Council Chair Ben Metcalf called the meeting to order at 1:06 p.m.

In attendance/member roll call:

Council Members present:
- Ben Metcalf, Council Chair and Director, Department of Housing and Community Development (HCD);
- Russell Atterberry, Council Vice Chair and Undersecretary for the Department of Veterans Affairs;
- Alicia Sutton, Chief of the Housing, Homelessness and Civil Rights branch for the State Department of Social Services;
- Donald Cavier, Chief Deputy Director for the California Housing Finance Agency;
- Stephanie Welch, Executive Officer for the Council on Criminal Justice and Behavioral Health at the Department of Corrections and Rehabilitation;
- Mark Stivers, Executive Director for the California Tax Credit Allocation Committee (TCAC) in the Treasurer’s Office;
- Gina Buccieri-Harrington, Government Office of Emergency Services;
- Gary McCoy, Policy and Community Affairs Manager, San Francisco Recreation and Parks Department;
- Emilio Ramirez, City of Riverside Community and Economic Development;
- Amy Anderson, Executive Director at PATH Ventures.

Absent:
- Jennifer Loving, Executive Director for Destination: Home;
- Marianne Cantwell, Chief Deputy Director of Health Care Programs for the State Department of Health Care Services;
- Jody Ketcheside, Deputy Regional Director for Turning Point of Central California Incorporated;
- Gail Gilman, Chief Executive Officer for the Community Housing Partnership.

Agenda Item II - Approval of the October 10, 2017 Minutes
Council Chair made a motion to approve the minutes of the October 10, 2017 meeting; the motion moved by Councilmember Anderson and seconded by Council Member McCoy. Approved unanimously by members.

Agenda Item III - Discussion and adoption of the recommendations from the December 14, 2017 Governance Subcommittee meeting
Stephanie Welch, Governance Subcommittee Chair, summarized the key recommendations from the Governance Subcommittee and Staff Report, including:
1. Establish a Council Chair and Vice Chair
2. Council member expectations and responsibilities
3. Meeting structure
4. Standing meeting agenda/Staff report items
5. Meeting locations  
6. Reporting to the Legislature  
7. Establishing subcommittees  

**Public Comments:**  

*Mandy Taylor, Outreach and Advocacy Coordinator, CA LGBT Health and Human Services*  
Ms. Taylor introduced herself and strongly encouraged the participation of people with lived experience. She urged the Council to establish two subcommittees 1) Cultural and Linguistic Competency, and 2) Consumers who are homeless or formerly homeless. Ms. Taylor requested an LGBTQ specific seat on the Council and offered to provide recommendations for persons who identify themselves as a queer youth of color or a transgender woman of color.  

*Zak Franet, San Francisco Youth Policy Advisory Committee*  
Mr. Franet advised members to avoid exclusionary practices when electing leadership positions for the Coordinating Council. Specifically, he requested not to exclude individuals who do not represent a state agency or department from leadership positions with the Council.  

*Bill Mendelson Executive Director, Central Valley Low Income Housing*  
Mr. Mendelson urged the Council to have the Governor fill the three vacant positions on the Council.  

*Zachary Olmstead, HCD Deputy Director,* mentioned that the Governor’s Office is currently working to fill one of the vacant positions.  

*Shelly Dumont, Santa Barbara, Ex-Champ Housing*  
Ms. Dumont noted that the Council members did not include a representative from the Department of Developmental Services. She hopes that future subcommittees would include family members of underserved communities.  

1. **Establish a Council Chairperson and Vice Chair**  
Council members debated the election of the Chairperson and Vice Chair for the coming years and agreed that neither of these positions should be pre-selected from a specified schedule. The Council amended the recommendation from the January 10, 2018 Staff Report (Staff Report).  

**Council Recommendation:**  
The Council members voted to elect Ben Metcalf, HCD Director, as the Council Chairperson and Russell Atterberry, Undersecretary, Department of Veterans Affairs, as the Vice Chair for all 2018.  

