

Pasadena CoC Board Meeting Minutes

MINUTES

Wednesday March 2, 2022

Present: Will Watts, Legal Aid Foundation of Los Angeles; Cory Patterson, Lived Experience Advisory Panel (LEAP); Sieglinde von Deffner, Housing for Health; Jhoana Hirasuna, Shepherds Pantry; Tammy Marshlian, United Way of Greater Los Angeles; Dan Davidson, Rosebud Coffee; Jennifer O'Reilly-Jones, City of Pasadena; Diana Trejo, City of Pasadena; Daniel Cole, City of Pasadena; Nune Grigoryan, City of Pasadena

Absent: Margaret Martinez, ChapCare

Welcome & Introductions / No Approval of Prior Minutes

- **Returning Board Members:** Will Watts, Jhoana Hirasuna, Dan Davidson, Margie Martinez
- **New Board Members:** Cory Patterson, Sieglinde von Deffner, Tammy Marshlian

• COC OVERVIEW

CoC, SPA, County Overlap

- Pasadena is one of four CoCs in LA County. Three of these CoCs are cities (Pasadena, Glendale and Long Beach). The 4th CoC (Los Angeles) covers the other 85 cities in the county and is governed by LAHSA. Due to the fact that Pasadena is its own designated CoC, we receive funding from the federal government and state directly, as well as direct allocations of local Measure H dollars.
- There are 8 different service planning areas (SPAS) across the county that also interplay with the homeless services system. Pasadena is a part of SPA 3, but we also touch SPA 2 and 4. Glendale shows a lot of similarities with Pasadena, which is why we will refer to them as our sister city CoC. Thus, Pasadena is unique because we operate as a city CoC within SPA 3 and other county-wide systems.

CoC Organization Chart

- A visual graphic of the CoC's governance structure was displayed.
- The City of Pasadena acts as the fiscal and legal agency for the CoC. City staff submit the CoC application every year as well as coordinate and implement the Homeless Count. The City is also the HMIS service administrator. The City co-operates the CES with the LA and Glendale CoCs.
- The Pasadena CoC has 4 committees (Healthcare, Faith Community, Housing, Planning and Research). Staff will take items to them for feedback and the committees will act in advisory roles by making recommendations to the Board. The Healthcare committee functions to bring the homelessness and healthcare system together, as well as well as the FCC which brings congregations together with our homeless service providers. The Housing and Planning/Research committees have gone quiet during the pandemic, but will likely start up again once work resumes on the Homelessness Plan.
- Our CoC's membership includes a variety of homeless service providers, people with lived experience, stakeholders from local healthcare institutions, school districts, business improvement districts, etc. The membership at large elects the board members, participates in the Homeless Count, and informs staff of service gaps within the system.
- *Interplay between the City and the CoC:*
 - The City Council approves things that are related to the fiscal administration, i.e. funding applications or contract agreements
 - The CoC Board drives overarching strategies and priorities, Homeless Count methodology, CoC application approval, and reviews/approves policy changes.

- The Board approves funding priorities as they come, but the CoC will be in a position to be more strategic with the adoption of the homelessness plan now that staff are hiring a consultant to help finalize this.
- There isn't a set season for policy changes. Staff would like to update our existing policies and adopt new policies (if needed) now that the pandemic is dying down. In addition to bringing CoC policies up to date, our goal is to also update our governance charter and written standards and implement some sort of a structure/schedule to maintain these updates.

Funding Overview

- There are three main different types of funding sources the CoC oversees and administers:
 - *Federal* - Comes from HUD. We receive CoC grants (most stable, renew year after year and are prioritized for PSH). The city also receives ESG funding because we are considered an entitled jurisdiction, so the CoC manages it. We also received two rounds of ESG-CV funding through the CARES Act due to COVID.
 - *State* – The CoC has received a large number of one-time grants over the past few years. Currently: 2 different rounds of CESH funding and HHAP funding (applying for a 3rd round this year, will be a 4th in the upcoming year).Some of this funding is already contracted out, some we will be issuing RFPs for, and some we need the Boards insight to plan for spending
 - *Local & Regional* - Pasadena receives funding for 4 of the Homeless Initiative strategies for Measure H that we contract out to providers. There is also other Measure H funding that reaches Pasadena which is not passed through us because it supports other county-wide measures. The Housing Department also receives a small amount of city Measure I funding, which is a local tax increase adopted by Pasadena city voters a few years ago. This funding supports a street outreach worker that acts as a liaison between the HOPE Team and the homeless service sector.

When the CoC receives new funding, staff will bring it forward to the Board within the context of existing funding sources. Funding is always evolving and this will likely continue to be the case for some time, therefore spending plans may evolve and change as well.

Action Items:	Person(s) Responsible
N/A	-

2. COC BOARD ROLES AND RESPONSIBILITIES

Roles of the Board

The three main roles of the CoC Board include:

- Approving spending strategies
- Approving the CoC funding application.
 - The Board is the most involved with this funding application. This is a big process and it takes staff around 3 months to put together. The Board is involved in several different stages to approve various parts of the application.
- Approving changes to the Homeless Count methodology, if any.
 - We did not make any changes to the 2022 count methodology, but if changes are proposed, staff would bring this to the Board for final approval.

