

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

Date

December 13, 2023

Time

1pm-3pm

Location

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

Members Present

Jack Lahey
Mark Lamore
Steve Gregory
Susan Funk

Staff and Guests

Abby Burgess
Christy Nichols
Dawn Ortiz-Legg
Erica Jaramillo
George Solis
Janna Nichols
Kari Howell
Kate Bourne
Laurel Weir
Lauryn Searles
Marie Bolin
Merlie Livermore
Michael Azevedo
Michelle Shoresman
Morgan Torell
Nathan Lenski
Sarah Hayter

1. Call to Order and Introductions

Susan Funk called the meeting to order at 3:03 pm. Nathan Lenski and Marie Bolin introduced themselves.

2. Public Comment

Steve Gregory shared that the City of Paso Robles has approved the budget for projects as part of their strategic plan in reducing homelessness.

Dawn Ortiz- Legg welcomed Morgan Torell as the new Homeless Services Division Manager.

3. Consent: Approval of Minutes

Jack Lahey moved the minutes to be approved. Steve Gregory seconded. Motion passed unanimously.

4. Action/Information/Discussion

4.1. HSOC Administration

4.1.1. Action Item: Approve the appointment of Anna Miller as the alternate for Rick Gulino

Jack Lahey moved the motion to approve the appointment. Mark Lamore seconded. Motion passed via roll call.

4.1.2. Action Item: Recommend a slate of candidates for election as HSOC officers in 2024

Laurel Weir shared the following names of candidates recommended for election: Michelle Shoresman as Candidate for Chair, Susan Funk as Vice-Chair, Mark Lamore for Finance and Data, Jack Lahey for Services Coordinating Committee. Recommendation included the amendment to have a secondary person in case Michelle Pedigo does not agree to be part of the Housing Committee seat. Jack Lahey moved the motion to approve, Steve Gregory seconded. Roll was called and motion passed.

4.2. HSOC Governance Structure

Laurel Weir shared about current HMIS governance. Laurel started by defining what HUD means by a Continuum of Care. The Continuum of Care is composed of representatives from relevant organizations within a geographic area. This involves a community planning process that brings together a lot of different sectors to develop what COC should look like. This also requires including relevant organizations specifically defined in the regulations. The regulations require a board to act on behalf of the continuum. The board must be composed of representatives of the relevant organizations serving homeless populations, and include at least one person who has lived experience of homelessness. The CoC process created the HSOC. The HSOC acts as an advisory body to the Board of Supervisors as well as the entity that is responsible for being the CoC planning body. The structure of the HSOC is set by the by-laws. Having a CoC and a CoC planning body is required for

several state grants that come to the CoC, without which the county would have received millions of dollars less in funding. Laurel also mentioned some of the responsibilities of the CoC: operating continuum of care, public invitation process for memberships, designate manager, and operator for the HMIS system, etc. Laurel then introduced Abby Burgess from ICA (Institute for Community Alliances) which is the agency contracted by the County to help with the transition to the new HMIS system. Abby shared that they are reviewing the HMIS procedures and documents, CoC governance and by-laws, standard operating procedures for Coordinated Entry and reviewing operating procedures for the CoC. According to Abby, the purpose of all these reviews is to align and bring everything up to date with current operations with the new HMIS system. Some of the structural stuff is to bring the new HMIS system into the existing plans.

In addition, Laurel mentioned that last summer there had been some conversations within different HSOC committees regarding the HSOC governance and explore ways on how to enhance its effectiveness, efficiency, and transparency. Laurel named the current committees of the HSOC, namely Executive, Data and Finance, Homeless Coordinating and Housing. Laurel said that by-law changes are required every time there's a need to add, remove or rename an existing committee. After talking with the committees, looking at structures at other CoC bodies around the state, Laurel reported that they are proposing to change some of the committee names and functions. One of the proposals is to rename the Data & Finance Committee into Data & Performance Committee since it has not worked on finance pieces for many years. The Homeless Services Coordinating committee will continue to stay. Another proposal is making the newly created Ad hoc Coordinated Steering committee a permanent standing committee. This Coordinated Entry piece will serve as the front door into the homeless services system, focusing on processes such as how people are assessed for referrals, how the agencies coordinate with each other, among many other functions.

Laurel also reported there is a recommendation to remove the committee names from the by-laws. This will allow the HSOC to determine its committees and give the authority to the Executive Committee to create and approve specific descriptions of roles and responsibilities for a committee. This information will be published on the website for transparency so that the public will be aware of the existing HSOC committees. Laurel also shared that this would allow flexibility to let the committees establish their working groups. County Counsel is looking into whether Ad hoc working groups would be subject to the Brown Act rule, specifically about attending meetings in person versus remote attendance.

