



**Orange County
Continuum of Care Board Meeting
August 23, 2023**

Public Comments

Board Member Comments

Business Calendar

Consent Calendar

Consent Calendar

1. Approve CoC Board Meeting Minutes from July 26, 2023

**Policies, Procedures and Standards (PPS)
Committee Updates and Recommendations**

Sarah Jones, CoC Manager, Office of Care
Coordination and Becks Heyhoe, CoC Board
Vice Chair and PPS Committee Chair

Business Calendar – Item #1

CoC Nominating and Selection Process Review Ad Hoc

- At the February 14, 2023, meeting, the PPS Committee membership approved the creation of the CoC Nominating and Selection Process Review Ad Hoc (Ad Hoc) to review CoC Board nomination and selection process recommendations provided by the 2022 CoC Nominating Committee.
- The Ad Hoc membership met multiple times and involved CoC Board members and previous candidates that could speak into the experience of the most recent CoC Board nomination and selection process, including Christina Weckerly Ramirez, Elida Sanchez, Melanie McQueen and Jordan Hoiberg.
- The Ad Hoc expressed a desire to ensure the process of becoming a CoC Board member is accessible and equitable, keeping in mind people with lived expertise of homelessness and those who are engaging leadership in the Orange County CoC in new ways.
 - ❖ i.e. eliminating the requirement for a resume submission, as well as reducing CoC-specific jargon and including clear language

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CoC Nominating and Selection Process Review Ad Hoc

- The Ad Hoc worked with the Office of Care Coordination to draft a revised CoC Board Candidate Interest Packet which includes:
 - ❖ Additional information on the CoC Board Member responsibilities and qualifications
 - ❖ Details on the nominating and selection process
 - ❖ Targeted questions that seek to gain insight on the candidate's expertise and interest in serving.
- On July 11, 2023, a draft of the CoC Board Candidate Interest Packet was provided to the Lived Experience Advisory Committee (LEAC) for review and feedback.
- The LEAC provided positive feedback to the revised CoC Board Candidate Interest Packet, specifically noting that the questions feel more accessible and approachable, and requesting candidates share experience and interest in serving on the CoC Board is a better option than requiring a resume submission and inclusion of the CoC Vision, and questions is a great addition.

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CoC Nominating and Selection Process Review Ad Hoc

- Though the Ad Hoc primarily focused on the revision of the CoC Board Candidate Interest Packet, robust discussion was had on the entirety of the 2022 CoC Nominating Committee recommendations, which is summarized below.
 1. Align and define expectations and role clarity for CoC Board Members, the CoC Nominating Committee and the Office of Care Coordination.
 - a. **Ad Hoc Response: Expectations and roles clarified in the revised CoC Board Candidate Interest Packet. Consider developing a CoC Board Nomination and Selection process workflow and timeline to be used as an educational guide for the potential candidates, the CoC Nominating Committee and CoC General Membership.**
 2. Schedule and engage CoC Nominating Committee meetings a month in advance of the interview process to allow for the CoC Nominating Committee to learn the goals of the CoC Board in recruitment and nomination, identify missing representation, call out board member qualities/skills and system representation that is desired in new candidates, and align goals and strategy for interview process between CoC, CoC Nominating Committee and the Office of Care Coordination.
 - a. **Ad Hoc Response: Consider adding to a CoC Board agenda before nominating and selection process to understand what areas of expertise are desired for At-Large seats and align goals and strategies for the interview process. Detail can be further reflected in the CoC Board Nomination and Selection process workflow and timeline.**

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CoC Nominating and Selection Process Review Ad Hoc

3. Review current voting process and information provided to members voting to ensure that ballot includes substantive candidate information.
 - a. **Ad Hoc Response: Revised CoC Board Candidate Interest Packet includes additional information on the voting process and questions hope to illicit more detailed candidate information.**
4. Consider creating a short video that describes the role of the CoC, clarifies the role of the CoC Board, sets forth the individual expectations of those serving, and shares the vision and mission of the CoC Board to be disseminated with the initial call for applicants.
 - a. **Ad Hoc Response: Determine who would take lead on carrying out this task. Consider reaching out to film school students and create a video series that includes testimonies from former CoC Board Members to demonstrate expectations.**
5. Review the need for further revisions to the CoC Governance Charter as it pertains to the role of the CoC Nominating Committee and the application and nomination process.
 - a. **Ad Hoc Response: This recommendation would best be navigated by the CoC Board leadership comprising of CoC Board Chair, CoC Board Vice Chair, and the CoC Board Secretary and CoC Board.**

