

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)  
EXECUTIVE COMMITTEE MEETING MINUTES**

**Date**

June 21, 2023

**Time**

1pm-2:30 pm

**Location**

Rm 356, County of SLO Department of Social Services  
3433 S. Higuera St., San Luis Obispo, CA 93401

**Members Present**

Jack Lahey

Mark Lamore

Susan Funk

**Absent Members**

Elaine Archer

Steve Gregory

**Staff and Guests**

Christy Nichols

Erica Jaramillo

Janna Nichols

Kari Howell

Laurel Weir

Lisa Howe

Luke Dunn

Merlie Livermore

Russ Francis

Suzie Freeman

## **1. Call to Order and Introductions**

Susan Funk called the meeting to order at 1:04 pm. Kari Howell introduced herself as the new SLO County HMIS Manager. The rest of the attendees also introduced themselves.

## **2. Public Comment**

None.

## **3. Consent: Approval of Minutes**

Jack Lahey motioned the minutes to be approved. Mark Lamore seconded. Roll called. Motion passed.

## **4. Action/Information/Discussion**

### **4.1. Discussion Item: Update on Initiatives from Counties and Cities Regarding Homelessness**

#### **4.1.1. Discussion Item: Report from County Staff**

Laurel Weir provided an update on behalf of Division Director Joe Dzvonic. She reported that the County was just recently notified that one of the applications for the Encampment Resolution Funding has been approved. This project will be built just outside of the Social Services South Higuera building on the empty gravel spot. The other application submitted for the South County project was not approved, but the County is looking to secure some private or alternative funding for this project. The Paso Robles project application is pending, and County is still looking into an application for an additional project that will be in Morro Bay. Laurel also mentioned that the Homeless Services Division is looking at applying for the Youth Homelessness Demonstration Program. She also reported that the Division has three more staff positions to fill. Additionally, Laurel shared that the team has been working on putting together a scoring rubric and universal threshold data elements that will be used across the different grants. A draft version was sent to the Finance & Data Committee for review.

### **4.2. Discussion Item: Continuum of Care (CoC) Administration**

#### **4.2.1. Action Item: Vote to Approve Member Alternates**

Laurel explained that per the bylaws, appointed HSOC members are allowed to appoint alternates who can attend meetings in their place when they are not able to. There are four members who have chosen to appoint alternates.

Jack motioned to approve member alternates. Susan seconded, Russ called the roll and the motion passed.

After the vote was taken, Janna Nichols changed her alternate to Michael Azevedo. Jack motioned to replace Janna's alternate to Michael Azevedo. Mark seconded. Roll called and motion passed.

#### **4.2.2. Discussion Item: Member Recusals and Conflicts of Interest**

Laurel explained that when a grant recommendation is agendaized and groups are recommended as subrecipient agencies for a particular grant, a couple of additional guidelines have been suggested by County Purchasing. The first change is to ensure that Full HSOC members who have connections with a grant applicant must recuse themselves and leave the room while the grant is being discussed and voted on. This includes members who are approved for Just Cause reasons and attending via Zoom, who will be moved to a "waiting room", until after the vote when they will be readmitted. Also, during the public comment period, the HSOC appointed member cannot give comment on their application. There must be another member of that agency who is not a HSOC appointed member to make that presentation. Alternates cannot present either.

Per Laurel, the new guidelines will also impact sub-award applicants/contractors, if they have financial benefit to the grant being discussed. This also applies if a member is a Board member of said organization seeking grant.

The issue of not having enough members for quorum to vote was raised by Susan. Laurel said it's a possibility this could happen and so she encourages having alternates who are not working with their agency where possible. Susan commented that this could become a complicated issue. She suggested that for the next grant awarding, it should be noted in advance which organization representatives will be in attendance to avoid quorum issues for the votes.

Janna brought up the question of whether a quorum is needed for vote when members recused. Janna shared that in some situations it would make more sense for those members to not attend the meeting. Laurel will clarify with County Purchasing and present in the next meeting.

#### **4.2.3. Discussion Item: Structure of HSOC and the Role and Type of Committees**

Laurel led discussion on how HSOC could be restructured to be more efficient and effective. She reminded everybody of the key roles of HSOC as

an advisory body to the Board of Supervisors, which includes the responsibility for developing and monitoring implementation of the Five-Year Plan. Since it is very outcome focused, the Five-Year Plan will require participation from all partners to be successful. This will necessitate looking at how HSOC works with internal and external partners.