Going forward, at the Council’s fourth quarterly meeting, the Council shall elect the Chairperson and the Chair-elect, Vice Chair and the Vice Chair-elect to assure continuity in the succeeding year. In the year where the Chairperson is not a state representative, the Vice-Chair shall be a state agency or state department representative appointed to the Council.  

2. **Council Member Expectations and Responsibilities**  
The Council agreed that members should demonstrate an interest in understanding and addressing issues related to ending homelessness. In addition, members are expected to
participate fully and cooperatively work together to advance the objectives of the Council. Due to the fluidity of members, the Council encourages the creation of a new member handbook that outlines the expectations and responsibilities of all members, (e.g., Form 700 reporting, travel reimbursement procedures, Roberts Rules of Order, other reporting requirements, etc.).

The Council amended the recommendation to include language that action items from the Staff Report are made available to Council members ten days in advance of the Council meeting, and that background information can be shared with the Council after this deadline. It is essential that Council members are familiar with the agenda and action items for upcoming meetings.

_Council Recommendations:_ The Council adopts the following principles:

i. The Council should address all types of communities and population groups experiencing homelessness and acknowledge the role of the homeless crisis response system (including the range of interventions from crisis shelter, transitional housing, rapid re-housing, and supportive housing) in connecting people to permanent housing. The range of responses shall be consistent with the housing first approach.

ii. Council members shall maintain a professional code of conduct, behavior, and demeanor during Council meetings and when representing the Council.

iii. Council members are expected to make every effort to attend all meetings and be present for the entire session. If a Council member cannot participate in the meeting, they are responsible for notifying the Chairperson of their impending absence.

iv. Council members shall review items on the agenda before the meeting.

All agenda action items generated by the Council and subcommittees shall be adopted by a majority vote of the members, provided a quorum is present at the meeting.

### 3. Meeting Structure

The _Statute_ requires the Council to hold quarterly meetings throughout the calendar year. The Council would like to encourage members of the public to offer comments and express their opinions on agenda items presented at all meetings. In addition, when feasible, individuals may provide public comments via telephone.

_Council Recommendations:_

i. All Council meetings are subject to the requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120), Chapter 1, Part 1, Division 3, Title 2 of the Government Code).

ii. The Council shall use Robert’s Rules of Order to conduct business and approve action items.

iii. There shall be an opportunity for public comment on agenda topic or action items. General public comment will also be on the agenda for every Council meeting. Persons attending the meeting in person who wish to address the Council on agenda or non-agenda items shall be asked (but are not required) to complete a public comment card.
and give it to the Clerk before the start of the meeting. When feasible, individuals may address the Council telephonically during the public comment period. Comments (in-person or via phone) shall be limited to three minutes per person; however, the Chairperson may decide to shorten or lengthen the public comment period at his/her discretion.

4. Standing Meeting Agenda/Staff Report Items
Council members recognized the goals and responsibilities specified in the [Statute](#), including but not limited to, collaboration with state agencies and departments before July 1, 2019 and assurance their programs incorporate the core components of Housing First. Additionally, one of the values of the Council is for agencies, departments, and stakeholders to have the ability to exchange knowledge with one another and remain current on progress occurring at state and local levels. Members agreed that the Council’s primary role should be to monitor the progress of state agencies and state departments compliance with Housing First requirements in addition to prioritization of the goals identified in the [Statute](#).

**Council Recommendations:**

i. Each Council meeting agenda should include a review of at least one state department or agency program to assist them with the adoption of Housing First standards.

   The Council shall adopt a Housing First Checklist and task one or more state agencies or departments to evaluate or assess their programs for compliance with Housing First. The selected state agency or department shall assess their program/s and provide the Council with a Staff Report of all changes needed and an action plan designed to move towards alignment or compliance with the core components of Housing First.