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CoC Nominating and Selection Process Review Ad Hoc

- The Ad Hoc also discussed additional items for further consideration during the 2023 CoC Board Nominating and Selection Process.
- These items are detailed in Business Calendar Agenda Item 1 Attachment C and are summarized below.
 1. Adding specific interview questions for candidates.
 2. Developing a more robust CoC Board member orientation process for new CoC Board members.
 3. Connecting new CoC Board members to existing CoC Board members to offer mentorship and further orientation to the CoC Board.
- At the August 15, 2023, meeting, the PPS Committee approved the drafted CoC Board Candidate Interest Packet for the 2023 CoC Board Nomination and Selection as recommended by Ad Hoc.
- The CoC Board Candidate Interest Packet will be shared with the 2023 CoC Nominating Committee membership, once appointed, to help guide the 2023 CoC Board Nomination and Selection process.

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Orange County HMIS Policies and Procedures

County of Orange

- Shelter Bed Access
- Usage of HMIS and Coordinated Entry System (CES)
- “Set-aside” shelter beds

Continuum of Care

- HMIS Access Policies

Business Calendar – Item #1

Orange County HMIS Policies and Procedures

- The CoC Board established the HMIS Access and Participation Requirements which includes policy development and approval.
- The HMIS Access and Participation Policy as approved by the CoC Board included the following:
 - ❖ The HMIS Access and Participation Requirement Policy was discussed during the PPS Committee on March 2021, April 2021, and May 2021.
 - ❖ The feedback and comment period for the HMIS Access and Participation Requirement Policy took place from April 13, 2021, to April 27, 2021.
 - ❖ At the May 11, 2021, meeting, the PPS Committee voted to approve the HMIS Access and Participation Requirement Policy.
 - ❖ At the May 26, 2021, meeting, the CoC Board approved the HMIS Access and Minimum Participation Requirements Policy.
- The CoC-Board approved policy states:
 - ❖ “Organizations receiving funding that requires HMIS participation will be given data entry access, but this does not necessarily include data sharing with other agencies. Law enforcement agencies and legal service providers receiving funding that requires HMIS participation will be given data entry access only.” (HMIS Policies and Procedures, Section V.b.b.i.)

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Orange County HMIS Policies and Procedures

- At the March 22, 2023, meeting, the CoC Board received public comments regarding the HMIS Policies and Procedures and an interest from law enforcement in coordinating to best serve people experiencing homelessness.
- Feedback was shared specifically related to accessing the Individual Shelter Bed Reservation System, operated by the Coordinated Entry System, which currently functions within the HMIS to refer individuals to County shelters: Homekey, Bridges at Kraemer Place, Yale Navigation Center.
- To support a discussion on HMIS Policies and Procedures and to better improve coordination between law enforcement and the Orange County CoC, the Office of Care Coordination in partnership with the CoC Board hosted a meeting on Friday, May 12, 2023, to address law enforcement concerns and feedback previously shared.
- From this meeting, a commitment was made to raise law enforcement concerns regarding access to the Individual Shelter Bed Reservation System, to the PPS Committee for discussion.

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Orange County HMIS Policies and Procedures

- Additionally, the County established 10 set aside beds designated for law enforcement at Yale Navigation Center to support continued access to shelter beds and 20 set aside beds designated for law enforcement were previously established at Bridges at Kramer Place.
- Law enforcement concerns were also shared with the LEAC on May 2, 2023, for discussion and feedback as it relates to the current HMIS Policies and Procedures.
- Many of the LEAC shared concerns of law enforcement having access to the Individual Shelter Bed Reservation System as that would in turn allow full HMIS access beyond the current data entry access. The LEAC did note the importance of exploring additional strategies for supporting law enforcement and outreach workers with having the ability to refer into shelter and prioritize getting people off the streets.

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Orange County HMIS Policies and Procedures

- At the August 15, 2023, meeting, the PPS Committee membership engaged in discussion on Agency Access as detailed in the HMIS Policies and Procedures, as it relates to law enforcement.
- During public comment, PPS Committee members received feedback and concerns related to the Agency Access policy from law enforcement in attendance.
- Due to time constraints, a commitment was made to continue the discussion and agenda for the September 12, 2023, PPS Committee meeting, as well as a future Coordinated Entry System (CES) Steering Committee meeting for further discussion.