Laurel also mentioned that since HSOC is now back into in-person meetings, the importance of using the time effectively of those attending the meetings. Looking at the structure of HSOC also involves looking into its different committees and its goals and roles.

A discussion and update followed regarding the different committees will be presented at the meeting.

#### **4.2.4. Action Item: Vote to Recommend HSOC Amend its Bylaws to Designate Two New Seats for Youth with Lived Experience**

Laurel shared that County staff are looking to establish a Youth Advisory Board (YAB) wherein youth with lived experience can share their input regarding homelessness. The recommendation to be voted on is to recommend to the full HSOC to amend its bylaws to designate two representatives from the YAB.

Mark motioned to approve this recommendation. Jack seconded. Roll called. Motion passed.

### **4.3. Implementing Five-Year Plan Line of Effort 1 – Create Affordable and Appropriately Designed Housing Opportunities and Shelter Options for Underserved Populations**

#### **4.3.1. Discussion Item: Transitional Housing, Tiny Homes, and Bridge Housing**

Suzie Freeman shared an update on the County communications strategy outreach and media engagement. She mentioned that Bob Jones bike trail encampment has been identified as a community that needs a critical response. Last week, the County of San Luis Obispo was awarded \$13.4 M from the Encampment Resolution Funding to specifically address the encampments along this area. Suzie also shared that by far, this is the largest amount of one-time funding that was awarded to the County specifically for homelessness. The funding is geared towards reducing the number of people living in and around the Bob Jones bike trail, reduce the number of emergency response calls to the area, lessen environmental harm and support the services that are already existing in the area, specifically 40 Prado and the Department of Social Services. By October, there should be 34

interim housing beds up and running. In May 2024, Susie shared that there would be 46 additional beds for those individuals in need of permanent supportive housing.

Suzie also identified some service providers such as Dignity Moves, a developer and program manager for interim housing communities; Life Ark, which specializes in rapid implementation of affordable housing solutions; Good Samaritan, a long-time service provider based in Santa Barbara County and has been helping 5Cities Homeless Coalition's Cabins for Change program; and the City of San Luis Obispo for providing some outreach to the communities.

Mark asked if there is a time limit for spending the funding provided. George Solis shared that 50 percent of the fund must be spent by June 30, 2024, for development costs. Then there is an allotted time of two years, until June 30, 2026, for operational costs.

#### **4.4. Implementing Five-Year Plan Line of Effort 3 – Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight**

##### **4.4.1. Discussion Item: HMIS (Homeless Management Information System) Update**

Kari Howell presented a slide showing the members of the growing HMIS team and their responsibilities. She provided an update on what is currently being worked on such as training for user improvements. As of June 1, Coordinated Entry has been in HMIS, with ongoing data quality review. Kari also mentioned that the team will concurrently manage the current system alongside the new and improved HMIS system.

Mark asked about the progress of the potential new HMIS System vendor. Kari shared that negotiations are in process.

#### **4.5. Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources**

##### **4.5.1. Action Item: Vote to Recommend that the Full HSOC Support an Allocation up to the Amount of \$1,067,803.54 from Homeless Housing, Assistance and Prevention Program (HHAP) Round 3 Funds for Homeless Management Information System (HMIS) Improvements, Consistent with HHAP 3 Guidelines for Use of Initial Funding**

Laurel provided the explanation for this action item. Jack moved the motion to approve, Mark seconded. Roll called and motion passed.

#### **4.6. Implementing Five-Year Plan Line of Effort 5 – Strengthen Regional Collaboration**

##### **4.6.1. Discussion Item: Alignment with CSAC (California State Association of Counties) AT-HOME Plan**

Susan shared that this is still under development and that it must be built into the regional compact before further actions can be done between the county, city, and state levels.

#### **5. Future Discussion/Report Items**

- HHAP funding
- Youth Advisory Board
- HUD CoC Grant for September
- Scoring Rubrics
- Point In Time count- logistics in-house
- Update from CAPSLO - moving 84 beds out towards a 90-day program but will need input from the community as to what is the effective way to prioritize folks to be in this program
- Discussion regarding a need for quorum when members recused

#### **6. Next Regular Meeting:** August 16, 2023

#### **7. Adjournment**

Susan adjourned the meeting at 3:18pm.