Laurel also mentioned that another proposal is to not continue with the Housing Committee. Upon consultation with the Housing Committee chair and its members, it was agreed that that it would be more effective to hear actual updates from groups directly involved in meeting housing needs. If the Housing Committee is dissolved, this would mean there will no longer be a housing seat on the HSOC. Since a lot of CoCs have dedicated seats for their own Housing Authority, Laurel

asked members if they would like to see a designated housing seat. Suggestions provided at the meeting included having a designated housing seat for HASLO (Housing Authority for San Luis Obispo) as member of the Executive Committee, and maybe another seat, Housing at- large, preferably held by someone who has direct housing services, such as the Housing Trust Fund and Habitat for Humanity, to name a few.

Laurel said the next step would be working with the County Counsel regarding the proposed changes, then having an initial discussion with the full HSOC at the January meeting. The specific recommendations will be brought to the February Executive Committee meeting.

Laurel will also reach out to Michelle Pedigo, from the Housing Authority regarding her role as the Housing representative to the Executive Committee.

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: Homeless Housing, Assistance and Prevention (HHAP) Round 5 Regionally Coordinated Homeless Action Plan

Laurel Weir shared that the funding has not been officially announced, but they suspect it to be between \$2.5 M and \$3.2 M, to be determined sometime in January. The application is due in March. Eligible activities are like the other rounds, including permanent housing. For this funding, a specific amount of funding for permanent housing needs to be determined first before remaining funds can be spent on interim housing. Laurel also mentioned that this funding would like to focus on sustaining existing investments, such as operating funds for the existing tiny homes projects. To take the grant, Laurel said that there are some responsibilities that need to be adhered to. This includes holding three public hearings and the requirement that the CoC and the Board of Supervisors approve a regionally coordinated Homelessness Action Plan. Laurel referred to an initial draft of the roles and responsibilities of the CoC (Attachment 4.3.1)

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: Update on 2024 Homeless Point in Time Count

Kari Howell provided an update and confirmed the start time of 7:30am for the January 23rd PIT Count event.

4.4. Discussion Item: Committee Reports

Mark Lamore reported the Finance & Data Committee has been working hard on clearing up the HMIS errors by reaching out to different agencies regarding data that

need to be corrected in preparation for the migration into the new Bitfocus Clarity system. He mentioned that the agencies will continue to use their existing Release of Information forms until the standard form is fine-tuned and adapted with the new system.

Jack Lahey shared how the current Services Coordinating Committee and the Ad hoc Committees will function. He mentioned that in their meetings, they discussed the importance of getting real-time feedback from case managers and having a committee that will focus on policy changes. They also talked about continuation of the street medicine discussions, public bathrooms access, and warming shelter updates. Jack mentioned that CAPSLO, ECHO and the Five Cities Homeless Coalition will get together to produce documents on how warming shelters can better operate in the county.

Supervisor Dawn Ortiz- Legg shared they continue to work through the Welcome Home Village efforts.

4.5 . Discussion Item: Updates from County Staff on County Initiatives

Laurel Weir shared that besides helping with the Welcome Home Village project efforts, the staff is continuing to work on the Oklahoma Avenue Parking drawdown. The site is now down to 29 people on the site and staff are helping place people in permanent supportive housing opportunities that are coming up. There has been a delay on some of the permanent support housing start dates, thus also delaying potential exit strategy for some of the people in the parking site. The county has been providing incentives such as gift cards and minor vehicle repairs for those individuals who leave the site earlier.

George Solis provided a funding update. He shared that the division will be releasing some Request for Funding by the end of January. HHAP 3 has about \$2.9 M left to obligate. This needs to be contracted by May 31, 2024, and expended by June 2026. HHAP 4 received an initial disbursement of \$1.7M which is fifty percent of the total award. To receive the second half of the award, seventy five percent of this initial amount needs to be obligated and expend fifty percent of it by May 31, 2025.

Second funding amount needs to be used by June 30, 2027. Prioritization is given to interim shelter, prevention and diversion and delivery of permanent housing.

George also mentioned that there is \$104,000 in the ESG (Emergency Solutions Grant) funding through the State, for emergency shelters, rapid rehousing and HMIS. There is also a separate allocation of \$342,000 for the City of Pismo Beach and \$373,000 for Home ARP (American Rescue Plan) funded projects.

Laurel additionally shared that the county requested some technical assistance from the state on how to navigate the CalAIM system. There will be a workshop for providers in January and an Invitation will be sent out for this workshop.

5. Future Discussion/Report Items

- Update on different projects

6. Next Regular Meeting: February 21, 2024

7. Adjournment

Susan Funk adjourned the meeting at 5:07pm.