   The Council will rely on a small working group comprised of staff from agencies represented on the Council to review the received Staff Report, provide support if needed, and convey their findings back to the Council. The selected state agency or department shall provide the Staff Report to the working group thirty days before the next quarterly meeting. The changes that the chosen state agency or department is proposing to undertake should comply with Housing First.

ii. Time permitting, each agenda shall incorporate a presentation and discussion of at least one promising or best practice that is resulting in decreasing homelessness, and potential action items related to specific steps to adopt the best practices discussed.

iii. A brief staff report for each Council meeting shall also provide an opportunity for Council members to inform fellow members of significant updates (i.e., funding opportunities or awards to homelessness programs) and progress made over the previous quarter by their respective agency, department, organization, or constituency. These written updates would provide a record for improvement, as background information, and should be submitted to HCD staff in writing by Council members within thirty days of the next quarterly meeting for inclusion in the meeting Staff Report.

iv. The Staff Report for each Council meeting should also include any relevant data that
has emerged from the Department of Housing and Urban Development (HUD) or state agencies in the previous quarter (e.g., Point in Time Counts, updates on housing inventory, etc.), to provide background and context to the Council discussions.

5. Meeting Locations
The Council members agreed that homelessness is an issue that impacts every geographic area of California. There was enthusiastic support among the members to hold at least one Council meeting each year outside Sacramento.

Council Recommendations:
   i. At least one Council meeting per year shall take place at a location other than Sacramento.
   
   ii. At least one Council meeting per year shall take place at a location that provides services or provides housing to persons who are homeless or formerly homeless (e.g., an affordable or permanent supportive housing development, bridge housing, emergency shelter, navigation center or recuperative care provider, health/mental health provider, etc.).

6. Reporting to the Legislature
The Statute outlines the Council’s responsibility to report to the Governor, federal Cabinet members, and the Legislature on homelessness and progress towards reducing/addressing homelessness. Additionally, the Council is required to assist agencies and departments in meeting their Housing First goals by July 1, 2019. The subcommittee members expressed the need to summarize the Council’s work in a cumulative report.

Council Recommendation:
Beginning the first quarter of each calendar year, beginning 2019, the Council shall review the staff report on the activities of the Council in the preceding year, adopt that report, and send it to the Governor and the Legislature. All materials will be available on the Council’s homepage.

7. Establishing Subcommittees
The Statute permits the Council to establish subcommittees from within its membership to ensure that the Council is meeting all specified goals.

Council Recommendation:
From time to time, the Council may establish subcommittees, work groups, task forces, or identify existing entities to carry out activities or tasks as defined by the Council. Participation may include non-Council members. The established subcommittee can, when directed to do so by the Council, vote to make recommendations to be considered as future agenda items discussed by the entire Council.

Agenda Item IV - 2017 POINT-IN-TIME RESULTS

Informational Presentation
HCD staff member Catherine Kungu provided a brief presentation on the HUD 2017 point-in-time homeless count numbers for the State of California. Council member Buccieri-Harrington asked if there was county-by-county data available. Catherine Kungu clarified that there is a link
to county-by-county breakdowns. Council member Stivers declared that the high number of Californians experiencing homelessness is unacceptable and the Council has a lot of work ahead.

**Public Comments:**
No public comments received on this agenda item.

### Agenda Item V - HOUSING FIRST CHECKLIST FOR HOUSING AND HOUSING BASED SERVICES AND PROGRAMS

Sharon Rapport, Associate Director for the Corporation for Supportive Housing (CSH) and HCD technical assistance provider gave a presentation on the Housing First Checklist (Checklist). The Checklist provides state departments and agencies with an evaluation tool to assess whether state housing and housing-based services programs comply with the core components of Housing First. The Checklist matches up with the core components of Housing First as defined in the Statute. The Checklist is a helpful tool to assist state agencies and departments review programmatic guidelines and regulations and ensure compliance with SB 1380.

