

**COMMISSION TO END HOMELESSNESS  
EXECUTIVE COMMITTEE**

**MINUTES**

**Friday, October 26, 2012 9:00 am to 11:00 am**

<p><b>Orange County Rescue Mission Village of Hope One Hope Drive Tustin, CA 92782</b></p>
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**Board Member Names and Appointment Affiliations**

<b>John M. W. Moorlach, Board of Supervisors</b>	-	<b>Chair of Executive Committee</b>
<b>Barbara Jennings, HomeAid Orange County</b>	-	<b>Vice Chair of Executive Committee</b>
<b>Larry Haynes, HomeAid Orange County</b>	-	<b>Chair of Implementing Group #1</b>
<b>Scott Larson, H&amp;CD Commission</b>	-	<b>Chair of Implementing Group #2</b>
<b>Allan Roeder, City Manager's Association</b>	-	<b>Chair of Implementing Group #3</b>
<b>Jim Palmer, H&amp;CD Commission</b>	-	<b>Chair of Implementing Group #4</b>

**CALL TO ORDER/WELCOME:** John M.W. Moorlach

**Chair Moorlach called the meeting to order at 9am.**

**ROLL CALL:** Karen Roper, Interim Executive Director

**Present:** Chair Moorlach, Barbara Jennings, Larry Haynes, Scott Larson, Allan Roeder, Jim Palmer, David Mansdoerfer

**Absent:** none

**CONSENT CALENDAR:**

**1. Approve August 24, 2012 Executive Committee Meeting Minutes**

Chair Moorlach asked for a motion to approve Executive Committee Meeting Minutes. Allan Roeder made a motion, Barbara Jennings seconded, the motion passed.

**DISCUSSION ITEMS:**

**2. Calendars 2012 and 2013**

**A. Confirm December 2012 Executive Committee Meeting**

Karen Roper confirmed the Commission to End Homelessness and the Executive Committee will have a combined meeting on December 7, 2012

Karen Roper confirmed December 7, 2012 Agenda Items:

- 2013 Calendars for Commission and Executive Committee Meetings
- Debrief and Summary of Strategic Planning Retreat
- Year-round Emergency Shelter Update
- Update on AB 1234 Training
- Implementation Group reports
- Ideas and suggestions for presentations for 2013
- Survey follow up

**B. Discuss November 16, 2012 Commission Agenda Items**

Karen Roper confirmed there would be no November 16, 2012 Meeting.

C. Review 2013 Calendars/Recommend Adoption at November Commission Meeting

November 22, 2013 Executive Committee and December 27, 2013 Commission meetings will be combined. The meeting will be held on December 7, 2013

**3. Update on Implementing Groups – Group Chairs or Designees**

A. Larry Haynes, Implementing Group #1 (Prevent Homelessness/Outreach to Homeless & At-Risk)

Next steps for the group is to discuss forming a collaborative for prevention.

All Implementation Group #1 meetings are on hiatus to focus on the 2013 Point in Time Count & Survey (PIT) but will begin meeting again in February

i. Coordinated Intake

- Members of the IG took a tour of the multiservice center in Long Beach
- Larry will be meeting with Max Gardener

B. Scott Larson, Implementing Group #2 (Improve Emergency Shelter/Transitional Housing)

i. Point in Time Count Ad Hoc Committee

Scott Larson reported on the progress made for the 2013 Point in Time Count & Survey (PIT)

- Working Group has been meeting on a regular basis
- Advisory Council Committee meeting was held. Attendees were asked key questions
  - Why they were there?
  - Who was missing?
  - What is missing?
  - How do we improve upon the process in the future?
- Scott and OC Partnership are working to coordinate all the counts
  - Ed Clarke has been conducting a count & survey for the City of Costa Mesa for the past 3-4 years
  - Jennifer Lee Anderson is conducting a count on behalf of the Anaheim Anti-Poverty Task Force
- Scott asked that the Board of Supervisors be engaged in the count
- Karen Roper added that a letter from the BOS Chair will go out to all County employees and Board offices asking for volunteers

C. Allan Roeder, Implementing Group #3 (Permanent Housing/Resources to Remain Housed)

i. Rapid Rehousing

Margie Wakeham reported:

