CoC Steering Committee
Thursday, July 9, 2020 at 3:30pm

Agenda

☐ 1. Meeting Introduction
   ☐ Call to order – Tom called to order at 3:37pm.
   ☐ Roll call – Don called to ordered – quorum approved with 11/16 members
   ☐ Meeting Overview – tom to introduce Jess & Catherine
     • Jess to provide quick overview of the CoC and Steering Committee:
       • explain where funding comes from within our CoC
       • CoC is the organizing body that does the single application for new resources
       • TWH is the name for our local CoC – our technical name is TX-700
       • Steering Committee is the governing body for TWH:
         • They select the Lead Agency – who is currently CFTH
         • Representative of the geography and composition of the CoC
     • Catherine to provide quick overview of public comments:
       • Public speakers should announce their first and last name
       • Public comment will be available for the last 10min of each steering committee meeting
       • Public should register in advance to Caybryn Southern
         • Public comment registration is not necessary but preferred
       • Speakers may have up to 3min for their public comment
       • Steering committee members are not required to respond to the public comment
       • Meeting materials are available one week in advance of the meetings
         • Public may send questions to scquestions@homelesshouston.org
       • Tom to thank Lead Agency for transparency with materials and public comment

☐ 2. Approval of June Minutes
   • Moved to approve minutes by Mark Thiele and seconded by Don Titcombe
   • Marilyn Kindell to address incorrect “next meeting date”
     • Correction of meeting date to be made by Lead Agency
     • Motion to approve June minutes with amended date correction
       • All members in favor and approved unanimously

☐ Tom to address meeting agenda
   • Packed meeting agenda with a lot of great discussion topics for the community and board
   • Tom to call on Barbie for agenda adjustment
   • Barbie to motion readjustment of agenda items as follows:
     • Begin the meeting with unfinished business, followed by new business, and then Lead Agency updates
     • Also, motion to move “CoC Steering Committee Rep Discussion” to the end of the meeting
     • Mike Thiele to second the motion, all members in favor – motion passed

Thursday, July 9, 2020
3. Lead Agency Update

CCHP Update – Tom introduces Jess and Ana for topic

Jess begins with thanking those in the City, County, and our partners for the hard work with the development and implantation of the plan

Jess provides quick updates:

- $18 million passed commissioners court on 06/30/20
- $8 million in HOME TBRA was brought to City Council
- Request for interested parties released by the City on 06/23/20
- Request for interested parties released by the County on 06/30/20
- Community Press conference announcing the initiative on 07/01/20
- Harris Center will partner to provide mental health services
- TDHCA ESG RFP begin release and scoring on 07/09/20
- New homeless outreach jobs posted by CFTH now available

Jess provides the Lead agency role in the CCHP plan: “CFTH as the CoC Lead agency (selected by the Steering Committee), serves as a catalyst for increasing and improving re-housing interventions in our community. The following are activities that lead agency will take to build capacity and effectiveness.” As the Lead Agency we:

- Build support for re-housing efforts
- Build strategic partnerships
- Braid multiple funding sources
- Evaluate and incentivize performance
- Encourage performance improvement

Jess provides next steps for the CCHP plan:

- City & County review and select service partners
- Selected service contracts will be taken for a vote
- Develop an emergency shelter diversion process
- Release a request for interest property owners
- Develop standard operating procedures for intervention types
- Build new projects in HMIS
- Train selected service provider partners
- Form operational workgroups by intervention type
- Send referrals from the CA (coordinated access) system

Ana addresses how to access housing through CA

- Access through HMIS: web-based, electronic system that manages real-time unit availability
- Coordination for Survivors:
  - DV service providers play an integral part in our community’s housing and homeless response system
  - DV providers operate a comparable and stand-alone system
CoC Steering Committee  
Thursday, July 9, 2020 at 3:30pm

- Access to Housing develops through assessment, then moves to matching the client to either a referral or onto the waitlist, in which case both systems then move into navigation/housing

- Questions or comments can be sent to CCHP@homelesshouston.org

- Tom asked Jess and Ana for public input received around the CCHP plan:

  - Ana shared that the CFTH hosted a Q&A Webinar with City and County Funders to address questions around CCHP:
    - Please visit www.homelesshouston.org/cchp to view the CCHP plan, the webinar recording of the Q&A, the presentation slides, and recorded questions addressed during this webinar.