**HMIS Minimum Participation Requirements
for Public Housing Authorities**

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HMIS Minimum Participation Requirements for Public Housing Authorities

- At the June 13, 2023, PPS Committee meeting, the Office of Care Coordination provided an overview of the desire to alleviate the data entry burden on Public Housing Authorities (PHAs) and review HMIS minimum participation requirements.
- Over the last few months, the Office of Care Coordination and HMIS Lead have met with the PHAs to discuss and address concerns regarding HMIS minimum participation requirements.
- The following PHAs in Orange County would be impacted by the proposed revisions:
 - ❖ Anaheim Housing Authority
 - ❖ Garden Grove Housing Authority
 - ❖ Orange County Housing Authority
 - ❖ Santa Ana Housing Authority

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HMIS Minimum Participation Requirements for Public Housing Authorities

- The Office of Care Coordination reviewed section “VI. Participating Agency Requirements” of Orange County HMIS Policies and Procedures and is proposing the following changes:
 - ❖ PHAs will not be required to comply with the minimum participation requirement, to have “activity in HMIS in the past 30 days”.
 - ❖ PHAs will not be required to complete Annual Assessments for clients in HMIS.
- With the revised policy and process changes, the outlined HMIS minimum participation requirements for PHAs that would support their continued engagement in the Orange County CoC and Coordinated Entry System processes and reduce the duplicative data entry burden.

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HMIS Minimum Participation Requirements for Public Housing Authorities

- At the August 15, 2023, meeting of the PPS Committee, the recommended HMIS minimum participation requirements for PHAs were approved by the PPS Committee membership for recommendation to the CoC Board.
- The revised section “VI. Participating Agency Requirements” of the Orange County HMIS Policies and Procedures detailing the recommended change is being presented to the CoC Board for approval.
- Please reference **Attachment A** for a redlined version and **Attachment B** for a clean version of the policy.
- Approval of the HMIS minimum participation requirements for PHAs by the CoC Board will support PHAs continued engagement in the Orange County CoC and Coordinated Entry System processes and reduce the duplicative data entry.

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Recommended Action

- c. Approve the HMIS minimum participation requirements for Public Housing Authorities, as recommended by the PPS Committee.

**Appointment Procedure and Desired
Qualifications for HMIS Access
Working Group Members**

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HMIS Access Working Group Member Appointment Procedure

- The HMIS Access Working Group, facilitated by the HMIS Lead Agency and the Office of Care Coordination, meets monthly or as needed to review HMIS Access Applications and discuss agencies not meeting the HMIS minimum participation requirements
- Current members of the HMIS Access Working Group include Nishtha Mohendra (Families Forward), Analisa Andrus (Friendship Shelter) and Linda Ly (City of Anaheim).
- In February 2023, discussion began around how to best standardize the recruitment and appointment of new members to the HMIS Access Working Group due to a vacancy in membership.
- At the June 13, 2023, meeting of the PPS Committee, the Office of Care Coordination presented the HMIS Access Working Group Appointment Procedure as an agenda item to request recommendations from the PPS Committee to support the establishment of an appointment procedure following a vacancy and eligibility criteria for the HMIS Access Working Group membership

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HMIS Access Working Group Member Appointment Procedure

- Utilizing the feedback received from the PPS Committee, a drafted appointment procedure and qualifications was shared with the current HMIS Access Working Group for discussion and feedback.
- The HMIS Access Working Group provided feedback on the composition of membership and asked that the membership be increased from two to three members to three to four members, which would reconcile the procedure to align with the HMIS Access Working Group recommendation to increase the number of members.
- Further, the HMIS Access Working Group had feedback on the vacancy procedure and recommended that membership be opened for interest from the CoC General Membership, as well as through invite and recruitment.
- The HMIS Access Working Group Appointment Procedure and Desired Qualifications (**Attachment C**) is being presented to the CoC Board for review and approval.

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Recommended Action

- d. Approve the appointment procedure and desired qualifications for HMIS Access Working Group members, as recommended by the PPS Committee.

**FY2023 CoC Program Notice of Funding
Opportunity (NOFO)**

Sarah Jones, CoC Manager,
Office of Care Coordination

Business Calendar – Item #2

FY 2023 CoC Program NOFO

Applications for Renewal Funding

- FY 2023 CoC Renewal Project Applications were submitted to the Collaborative Applicant on August 16, 2023.
- The CoC NOFO Ad Hoc has convened in order to begin reviewing and scoring renewal applications based on the approved FY2023 CoC NOFO Renewal Scoring and Rating Criteria.

CoC Bonus, Domestic Violence (DV) Bonus, and Reallocation Projects Request for Proposals

- FY 2023 CoC Bonus, DV Bonus and Reallocation Projects proposals are due to the Collaborative Applicant on August 24, 2023.
- Non-conflicted review panels will review proposals submitted in order to recommend project(s) for inclusion in the Orange County CoC Project Priority Listing.