- A panel of Property Managers spoke at the last meeting
- Families Forward developed a Tenant Guide and is reviewing with families
- Rapid Rehousing subcommittee plans to continue meeting once a month

ii. Employment and Mainstream Resources

David Mansdoerfer reported:

- The committee is developing a white paper giving an overview of homelessness that will include:
  - a housing gaps analysis
  - housing barriers
  - nexus to barriers to employment
  - best practices
  - disincentives to income mobility
  - role of government and private sector
  - a call to action leveraged with the timing of the Point in Time Count

iii. City Managers/Planning Directors

Allan reported:

- Employment and Mainstream Benefits and Rapid Rehousing are still meeting but the IG is on hold in support of the PIT
- The City Manager task force met in September.
  - Larry Haynes spoke to the group about shelter operations in context of SB2.
  - Karen Roper and Karen Williams conducted a presentation on the Point in Time Count at the meeting
  - Allan asked cities to support the PIT by assigning at least one staffer to participate in the effort

D. Jim Palmer, Implementing Group #4 (Data/Community Support/Social Policy/Systemic Change)

i. Data

Jim Palmer reported:

- Implementation Group #4 is on hiatus so participants can focus on participation in the 2013 Point in Time Count & Survey (PIT)

**4. Interim Executive Director/OC Community Services Updates – Karen Roper**

A. Retreat Debrief and Next Steps

i. Sharon Browning Meeting Summary

Karen passed out a meeting summary prepared by Sharon Browning and asked if any Committee members wanted to discuss any items

Allan Roeder commented that the retreat was helpful but was disappointed that not all Commission members attended

ii. Draft Commission to End Homelessness Staffing Plan

Per the discussion at the Commission strategic planning meeting, staff worked with OC Partnership to draft a revised org chart and assign both County and OC Partnership staff to provide support at each meeting. As requested by the Commission, an estimate of costs related to staff support to the Commission were also developed.

- A staff person has been assigned to each group
- The cost of County support through in-kind salary was quantified
- Karen met with Max Gardner to share staffing plan and discuss options for match through partnership with the private sector to
- The plan will be shared with the Commission at the next meeting
- Scott Larson asked how the additional scope is different than what is already funded by the County and what the amount of money is invested in the CoC

iii. Options for Bylaw Changes

Bylaws allow for changes

Implementing Group Membership

- Consider making a bylaw change to make it possible for a member of the community to become an officer of the commission in order to lead the Implementation Groups.
- Revise bylaws to reflect that three commissioners are not required to participate on each Implementation Group. This action will keep the Commission in compliance with its bylaws and reflect the agreed-to definition of the individual commissioner role.
- Implementation Group leadership and Community Forums should remain the same. A suggestion was made to not overemphasize the Brown Act when looking at potential structures

Chair and Vice-Chair

- Chair vs. Vice Chair (public/public or public/private)
  - Revise the Bylaws to consider making the Chair a private sector representative and the Vice Chair be the representative from the Board of Supervisors
  - Can change Vice Chair – not Chair (County only)
- Succession plan for Implementation Group leaders and Commissioners
- There are currently no term limits for Commission members
- Jim Palmer suggested elected chairs
- Allan Roeder suggested the bylaws should allow for flexibility with new chairperson

Executive Director

- Karen Roper received direction from the full Commission to continue as Executive Director and to develop a staffing plan
- Funding is essential in order to have the position (\$150,000)
- Does the position report to the Board of Supervisor or to OC Partnership? [reporting lines must be clear in order for the position to succeed.]
- The title of Executive Director complicated the hiring process through the county; the right title will be a factor in filling the position.
- The Commission would develop a fund development strategy to secure private sector support for OC Partnership to match a portion of the County's in-kind staff support achieve publicly/privately funded staff support to the Commission

iv. Ethics Training – AB1234

Commission to End Homelessness members are required to take the training but need to follow up on when/how the training is offered

Live or online course opportunities may be available. Clerk of the Board will update the Commission on requirements.

v. Next Steps for Governance Structure Surveys

The Commission concluded that additional information is needed before it can decide which structure is best going forward. The additional information needed in order to decide between the two models includes:

