



**Policies, Procedures and Standards
Committee Meeting
September 12, 2023**

Welcome and Introductions

Becks Heyhoe

Policies, Procedures and Standards (PPS)

Committee Chair

Public Comments

Consent Calendar

Consent Calendar – Item #1

Recommended Action

1. Approve the PPS Committee Meeting Minutes from August 15, 2023.

Business Calendar

**Orange County Homeless Management
Information System (HMIS)**

Policies and Procedures

Sarah Jones, Continuum of Care (CoC)
Manager, Office of Care Coordination

Business Calendar – Item #1

Orange County HMIS Policies and Procedures - Background

- The Orange County HMIS Policies and Procedures includes an Agency Access policy that was approved by the Continuum of Care (CoC) Board at the May 26, 2021, meeting.
- Section V.b.b.i. of the HMIS Policies and Procedures 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.*

Business Calendar – Item #1

Orange County HMIS Policies and Procedures - Background

- The implementation of the Shelter Bed Reservation System has led to discussions around law enforcement's ability to access HMIS and Orange County HMIS Policies and Procedures.
- The County of Orange's Office of Care Coordination, as the Coordinated Entry System (CES) lead operates the Bed Reservation System which utilizes CES within HMIS, and the Orange County CoC Board, as the entity that approves the HMIS Policies and Procedures, has received feedback and concerns from law enforcement related to accessing shelter beds for individuals.

Business Calendar – Item #1

Orange County HMIS Policies and Procedures - Background

- **March 2023**
 - ❖ CoC Board meeting, public comments from law enforcement members about the HMIS policies and procedures with regards to accessing the shelter bed reservation system for three (3) of the County-operated emergency shelters.
- **May 2023**
 - ❖ The Office of Care Coordination in partnership with the CoC Board hosted a meeting to address law enforcement concerns and feedback previously shared.
 - ❖ During the meeting, a commitment was made to raise law enforcement concerns regarding access to the Bed Reservation System, to the PPS Committee for discussion.
 - ❖ The County established 10 set aside beds designated for law enforcement at the Yale Navigation Center and 20 set aside beds were already designated at Bridges at Kramer Place (30 total).

Business Calendar – Item #1

Orange County HMIS Policies and Procedures - Background

- **May 2023 (continued)**
 - ❖ Law enforcement concerns were also shared with the Lived Experience Advisory Committee (LEAC).
 - ❖ Many of the members of the LEAC shared concerns of law enforcement having access to the 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.

Business Calendar – Item #1

Orange County HMIS Policies and Procedures - Background

- **August 2023**

- ❖ 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, the PPS Committee 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 provide an update to the CoC Board.

Business Calendar – Item #1

Orange County HMIS Policies and Procedures - Background

County of Orange

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

Continuum of Care

- HMIS Access Policies

- At the August 23, 2023, CoC Board meeting, the Office of Care Coordination provided a breakdown of items within the County of Orange purview vs. Orange County CoC purview, as it relates to the discussion on the Shelter Bed Reservation system and HMIS Access.
- The CoC Board membership had robust dialogue around the topic of HMIS access, aligning on the desire to have the PPS Committee discuss support of or desired changes within the current Agency Access policy detailed HMIS Policies and Procedures.

Recommended Action

- b. Recommend affirmation of the current Agency Access policy, as detailed in the HMIS Policies and Procedures.

**2023 CoC Board Nomination and
Selection Process Update**

Becks Heyhoe, Chair and Felicia
Boehringer, CoC Administrator, Office of
Care Coordination

Business Calendar – Item #2

CoC Board Nomination and Election Timeline

- An annual nomination and election process is facilitated for the CoC Board to fill vacancies for members whose terms expire at the end of the calendar year.
- The current timeline outlined in the CoC Board Governance Charter is as follows:
 - ❖ **September** – CoC Board Chair appoints Nominating Committee
 - ❖ **October** – Nominating Committee convenes and outreaches to potential candidates. The Nominating Committee will interview eligible candidates who meet criteria.
 - ❖ **November** – Candidates who moved forward based on their interview are presented to the CoC General Membership for voting/election.
 - ❖ **December** – The CoC Board ratifies slate of elected candidates by the CoC General membership.
 - ❖ **January** – CoC Board seating takes place. Outgoing CoC Board and Board staff will provide “training” for incoming Board.