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Request for Proposals for CoC Bonus, DV Bonus, and Reallocation Projects

- On August 4, 2023, the County of Orange on behalf of the Orange County CoC made available the FY 2023 Request for Proposals for CoC Bonus, DV Bonus and Reallocation Projects on the [FY 2023 CoC NOFO webpage](#).
 - ❖ **Bid Title:** FY 2023 RFP for Domestic Violence Bonus, Continuum of Care Bonus and Reallocation Projects
 - ❖ **Bid Starts:** August 4, 2023, at 4:50 p.m. (PDT)
 - ❖ **Bid Ends:** August 24, 2023, at 12:00 p.m. (PDT)
 - [RFP Detailed Description: FY 2023 Request for Proposals for Domestic Violence Bonus, Continuum of Care Bonus and Reallocation Projects \(PDF\)](#)
 - [RFP Application: FY 2023 Request for Proposals for Domestic Violence Bonus, Continuum of Care Bonus and Reallocation Projects \(PDF\)](#)

Business Calendar – Item #2

Revised FY 2023 Grant Inventory Worksheets Posted

- The U.S. Department of Housing and Urban Development’s (HUD) Office of Special Needs Assistance Programs (SNAPS) posted the FY 2023 Grant Inventory Worksheets (GIWs) for CoC Collaborative Applicant and project applicant review on June 13, 2023.
 - ❖ CoCs, recipients, project applicants, and stakeholders had an opportunity to review the initial GIWs posted on the CoC Program Competitions page and CoC Collaborative Applicants submitted GIW Change Forms to local HUD Field Offices if corrections to the posted GIWs were required.
 - ❖ HUD’s SNAPS Office completed its review of GIW change requests to ensure all known eligible renewal projects are included and it accurately captures HUD approved budget changes evidenced by fully executed grant agreement amendments.
- The FY 2023 GIWs were revised as a result of this review and have been posted and can be reviewed on the [HUD website](#).

Business Calendar – Item #2

FY 2023 CoC Program NOFO Timeline and Next Steps

DATE	ACTIVITY
August 1, 2023	Release of the FY2023 CoC Renewal Projects Application
August 4, 2023	Release of FY2022 RFP for CoC Bonus, DV Bonus and Reallocation Projects
August 16, 2023	CoC Renewal Project Applications due at 12:00 p.m. PDT
August 24, 2023	CoC Bonus, DV Bonus and Reallocation Project Applications due at 12:00 p.m. PDT
August 29, 2023	Project Applications are required to be submitted to the CoC no later than 30 days before the application deadline.
September 11, 2023	CoC Board Special Meeting to approve final CoC Project Priority Listing and selection of projects for CoC Bonus, DV Bonus and Reallocation Funding
September 13, 2023	Agencies notified in writing of inclusion of project acceptance, rejection, reduction and/or ranking by the Orange County CoC (Per HUD 15 days before deadline).
September 26, 2023	Consolidated Application posted on website for community review (Per HUD 2 days before application submission)
September 28, 2023	CoC NOFO Submission Deadline per HUD guidelines

Business Calendar – Item #2

FY2023 CoC Renewal Project Scoring and Rating Criteria Updates

- The FY2023 CoC NOFO Renewal Scoring and Rating Criteria was revised to reflect minor revisions.
- The revisions include:
 - ❖ The Attachment numbers were revised to reflect and match Attachments included in the Agency Administrative Review.
 - ❖ Naming convention revised for approved FY 2023 CoC Program NOFO Project Performance Measures.
 - ❖ Attachment was included for the Housing First and/or Low Barrier Implementation scoring criteria, to align with the CoC Renewal Project Application.
 - ❖ The Exhibit numbers were revised to reflect Exhibits included in the CoC Renewal Project Application.
- CoC-funded agencies were made aware of the minor revisions to the FY2023 CoC NOFO Renewal Scoring and Rating Criteria and a [revised copy](#) was uploaded to the [FY2023 CoC NOFO webpage](#).