Staggered Terms

- Board member terms are 3 years and currently there are no term limits. The terms are staggered so we do not have a large turnover of folks at the same time.
- 3 additional Board seats will expire in Dec 2022, so there will be another election in Jan 2023 and after that the next election won't take place for another two years.

Chair/Co-Chair

- As outlined in the governance charter, "The Chair governs and leads the Board of Directors, providing overall guidance at Board meetings. In the absence of the Chair, the Co-chair assumes the duties of the Chair. The Co-Chair is responsible for scheduling meetings of the Pasadena Partnership Board, ensuring that the Board meets regularly or as needed, and for setting the agenda for these meetings. The Chair and Co-Chair are also responsible for reviewing any grievances towards the Pasadena Partnership or programs funded by the Pasadena Partnership".
 - This is more of a formality at the moment. Staff are largely assuming these roles (i.e. scheduling meetings, creating the agenda). However, we would need point people to review grievances if any are received. Jenni advised that in her four years in her position, we have not received any grievances that have been escalated to the Board. These roles will be revised when the governance charter is updated.
 - It was agreed that the Board would elect people to these positions at today's meeting

Action Item: Electing a Chair and Co-Chair

- Sieglinde nominated Will Watts for Chair. Will accepted the nomination.
 - Jhoana motioned that Will become the Chair for the CoC. This motion was seconded by Dan.
 - Cory, Jhoana, Tammy, Will, Dan, and Sieglinde were all in favor and none opposed.
- Tammy self-nominated/volunteered for the role of Co-Chair.
 - Will moved to elect Tammy as the co-chair. This motion was seconded by Cory
 - Sieglinde, Dan, Will, Tammy, Jhoana, Cory were all in favor and none opposed.

Action Items:	Person(s) Responsible
Staff to work with a consultant to revise the CoC governance charter and written standards by the end of the year.	Jennifer O'Reilly-Jones & Diana Trejo

3. 2022 CALENDAR YEAR WORK TIMELINE

Staff advised the Board that the following items would be brought to them for action throughout the year:

- **ESG Funding Recommendations (approving programs)** (mid-April)
 - Typically staff don't bring recommendations from the RFP selection panels to the Board for approval (except for the CoC application), but the federal guidelines note that for the ESG grant, the ESG administrator (the City) needs to coordinate with the CoC. This has been operationalized locally by having the CoC board approve the funding recommendations for this source.
- **HHAP Application/Allocations** (May/June)
 - Staff will be submitting an application to the state for a third round of HHAP funding (about \$811,000) before June 30th. Thus, we will have conversations with the Board to make decisions about what the funding should be prioritized for.
- **HHAP/Homelessness Action Plan** (May/June and late fall)
 - The goal is to have this completed and finalized by the end of December. This is a requirement as part of our HHAP-3 application submission to the State. There is also a requirement for public comment.

- **CoC Application** (summer/fall?)
 - The CoC application is about a 3 month endeavor. Staff is not sure when HUD will release the NOFO this year – it could be summer or fall. The 2021 competition awards have yet to be announced by HUD.
- **Revise Governance Charter and Written Standards** (by end of the year)
 - The City will likely hire a consultant to guide staff through this process and to give feedback about our CoC's overall governance structure. Staff want to work to improve this as much as possible.

Meeting Frequency

Staff try to schedule Board meetings at least quarterly. We will generally call a meeting when an action is needed, with the exception of when the CoC competition is underway when the Board meets a little more frequently. Zoom meetings have worked well for the Board during the pandemic and a discussion was had about how meetings should look moving forward. The Board was in agreement that a hybrid meeting model makes the most sense. Sieglinde noted that it's important to have at least a few meetings face-to-face because there is value to this. Will was in agreement and noted that he appreciated that the Board was able to do things on Zoom on short notice, but then also would support face-to-face meetings. The Board agreed that the next meeting should be scheduled in-person.

Action Items:	Person Responsible
City staff to schedule next meeting in-person.	Diana Trejo

4. HOMELESS COUNT UPDATE

- We had a successful count this year, and staff are already beginning the planning for next year's count related to technology upgrades. Planning for the count usually begins in October and lasts for 3 - 4 months.
- We had enough volunteers despite the postponement due to the omicron surge.
- Staff do not have a sense of what the numbers currently are yet. Still in the process of pulling data for the sheltered count and it typically takes a couple months to analyze all of the data together. Staff will likely present the results to the City Council in late April/early May and will also share the results with the Board.
- Training and orientation were online for volunteers this year. There was a lot of positive feedback from volunteers about the training, particularly the incorporation of people with lived experience in the sessions.

Action Items	Person(s) Responsible
N/A	N/A

Next Meeting

When End of April – Diana to send a Doodle Poll in the coming weeks. TBD

Where In person!