Business Calendar – Item #2

2023 CoC Nominating Committee

- The Office of Care Coordination and CoC Board leadership are receiving technical assistance support from coaches that are part of the California Interagency Council on Homelessness Racial Equity Action Lab (CA REAL).
- A goal established for the 2023 CoC Board nominating and election process is to conduct outreach and recruitment to bring more diverse, representative people to the table to review and update the nomination process, term limits, and makeup of the CoC Board, as detailed in the CoC Board Governance Charter.
- This group, which is currently referred to as the CoC Nominating Committee, would be responsible for reviewing and updating the noted sections of the CoC Board Governance Charter, as well as facilitating the 2023 CoC Board nomination and election process.

Business Calendar – Item #2

2023 CoC Nominating Committee

- As the CoC Board has approved the establishment of the 2023 CoC Nominating Committee, the PPS Committee membership is being asked to support with outreach to potential members.
 - ❖ **Specific ask:** Identify potential candidates for the CoC Nominating Committee
 - Desired membership
 - ❖ **Timeline for outreach:** Members identified by September 22, 2023
 - ❖ **Time commitment:** September through December 2023
 - Week of September 25, 2023: 2 – 3 hours for onboarding to CoC Nominating Committee
 - October 2 – October 13, 2023: 1.5 – 2 hours per week
 - October – November, 2023: Estimated 1 – 1.5 hour meetings every other week, including facilitation of interviews for CoC Board candidates
 - December 2023: Estimated 1 – 1.5 hour meeting to confirm recommended candidates

To express interest in serving on the CoC Nominating Committee, please email the Office of Care Coordination at CareCoordination@ocgov.com with the subject line “CoC Nominating Committee” and an interest form will be provided for your completion.

Continuum of Care Updates

Sarah Jones, CoC Manager, Office of Care
Coordination

Business Calendar – Item #2

FY2023 CoC Program NOFO Competition

NOFO Release: The U.S. Department of Housing and Urban Development (HUD) released the CoC NOFO Competition on Wednesday, July 5, 2023.

Funding Available Nationwide:

- CoC Program – \$2,662,000,000
- Domestic Violence (DV) Bonus – \$52,000,000
- Youth Homelessness Demonstration Program (YHDP) – \$80,000,000
- A portion of funds will be available for CoC Renewal Projects and CoC Bonus Projects.

Funding Available to the Orange County CoC (CA-602):

- Estimated Annual Renewal Demand (ARD) – \$30,555,374
- CoC Bonus – \$2,138,876
- DV Bonus – \$2,076,061
- CoC Planning – \$1,500,000

Application Due Date: September 28, 2023, at 5:00 p.m. (EST)

Business Calendar – Item #3

FY 2023 CoC Program Notice of Funding Opportunity (NOFO)

- The timeline below details internal dates of proposal and application submittals, as well as HUD deadlines.

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 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 #3

Coordinated Entry System (CES) Policy Public Feedback Period and Listening Sessions

- The Office of Care Coordination, as the Collaborative Applicant of the Orange County CoC, has provided updates to the CES Policies and Procedures for public feedback.
- The changes made to the policies include the addition of policies and procedures directly related to participants that are fleeing domestic violence. A draft of the updated CES Policies and Procedures will be made available on September 13, 2023 for public feedback.
- The Office of Care Coordination will be hosting two public listening sessions in September. The public listening sessions will provide a chance to learn about the proposed changes to the CES Policies and provide feedback.
- Please submit any written feedback by September 22, 2023 to CoordinatedEntry@ocgov.com

Public Listening Session #1

Date: Wednesday, September 13, 2023

Time: 5:00 p.m. - 6:00 p.m.

[Click here to join the meeting](#)

Meeting ID: 237 943 248 821

Password: NKJcEb

Public Listening Session #2

Date: Monday, September 18, 2023

Time: 11:00 a.m. - 12:00 p.m.

[Click here to join the meeting](#)

Meeting ID: 237 772 435 06

Password: NC7Ggu

Business Calendar – Item #3

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 #3

Training Opportunity: LGBTQ+ Cultural Competency

The Office of Care Coordination, on behalf of the Orange County CoC will be hosting an LGBTQ+ Cultural Competency training, facilitated by the LGBTQ Center OC.

The training will provide necessary language to reaffirm the identities of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) people. Attendees will learn the complexity of sexual orientation, gender identity, gender expression, and pronoun use. This training provides tools organizations can utilize to make their work environment a safe space for staff and clients alike.

Please find details on the upcoming training below:

- **Date:** Thursday, September 21, 2023
- **Time:** 9:30 a.m. – 11:30 a.m.

This virtual training requires registration. Please register to attend by Wednesday, September 20, 2023.

- **Registration Link:** https://zoom.us/meeting/register/tJMpcOGrrz8rG9ZYY6JLCU_Fv6uXxqna92KD

Next Meeting:

October 10, 2023, 3:30 p.m. – 5:00 p.m.

