



Monday, July 10, 2023

Lake County Continuum of Care – SPECIAL EXECUTIVE COMMITTEE MEETING

Meeting Location

Lake County Behavioral Health Services - 6302 Thirteenth Ave Lucerne CA, 95458 – Administrative Entity

Join Zoom Meeting

<https://us06web.zoom.us/j/89097119070?pwd=WVdjc0d1aGNjNjllYTd3bjRlZnNwZz09>

Meeting ID: 890 9711 9070

Passcode: LCCoC

Phone 16699006833

Meeting Time

4:00 PM Pacific Standard Time

Welcome

1. Call to Order

Supervisor Sabatier Motions to accept Heather Frawley and Caressa Smith to use their emergency use as per the reason they provided and they are allowed to help us in our quorum and vote in today’s session.

Seconded by Ana Santana

Heather Yes, Caressa Yes, Supervisor Sabatier Yes, Ana Yes, Kim Yes,

Executive Board Position	Voting Member	Name	Role Call		Voting
			Present	Not Present	
Chair	X	Kimbralee Guerra	X		X
Vice Chair	X	Vacant		X	
Lived Experience Representative	X	Caressa Hearp	X – in Zoom Health Emergency		X
Secretary/Administrative Entity	(Non-Voting)	Melissa Kopf	X		
Administrative Entity	(Non-Voting)	Scott Abbott	X		
Point In Time Committee Chair	X	Kara-Faye Ingram	X		X
Strategic Planning Committee Chair	X	Ana Santana	X		X
HMIS/CES Committee Chair	X	Heather Frawley	X – in Zoom Health Emergency		X
Interfaith Committee Chair	X	Debra Fiedler	X		
Performance Evaluation Committee Chair	X	Holly Masterson		X	
Housing Navigation Committee Chair	X	Mary Wilson		X	
Equity Advisory Committee Chair	X	Vacant		X	
Government Official	X	Bruno Sabatier	X		X
	11 out of 13	2 Positions Vacant	9	4 including vacant positions	6

Others in attendance – In Zoom: Community, Ronni Duncan
In-person: Unknown

2. Reading of Conflict of Interest Statement read by Interim Chair Kimbralee Guerra

3. Approval of the Agenda Motioned by Supervisor Sabatier, Seconded by Ana Santana

Caressa Yes, Heather Yes, Kara-Faye Yes, Supervisor Sabatier, Ana Yes, Kimbralee Yes

4. Public Comment Heather requests for Community in the Zoom Room to identify who they are. Supervisor Sabatier states that this is a public meeting and they can remain anonymous if they want to.

5. Presentation: Final tally of scores by the Grants Selection Working Group, Scoring Rubric, and Supplemental Questions in response to applications to RFP for Ongoing Emergency Shelter in Lakeport shared by Scott Abbott. (See the last 3 pages of the minutes.)

6. Discussion on the 3 applicants, Quadruple Threats, Sunrise, and SWIM (Solano Women in Medicine) the first initial scores not reaching the minimum of 80%. An email was sent to each applicant to request additional answers to the questions on the scoring rubric. Sunrise received the highest score. Discussion on the other applicant Quadruple Threat not meeting the minimum 80% application score. Discussion on the amount the scores increased after answering the Supplemental Questions. Discussion on the limitations of reviewing the applications as a board based on the quality of the application vs the quality of services already provided. Discussion on the difficulty to evaluate because of previous experience with the application process could be giving an advantage to the application process. Discussion on the vetting process and all organizations have everything that is required. Discussion on the

variations between the scoring and a request to see all the scoring rubrics from each judge, names will be blacked out. Discussion on Quadruple Threats and the services they provide, and staff background. Discussion on if the Executive Committee can reject what the Grant Selection Working Group is recommending. Analyzation of the scoring by the Executive Committee. Discussion on the Equity analysis of the applicants. Concerns were raised about accepting the highest-scored applicant based on their past performance and current performance and the discrepancies with the scores for their applications based on what their actual performance has been. Proposed to do an extension to the BOS of the shelter on the current shelter. Discussion on the agency having experience on grant writing and that giving them an edge. Discussion on Sunrise getting new staff and how much that played into the scoring. Question on the liability of the CoC for the current agency running the shelter. Discussion on waiting until the independent audit before approving Sunrise as the agency to be awarded the grant allocation for the shelter and extending the current contract for 30 days until the Executive Committee can make its final decision.

7. Action Item: Vote to Accept or Reject Recommendation of Award by Grants Selection Working Group for the Ongoing Emergency Shelter in Lakeport – Motion by Caressa Smith to wait on voting pending audit of Sunrise Special Services Foundation for the Overnight Emergency Shelter, Supervisor Sabatier seconds.

Caressa Yes, Heather Yes, Supervisor Sabatier Yes, Kara-Faye yes, Kimbralee Yes, Ana Yes.

8. Comments and Announcements - Executive Committee to meet on Monday, July 17th to vote to extend the Overnight Emergency Shelter contract with Sunrise Special Services. This will allow for additional time to make a final decision on the applicants.

Discussion on email about Brown Act Compliance with the question as to if the RFP process is possible due to the CoC and lack of a Governance Charter or under an authorized business entity. Discussion on the RFP approval and extension of the contract by the Executive Committee Board and BOS. The Administrative Entity already reached out to Lake CoC's HUD representative and Homebase TA for supporting documentation stating we are already a registered CoC with HUD and that LCBHS is the Administrative Entity for the Lake County CoC.

A statement that there needs to be a quorum in one public location per the Brown act.

9. Adjournment

Quadruple

	Threats	Sunrise	SWIM
Judge 1	84	91	87
Judge 2	87	86	63
Judge 3	57	89.5	38
Judge 4	52	84	65
Total:	70	87.625	63.25

What is your Project's design, scope of services, and similar project history, outcomes, unit costs, and Equity in severity groups?