**Public Comments:**

*Dorinda Wiseman, California Behavioral Health Planning Council*

Ms. Wiseman expressed concern that of all state departments discussed, there was no mention of the judicial branch. She felt the core components of Housing First might pose a conflict for people on parole or probation. Council member Stephanie Welch expressed an interest in learning from the State of Utah and the State of New York about their efforts to adopt Housing First practices.

*Patti Uplinger – Housing Now*

Ms. Uplinger inquired whether permanent housing was available upon exit from time-limited housing. There is a lack of affordable housing.

1. **Adopt the Housing First Checklist for Housing-Based Programs**

Sharon Rapport, CSH and HCD technical assistance provider, presented a report on the Checklist. The Checklist provides state departments and agencies with an evaluation tool to assess whether state housing and housing-based programs comply with the core components of Housing First.

There was reservation among some members on the adoption of the Checklist as the only tool to evaluate agency housing programs for compliance. Council members collectively agreed that state agencies must make every effort to comply with the Statute. Council member Sutton would like to see a one-page document that would accompany the Checklist and assist agencies or grantees with compliance with the core components of Housing First.

**Council Recommendations:**

i. The Council adopts a Checklist to assist as a tool for all state housing or housing-based services programs for people experiencing or at risk of homelessness to meet the core components of Housing First identified in the Statute. If the Council adopts this recommendation, a Checklist shall be used to offer recommended regulatory or guideline changes that would support the implementation of the Statute throughout
ii. By the April 10, 2018 quarterly meeting, appointed members shall provide a catalogue of the state housing or housing-based services programs that fall under the Statute for state departments or agencies represented on the Council.

iii. By the July 11, 2018 quarterly meeting, the state departments or agencies represented on the Council should have completed their initial assessment of the programs identified in the previous meeting using a checklist.

2. Establish the Housing First Checklist Evaluation Schedule

Council members agreed to present their findings and their progress in adopting the core components of Housing First.

Council Recommendation:

In advance of an upcoming Council meeting, the selected state agency or department identified in the schedule below shall provide the Council with a staff report of all the recommendations or findings that would support the implementation of the requirements in the Statute. The proposed schedule includes state departments represented on the Council. However, the Council may expand the list to include other state departments such as Department of Public Health, Department of Education, or the California Department of Transportation.

<table>
<thead>
<tr>
<th>Representative Criteria</th>
<th>Quarterly Council Meeting</th>
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<tbody>
<tr>
<td>Department of Housing and Community Development</td>
<td>April 10, 2018</td>
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<tr>
<td>California Tax Credit Allocation Committee in the Treasurer’s office</td>
<td>July 11, 2018</td>
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<td>California Housing Finance Agency</td>
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<td>State Department of Health Care Services</td>
<td>October 9, 2018</td>
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<td>Department of Veterans Affairs</td>
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<td>Department of Corrections and Rehabilitation</td>
<td>Winter 2019</td>
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<td>State Department of Social Services</td>
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<td>Victim Services Program within the Division of Grants Management within the Office of Emergency Services</td>
<td>Spring 2019</td>
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3. Establish an Interagency State Working Group
The Council agreed to the establishment of a small working group comprised of staff from state departments and state agencies represented on the Council to help advance meeting discussions.

_Council Recommendation:_
The state interagency working group shall review all Staff Reports received, provide support if needed, and report any findings back to the Council.

**Agenda Item VI - Prioritization of the 2018 Council’s Tasks and Actions**

HCD staff member Monique Pierre presented the state's research and consultation with the United States Interagency Council on Homelessness and State Interagency Councils from Minnesota, New York, and Michigan. The panel of experts provided substantial input on best practices and lessons learned based on their experience establishing and supporting their respective Interagency Councils.