Commission to End Homelessness Update

Maricela Rios-Faust and Robert Morse,
CoC Board Representatives on the
Commission to End Homelessness

Orange County Homelessness Updates

Zulima Lundy, Director of Operations,
and Sarah Jones, CoC Manager,
Office of Care Coordination

System of Care Update

Zulima Lundy, Director of Operations,
Office of Care Coordination

California Statewide Study of People Experiencing Homelessness

- The California Statewide Study of People Experiencing Homelessness (CASPEH), conducted by The University of California, San Francisco Benioff Homelessness and Housing Initiative (BHHI), is the largest representative study of homelessness in the United States since the mid-1990s. The full report can be viewed on the [BHHI webpage](#).
- The study, released on June 20, 2023, provides a comprehensive look at the causes and consequences of homelessness in California and recommends policy changes to shape programs in response.
- Additionally, Dr. Tiana Moore, Policy Director of Benioff Homelessness and Housing Initiative, presented on the CASPEH at the August 16, 2023, meeting of the Commission to End Homelessness.
 - ❖ A recording of the meeting and presentation can be viewed on the [Commission to End Homelessness webpage](#).

Business Calendar – Item #4

Commission to End Homelessness Recruitment

- The Commission to End Homelessness is seeking applications from Orange County residents to fill the following seats:
 - ❖ Affordable Housing Development Industry Representative
 - ❖ At Large Member
 - ❖ Chief of Policy in an Orange County City
 - ❖ Faith-Based Community Representative
 - ❖ City Manager or Elected Official who served or serves in the North Service Planning Area.

To apply for the Commission to End Homelessness, please submit an application and resume to the Office of Care Coordination by 5 pm on Thursday, August 31, 2023. Additional information can be found at: <https://ceo.ocgov.com/care-coordination/commission-end-homelessness>

Continuum of Care Update
Sarah Jones, CoC Manager,
Office of Care Coordination

Business Calendar – Item #4

FY 2024 HMIS Data Standards Updates

- HUD has released updates to the [Fiscal Year \(FY\) 2024 Homeless Management Information System \(HMIS\) Data Standards](#), which includes the updates to the Coordinated Entry System data collection requirements announced on [July 10, 2023](#).
- The FY 2024 HMIS Data Standards provide the requirements for the programming and use of all HMIS and comparable database systems and goes into effect **October 1, 2023**.
- HMIS software must be able to collect all the data elements defined within these HMIS Data Standards, support the system logic, including dependencies identified in the document, and ensure that the data collection and the visibility of data elements is appropriate to the project type and funding source for any given project by **October 1, 2023**.
- These changes may cause some vendors to take longer to have test versions available for customers but it is expected that most will have a sandbox available for user testing on September 1, 2023.

Business Calendar – Item #4

"VAWA 2022" CoC and ESG Webinar Series

- HUD is sponsoring a webinar series about the Violence Against Women Act Reauthorization Act of 2022 ("VAWA 2022") to increase the capacity and knowledge of Emergency Solutions Grants (ESG) and CoC housing and homeless services providers about housing protections for survivors of domestic violence, dating violence, sexual assault, and stalking in homeless services systems.
- This series features technical assistance providers, policy experts, and community leaders to showcase both requirements and best practices around VAWA implementation.
- CoC/ESG leadership, Victim Service Providers, Youth Action Board members, and direct service staff/program management staff who work directly with project participants.
- Participants do not need to register in advance. More information can be found on the [HUD Exchange website](#).

Webinar Title	Description	Date and Time
Community Conversations: VAWA in Practice	This session will feature a panel of VAWA experts and community leaders discussing all aspects of VAWA implementation for CoCs and CoC/ESG recipients. Meeting Link: To Be Determined	August 31, 2023 1:00 - 2:30 PM EDT

Business Calendar – Item #4

Training Opportunity: National Standards for the Physical Inspection of Real Estate (NSPIRE)

The Office of Care Coordination will be hosting a training on the National Standards for the Physical Inspection of Real Estate (NSPIRE).

This training will provide an overview of the NSPIRE and important guidance for CoC and ESG grant recipients that have housing obligations. Please find details on the upcoming training below:

- **Date:** Thursday, September 14, 2023
- **Time:** 1:00 p.m. – 2:00 p.m.

This virtual training requires registration. Please register to attend by Wednesday, September 13, 2023.

- Registration Link: <https://zoom.us/meeting/register/tJMsduCqrT8jGNJfsFq-7-KZJzeOcC65YKrq>

Business Calendar – Item #4

Emergency Housing Vouchers (EHV) Update

The Office of Care Coordination is working with contracted service providers to lease-up the remaining EHV's as soon as possible to maximize housing stabilization services.

	Allocation	Vouchers Searching	Leased
Anaheim Housing Authority	278	16	260
Garden Grove Housing Authority	117	5	110
Orange County Housing Authority	557	62	470
Santa Ana Housing Authority	89	9	88
TOTAL	1,041	92	928

Data updated 8-11-23

Next Meeting: Special Meeting on
Wednesday, September 11, 2023,
from 9:30 a.m. – 11:00 a.m.