Have you used Evidence-Based Models? What did you use and what in the model was helpful?

What/How are you going to meet HMIS data entry time requirements? What data would you use from that system and why?

What/How are you going to manage Coordinated Entry referrals processes and how do they help you make decisions?

What changes will you make to improve past weaknesses and overcome barriers? What reports or research will assist with these changes, including specific improvement strategies and a monitoring plan? What actions will you initiate to facilitate implementation?

How will you define the project's efforts to promote culturally-inclusive services, including underserved Lake County populations?

What monthly tracking system will you use to evaluate and ensure all community segments are receiving service under this Grant?

What are your outreach action plan strategies to serve chronically homeless groups, including current minority service gaps?

Who and how is your staff bilingual or available to support major Lake County languages and cultures?

What steps are you taking to mitigate continued homelessness (recidivism)?

How did you decide the project costs in these categories: Client Services, Personnel (& outreach), Office space, Utilities, Supplies, Equipment, Mileage, etc.? How are you performing toward meeting your estimates?

How did you decide funding targets for outreach to severity of needs populations (Mentally Ill, Chronic Substance Abuse, Veterans, Unaccompanied Youth, Domestic Violence) plus minorities to focus on?

How did you identify the roles and responsibilities of project staff? How many hours / days of service will this grant's funding cover?

Who and how is your staff bilingual or available to support major Lake County languages and cultures?



Grant Name: _____

Applicant Name: _____

Grant Working Group Member Name: _____

Application Scoring Criteria	Possible points	Points	Scored Points
1. Executive Summary - Provide a picture that reflects the scope / benefits of these funds for homeless.	5		
What is your Project's overview, including all project funding sources and in-kind (volunteer hours or services or materials)?		1	
What are your Project's quantifiable goals, including your monthly review process to ensure early modification identifiers?		1	
What is your Project's design, scope of services, and similar project history, outcomes, unit costs, and Equity in <i>severity groups</i> ?		1	
How will your Project meet the grant NOFA requirements?		1	
How will your Action Plan (who, what, timetable, costs) contribute to project completion, including issues and resolutions?		1	
2. Housing First and Housing Types	15		
What did you learn from using your Evidence-Based Model? What did you use and what in the model was helpful?		1	
Which "best practice" elements will you use to track your performance, and how will these align with California's Housing First Policy?		2	
What activities will you complete that align with providing immediate emergency assistance for under-served populations?		2	
What is the rate of persons being housed at your facility with children? What/How are you doing toward permanent housing for this group?		2	
What/How are you doing to meet HMIS data entry time requirements? What data do you use from that system and why?		2	
What/How are you managing Coordinated Entry referrals processes and how do they help you make decisions?		2	
How will services you are providing assist participants' moves toward permanent housing?		2	
What changes will you make to improve past weaknesses and overcome barriers? What reports or research facilitated these changes, including specific improvement strategies and a monitoring plan, and what actions did you initiate to facilitate implementation?		2	
3. Equity - Population Served	15		
How will you define the project's efforts to promote culturally-inclusive services, including underserved Lake County populations?		3	
What are the barriers to underserved populations' participation, particularly those over-represented in the homeless population?		1	
What are your outreach action plan components that will ensure ethnic cultural communication in Lake County?		3	
What monthly tracking system will you use to evaluate and ensure all community segments are receiving service under this Grant?		2	
What are your outreach action plan strategies to serve chronically homeless groups, including current minority service gaps?		2	
What are your % target populations served, and % for each severity needs groups?		3	
Who and how is your staff bilingual or available to support major Lake County languages and cultures?		1	



Grant Name: _____

Applicant Name: _____

Group Member Name: _____

4. Performance Measures		20	
If you have had a similar project, what were the project's performance figures for: 1. homeless persons served & number of nights, 2. persons at imminent risk of being homeless, 3. number of recurring persons served, 4. number of unsheltered homeless persons intake rate, and 5. number of persons transitioning to permanent housing?		4	
What education life skill programs do you provide to support your clients to achieve on-going housing stability?		3	
What were the number of days new unsheltered people stayed? What number were placed in permanent housing?		3	
What was the number of homeless persons who returned to the streets? What steps are you taking to mitigate continued homelessness?		2	
What is your current quarterly report status of 2021/22 to LCCoC contract performance compliance?		3	
What is your past unit cost rate? What action with milestones for improvement are you taking to control cost?		2	
For your at-risk-of-becoming homeless clients, what is the average per-person household income?		3	
5. Budget and Cost Effective Services		15	
Detail the Project's funding summary time line for expenditures both capital and expenses; define other project funding sources.		2	
How did you decide the project costs in these categories: Client Services, Personnel (& outreach), Office space, Utilities, Supplies, Equipment, Mileage, etc.? How are you performing toward meeting your estimates?		3	
How did you decide funding targets for outreach to severity of needs populations (Mentally Ill, Chronic Substance Abuse, Veterans, Unaccompanied Youth, Domestic Violence) plus minorities to focus on?		2	
Does the funding plan support proposed services in a clear and measurable way? (individuals housed; days, weekly & monthly occupancy rates)		3	
If this is a service that has been provided in the past, what cost efficiency improvement changes do you plan to implement?		2	
What factors did you use to identify staffing hours anticipated for key areas of service. Include outreach - homeless, direct client service, administration and volunteer hours?		2	
How did you identify the roles and responsibilities of project staff? How many hours / days of service will this grant's funding cover?		1	
Written Score requires an 80% point minimum		Total points available 70	0
6. Interview with Scoring Panel		Interview Score also requires an 80% point minimum	Total points available 30
		Total Score	0

You are looking for a 4 Star Quality Answer- Go Team!