- A follow up survey to collect more in-depth information about the staffing, resources and funding required for successful Community Consortiums.
- Numbers and constituencies represented on the leadership council
- Who chairs the leadership council and criteria for his/her selection? How effective is this leadership model?
- Committee structure of the leadership council. Do subcommittees oversee activities such as communication, fundraising, etc.
- Leadership council strategic plan to carry out its role. Do they have one and what's in it?
- Staffing and resources required to support the council; to support plan implementation? Is there an ED? What are staff reporting relationships?
- Budget
- Funding plan
- Track record in funding and implementing the plan

The full Commission will be asked for follow up questions

Mark Refowitz and Chairman Moorlach spoke about possibilities of putting together a structure that can fall within Proposition 63 funding. The Chairman asked for an update at the next Commission meeting

B. 2012 Continuum of Care Application

i. Update on City Support Letters/Surveys

To date, 22 cities have provided letters and surveys. Follow up phone calls to the remaining cities is underway.

ii. Status of Letter of Intent for Renewal Applicants

The letter of intent was sent to all renewal applicants confirmed on the grant inventory worksheet on October 23. A letter stating their intent to submit the complete LOI package is due on November 1, the completed LOI is due on November 15, and supplemental HMIS reports are due by November 27

One project has decided not to renew. Staff has asked HUD how those funds might be eligible to allocate to another project

iii. Recommendations & discussion with Ad Hoc Committee

Estimated Funds Available:

- 2012 Annual Renewal Demand (ARD)--per HUD is \$15,506,828
- Permanent Housing Bonus amount--per HUD is \$1,124,761
- CoC Planning (per HUD) is \$193,835

iv. Recommendations from the Ad Hoc Committee include:

Advise renewal applicants that failure to meet performance or participation standards as determined locally and by HUD measurements may result in their renewal application not moving forward for inclusion in the 2013 CoC application to HUD.

The committee recommends that these dollars be used to support a Tenant Based Rental Assistance program.

Because HUD requires that only a state, unit of general local government, or public housing authority administer rental assistance programs, the recommendation is specific that the County Housing Authority administer that funding in partnership with local homeless service providers.

v. HUD expected release date for NOFA

HUD has indicated the application will be released in mid to late October; however, nothing has been released yet. The deadline to submit to HUD is typically no less than 60 days from the release of the application.

C. NSP3 Housing for Homeless

County staff is working with existing NSP contractors to locate single family foreclosed homes to acquire/rehab with NSP3 funding and make available for homeless families.

Approved by the Board of Supervisors

**5. Update from Chairman – John M. W. Moorlach**

Thanked Jim Palmer for hosting the strategic planning meeting

Asked for updates on Commission terms and potential Proposition 63 funding to be added to next meeting agenda

Thanked Sheriff Hutchens for Point in Time support

**PUBLIC COMMENTS:**

At this time, members of the public may address the Executive Committee regarding any off-agenda items within the subject matter jurisdiction of the Executive Committee provided that NO action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes per person and twenty minutes for all comments, unless different time limits are set by the Chairman subject to the approval of the Executive Committee.

6 members of the public spoke

**MEMBER COMMENTS:**

Chairman Moorlach stated that the HUD grant renewal process should not be viewed by funded agencies as entitlement funding. In addition, based upon public comments and Executive Committee discussion around the Section 8 Housing Choice Voucher Program, Chairman Moorlach directed OC Community Services staff to work with CEO Legislative Affairs to conduct research and develop a legislative proposal to be included in the Board's Legislative Platform regarding Section 8 Reform. Research should include strategies to incentivize transition from housing assistance to successful self sufficiency and thus open up more opportunities for the nearly 50,000 applicants on the 2012 Waiting List.

Barbara Jennings and Larry Haynes support refocusing funding other projects with HUD money and support best practices and base renewals on performance. OC Community Services staff stated that HUD had not released the Notice of Funding Availability to provide specific guidance on rules regarding reallocation of funding and that policies would need to be subsequently vetted with the Continuum of Care Ad Hoc Committee.

**ADJOURNED:**

Chair Moorlach adjourned the meeting at 11:02 am.

**NEXT MEETING:**

**December 7, 2012 9:00 am to 11:00 am**  
Orange County Rescue Mission, Village of Hope  
One Hope Drive, Tustin, CA 92782