  - Jess: The Lead Agency is developing working groups to operationalize different intervention types
    - Diversion Workgroup being develop – lead by Ana
    - RRH and Bridge to PSH workgroups to be developed in the upcoming weeks
    - CA workgroup possibly to be developed if needed

- Tom asked the public for guidance and opinion on how to improve these plans and workgroups as we move forward to end and prevent homelessness in our community

  - Please send comments to CCHP@homelesshouston.org

  - Asked that the Lead Agency bring forth these comments to the meetings

- Tom presented the RACI (responsible, accountable, consulted, and informed) draft document

  - Document shows the CCHP activities which need to be completed, the responsible party, who needs to be involved of the decision-making process, and who needs to be informed

  - Barbie asked that we get really broad and inclusive members into these workgroups to ensure the best outcomes for our community

  - Barbie also shared that it is not solely the Lead Agency who should be pushing out this information, but that of the members on the steering Committee as each member has a different role in the community

- Tom asked Steering Committee members to add/provide feedback

  - Mike Temple then shared he was very impressed with the document but only had the question of “when: these tasks will be established

  - Tom responded with the “then” is now, we are all on the ground working hard now to get these tasks implanted and moving forward

  - Daphne shared there is an “implantation timeline” being developed and will be shared with the Steering Committee and public as it’s finalized

  - Don asked for more clarification for folks who are not familiar with our CoC system or HMIS.

  - Jess replied with: Anyone who is awarded will be trained in HMIS by the Lead Agency
CoC Steering Committee
Thursday, July 9, 2020 at 3:30pm

- No further comments from Steering Committee members

- PIT Count Results – Tom to call on Ana for discussion
  - Ana shared all details of the PIT count are online on the CFTH website
  - PIT results include:
    - 3,974 people experiencing homeless counted
    - 30% chronically homeless
    - African Americans disproportionately represented
    - Has drastically reduced since the first count 2011, however has become stagnant in recent years
    - 19,716 people housed since 2012

- Equity Discussion
  - Tom to address time left in meeting – only about 6min left of the meeting but Tom would like to continue if other Steering Committee members are in favor.
    - Mark Thiele motioned to move public comment forward and then finish Lead Agency agenda items, motioned seconded by Daphne
      - All members in favor – motion passed unanimously
  - Carrie introduces Carrie to lead discussion.
    - Carrie provides background on the discussion:
      - CFTH was awarded a grant with Heartland Alliance
      - CFTH then partnered with Workforce Solutions and SOH (Star of Hope) to create system change that more effectively and equitably connect homeless and unstably housed jobseekers to employment
        - Currently within 7 communities across the county (Houston is one of these communities)
      - Our CoC needs to determine what our definition of equity is:
        - A consultant named Claire is provided by the Pathways Forward grant will be joining the Steering Committee meetings to help determine/develop what our CoC’s definition of equity is.
        - Pathways Forward workgroup will provide a draft definition to the Steering Committee to build from
          - Gathering data from our system as a whole
          - What outcomes is our CoC looking for?
        - HMIS data on race and ethnicity then provided from July 2018 – June 2019
          - Data shows those who are African American/Black disproportionately effected in our community
          - Tom asked how this data compares to that of the PIT count.
            - Ana: Those who identify as Black/African American continue to show within our system, but that data has not yet been identified.
          - Barbie share that the DV data mirrors the data provided almost exactly and would like to partner and share data
            - 70% of the DV women housed are Black w/children
In Harris County 14 DV homicides since the beginning of 2020 and 11 of those women have been African American

Don asked the community to consider how the African American community is represented on the Steering Committee

Daphne added that it is not only the lived experience on the steering committee but those agencies/organizations/partners within our CoC system

Daphne added that focusing on the equity lens when reviewing those coming onto the steering committee be imperative

All questions and comments to be shared with Carrie on the outcomes of what the CoC wants

Carrie provides next steps:
- Claire and the Equity workgroup to provide the draft definition
- Lead Agency to share ongoing equity data
- Equity to be an ongoing agenda topic

