

**ORANGE COUNTY CONTINUUM OF CARE
POLICIES, PROCEDURES and STANDARDS COMMITTEE**

Tuesday, June 13, 2023
3:30 p.m. – 5:00 p.m.



Committee Chair: Becks Heyhoe, Orange County United Way

Committee Members:

Judson Brown, City of Santa Ana
Christina Weckerly Ramirez, OC Health Care Agency
Dr. Shauntina Sorrells, Orangewood Foundation
Eric Richardson, Volunteers of America
Nishtha Mohendra, Families Forward
Robert "Santa Bob" Morse, Individual

MINUTES

Welcome and Introductions – Becks Heyhoe, Chair

- a. Chair Becks Heyhoe called the meeting to order at 3:31 p.m.
- b. Roll Call
 - i. Present: Chair Becks Heyhoe, Judson Brown, Christina Weckerly Ramirez, Dr. Shauntina Sorrells, Nishtha Mohendra, and Robert "Santa Bob" Morse
 - ii. Absent Excused: Eric Richardson

Public Comments – Members of the public may address the Policies, Procedures and Standards (PPS) Committee on items listed within this agenda or matters not appearing on the agenda so long as the subject matter is within the jurisdiction of the PPS Committee. Members of the public may address the PPS Committee with public comments on agenda items after the PPS Committee member discussion. Comments will be limited to three minutes. If there are more than five public speakers, this time will be reduced to two minutes. In order to address the PPS Committee, members of the public are to enter their name and agenda item number in the chat box to be placed in a queue. PPS Committee staff will call your name in the order listed in the chat box.

CONSENT CALENDAR

1. Approve the PPS Committee Meeting Minutes from February 14, 2023.

Judson Brown motioned to approve the item on the Consent Calendar. Weckerly Ramirez seconded the motion. Chair Becks Heyhoe, Judson Brown, and Christina Weckerly Ramirez voted yes. Dr. Shauntina Sorrells, Nishtha Mohendra, and Robert "Santa Bob" Morse abstained. Motion did not carry.

BUSINESS CALENDAR

1. Data Homeless Management Information System Minimum Participation Requirements for Public Housing Authorities – Sarah Jones, Continuum of Care (CoC) Manager, Office of Care Coordination and Elizabeth Duong, 2-1-1 Orange County

The Orange County Homeless Management Information System (HMIS) Policies and Procedures outlines minimum standards of participation in the Orange County HMIS to ensure data quality and support general best practice. Due to the different structure and requirements that Public Housing Authorities (PHAs) have for funding, there is an established requirement for PHA's to report to the U.S. Department of Housing and Urban Development (HUD), the Office of Care Coordination is considering revisions to the HMIS minimum participation requirements for PHAs.

PPS Committee Member Comments:

- Judson Brown shared that as the PHA representative seat on the CoC Board, he applauds the work that is being done. Judson Brown clarified details on the reporting elements and shared that the revisions will ensure that the PHAs and the CoC are streamlining efforts to better serve people experiencing homelessness.
- Nishtha Mohendra asked if there is an alternative to obtain the annual assessments.
- Christina Weckerly Ramirez noted that the reporting items are required by HUD which reflect the homeless service system. Christina Weckerly Ramirez inquired on the plan for reporting and also asked how the change of HMIS minimum participation requirements for PHAs impact outcome measures.

Public Comment:

- Elizabeth Andrade noted that PHAs are seemingly meeting the 30-day activity and annual assessment standard, and asked if that can be an automatic inclusion for systems wide reporting.

2. HMIS Access Working Group Member Appointment Procedure – Sarah Jones, CoC Manager, Office of Care Coordination

On June 23, 2021, the Orange County CoC Board approved the recommendation to appoint membership to a HMIS Access Working Group to support the implementation of the updated HMIS Access and Minimum Participation Policy. In February 2023, the Office of Care Coordination was notified that a HMIS Access Working Group member had transitioned to a different role and agency, creating a vacancy in the HMIS Access Working Group. This led to discussion on how to best standardize the recruitment and appointment process to HMIS Access Working Group members as the HMIS Policies and Procedures do not specify the member appointment procedure.

PPS Committee Member Comments:

- Nishtha Mohendra shared her experience as part of the HMIS Access Working Group and stated that HMIS Access Working Group nominees should have a well-rounded idea of the bigger purpose of HMIS in the homeless service system and should think about how a HMIS Access Application benefits the homeless service system. Nishtha Mohendra noted that the membership for other groups can be open ended intentionally to be flexible during member recruitment.
- Christina Weckerly Ramirez suggested that a standardized procedure be created for the appointment of working group or ad hoc memberships. Christina Weckerly Ramirez also noted some strategies for outreach such as promoting on the CoC distribution list, keeping an interest list, and ensuring representation from target populations.

3. CoC Nominating and Selection Process Review Ad Hoc Update – Christina Weckerly Ramirez, CoC Nominating and Selection Process Review Ad Hoc member and Sarah Jones, CoC Manager, Office of Care Coordination

At the February 14, 2023, meeting, the PPS Committee membership approved the creation of the CoC Nominating and Selection Process Review Ad Hoc to review CoC Board nomination and selection process and make recommendations to improve the process. Currently, the CoC Nominating and Selection Process Review Ad Hoc is drafting proposed revisions to the CoC Board Candidate Interest Form and a workflow to clarify the roles for CoC Board Members, the CoC Nominating Committee, and the Office of Care Coordination as the CoC Collaborative Applicant within the timeline of the CoC nominating and selection process as detailed in the CoC Governance Charter.

4. Continuum of Care Updates – Sarah Jones, CoC Manager, Office of Care Coordination

Sarah Jones provided the following CoC Updates:

- The upcoming Fiscal Year (FY) 2023 CoC Program Notice of Funding Opportunity (NOFO) is anticipated to be released by the HUD in early Summer 2023. The Office of Care Coordination, as the Collaborative Applicant, is planning to release the Agency Administrative Review portion of the CoC Renewal Application to CoC-Funded agencies in June. This will allow the application process to take place in parts prior to the FY2023 CoC Program NOFO release, with the hope of allowing CoC-Funded Agencies more time to complete each part of the application.
- In April 2023, the Administration on Child, Youth, and Families' Family - Youth Services Bureau (FYSB) released NOFOs to support youth and young adults who are experiencing homelessness or housing instability. The NOFOS include FY 2023 Basic Center Program (BCP) NOFO, FY 2023 Street Outreach Program (SOP) NOFO, and FY 2023 Runaway Homeless Youth (RHY) Training, Technical Assistance and Capacity Building Center NOFO.
- On May 15, 2023, HUD's Office of Policy Development and Research announced a new funding opportunity for institutions of higher education or nonprofit entities that train and support institutions of higher education to conduct research applying community-engaged research methods to address homelessness. The research funded under this NOFO will contribute to general knowledge on the topic of homelessness, as well as the programs and interventions.

PPS Committee Member Comments:

- Judson Brown expressed gratitude for the update and noted that the timeline and updates for the CoC Program NOFO are helpful. Judson Brown shared that in previous years prior to the pandemic, he would emphasize on the Unspent Funds metric on the CoC Program NOFO Scoring Criteria and expressed that they may highlight that metric again during at the next CoC Board Meeting.

Public Comment:

- Maura Mikulec introduced themselves and emphasized the issue of people getting automatically dropped from Coordinated Entry System (CES) after 90 days of inactivity. Maura Mikulec shared their experience in the field and stated that they hope this committee can spearhead and look into this choice of the CES policy.

5. Adjournment to: July 11, 2023, 3:30 p.m. – 5:00 p.m.