**Public Comments:**
_Danica Bogicevic, Homeless Coordinator, U.S. Department of Veterans Affairs_

Ms. Bogicevic encouraged the state to fully utilize HUD’s Veterans Affairs Supportive Housing (VASH) voucher resources to house homeless veterans. Many HUD VASH vouchers are going unutilized because it is challenging to find private market housing that will take vouchers. Several communities, including San Francisco and San Jose, are offering landlord incentives and risk mitigation resources to incentivize private landlords to accept HUD VASH vouchers. There is an opportunity to learn from other communities.

**1. 2018 Council Tasks and Actions**
Staff provided a report on the interviews conducted with the United States Interagency Council on Homelessness and other state interagency Council leaders to provide recommendations to this Council. These recommended tasks and actions were summarized and presented in the Staff Report. The Council members agreed to the goals and acknowledged that the recommendations were not in any particular order.

_Council Recommendation:_
The Council prioritized the following goals:

i. Authorize the newly created interagency working group to build a comprehensive list of state homeless programs.

ii. Conduct a needs analysis to provide the Council with data on need throughout the state.

iii. Streamline efforts and reduce redundancies by looking for opportunities to provide input on design or development of programs impacting homeless Californians.

iv. Provision of technical assistance to agencies by the interagency working group to adopt and incorporate the core components of Housing First.
v. Act as a policy development resource on ending homelessness in California by setting basic expectations for all California Coordinated Entry Systems and establishing goals for state interaction with these systems.

vi. Develop a scope of work and implementation plan for building a statewide data warehouse that receives data from local Homeless Management Information Systems.

vii. Explore opportunities to access HUD technical assistance for development of a data warehouse.

viii. Summarize the Council’s work and progress in a cumulative report to the Legislature.

2. Establish a Working Group to Prioritize Statutory Goals
The Council agreed to rely on the new Interagency Working Group to provide implementation plans for the priorities established above. Council member McCoy noted he would like to see non-state agencies participate in the organized working group. Council Chair Metcalf reiterated that the working group should actively seek stakeholder input when making recommendations to the Council.

Council Recommendation:
The Council shall establish a working group of staff from agencies and departments represented on the Council and shall be tasked assisting members with the implementation of the goals identified in the chart above. The working group shall engage stakeholders as they report on the prioritized goals.

Agenda Item VI - OTHER MATTERS NOT ON THE AGENDA FOR CONSIDERATION AT A FUTURE MEETING.

- Council Member McCoy would like the Council to establish a task group or a working group to meet once a month to address:
  - Issues affecting youth (transitional age youth and LGBTQ) who are homeless or formerly homeless; and
  - Behavioral health – focus on harm reduction strategies and barriers faced by people experiencing homelessness.

- Location suggestions for the next Council meeting:
  - Riverside - Council Member Ramirez
  - San Francisco – Council Member McCoy

Agenda Item VII - PUBLIC COMMENTS ON AGENDA ITEMS AND MATTERS NOT ON THE AGENDA.

- Zac Franet, San Francisco Youth Policy Advisory Committee
  Mr. Franet expressed excitement about the potential work and achievements of the Council and noted it is essential to target special needs group and not treat all the same. The Council should establish a transitional age youth and LGBTQ task group. Members of the public regularly attend or plan to attend Council meetings and “we should be cognizant of the language, it should be easily digested by the public.”
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MEETING MINUTES

- **Mandy Taylor, Outreach and Advocacy Coordinator, CA LGBT Health and Human Services**
  Ms. Taylor stated that 30 - 40 percent of homeless youth identify themselves as LGBT community members and are two and half times more likely to be diagnosed with anxiety or mental health concerns.

- **Patty Uplinger, Executive Director, Housing Now**
  Ms. Uplinger wondered if the Council could request the Department of Developmental Services identify people who are in group homes or not stably housed. She stated that recipients of housing choice vouchers are often accepted in communities where the neighborhood is not safe.

  Ms. Uplinger reported that the coordinated entry systems assessment overlooks people with intellectual developmental disabilities.

**Adjournment**
The meeting adjourned at 4:23 pm.