fires have left more than 500 people homeless.

11. Staff Report. The staff presented the timeline for ending homelessness in Solano County that follows previous strategy discussions. Nicole Holloway moved to adopt the timeline. Kat Lawton seconded the motion. The motion passed with no objections or abstentions.

12. The meeting adjourned at 1:05 p.m.