4. Unfinished Business

Follow up: 2020.Resolution 15 – Partner CA Prioritization Request
- Tom McCasland to pass the gavel to Barbie Brashear to lead discussion
  - Tom to sit in discussion as a member of the City’s appointee and not as a member of the board
- Barbie begins discussion with recap of last meeting:
  - Barbie motioned to table the discussion for a closed meeting session
  - Closed meeting held June 18th to have more in-depth discussion about resolutions in general:
    - Who brings resolutions forward?
    - What items need to be resolutions?
  - Issues that are involving system level work:
    - How does the Steering Committee support the system level work?
    - How does the Steering Committee coordinate with system level work?
- Barbie also to address how the Steering Committee will begin/address the need for transparency with funding – both CoC funds and non CoC funding
- Barbie then address Tom for comment:
  - Tom speaking as a member representing the City, and not as Chair of the Steering Committee makes the following comments:
    - “Thank you, Barbie for your summary. For clarity and transparency to this body, I want to emphasize the following points from the perspective of the City. First, the CoC overseen by the Steering Committee plays a crucial role in coordinating our region on
homelessness. By design, the responsibility for much of the coordinating work is delegated to the lead agency, the Coalition for the Homeless. We recognize that without constant communication and close coordination, the Coalition as lead agency cannot do its work. We at the City are committed to this communication and coordination, and we recognize that neither the communication nor the coordination occurred in this particular instance as it should have occurred. For clarity and transparency for all the coordinating organizations in our Continuum, I want to communicate the expectations I have set going forward on any decision impacting funding committed by the City to homelessness. Before I approve an item or make a recommendation to the Mayor or City Council, I will look for communication and consensus from the Special Assistant to the Mayor for Homelessness (Marc Eichenbaum), from the Housing Department’s staff overseeing the particular program activity (e.g. public services or multifamily development) and from the Lead Agency’s staff. Lack of initial consensus will require further communication and coordination prior to my approval or recommendation. Consensus may not always be possible, but a decision without consensus must not happen without thorough communication.

In this case, neither I nor other key parties were briefed prior to the decision being made. I want to be clear that this was my failure for not setting clear guidelines on my expectations for funding related to homelessness. I have now set those expectations for all related parties and going forward I do not anticipate this issue to arise.

I do want to be clear that the City’s commitment to communicate and coordinate does not relieve it from the responsibility or authority to make decisions that it must make. However, we recognize that we are stronger when we are coordinated and working together, and the City remains committed to continuing this important work as a partnership. This commitment is not new. The item in question was an outlier to this ongoing commitment. And we look forward to continuing the intense communication and coordination around the current COVID response.”

- Tom to ask for his comments to be moved into the minutes verbatim:
  - Motion to accept Tom’s comments into the July Steering Committee minutes moved by Daphne Lemelle and seconded by Mike Temple
    - All those in favor – motioned passed unanimously

- Barbie passes gavel back to Tom:
  - “Speaking now as chair of the Steering Committee, my commitment to this body is to ensure clarity of roles as it relates to the work we are doing. As we clarify roles, I will speak in terms of the Responsible, Accountable, Consulted and Informed parties, referred to by the acronym of RACI. We will begin this very intentional clarification in today’s meeting, knowing that it will require ongoing effort as we work together. Making sure these roles and responsibilities are clarified moving forward is a priority.”

☐ CoC Steering Committee Representative Discussion
  - At-Large Positions
    - Public call for resumes and people interested in serving on the steering committee – specifically looking for representatives who can leverage resources, mainstream funders, health care, criminal justice, youth, and young adults
    - Focus on being intentional and focusing on equity so those at the Steering Committee table represent those in our community
• Consumer Representative Positions – Tom to address Don and Barbie to lead update
  • Don provides updates:
    • Asked the Lead Agency to develop an onboarding process
    • Steering Committee to develop a process on stipend and funding for consumer representatives
    • Possibly to post applications before next Steering Committee meeting
      • Focusing on a youth with lived experience and asking for the community’s assistance
    • CFTH to share current onboarding pieces with Nominations Committee next week
  • Tom asks if the broader board wants to vote on multiple options, or if they prefer the previous works in which the Nominations Committee brings forth recommendations and votes.
    • Daphne adds the Nominations Committee is open to anyone on the Steering Committee joining the Nominations Committee – all are welcome.
      • Barbie adds desire to join Nominations Committee
      • CFTH to add her onto
    • Mike Nichols asked for clarification on bringing forth potential members for a vote – concerns about bringing forward candidates who may not be voted on.
      • Mike Temple seconds this concern and shares previous experience.
      • Tom addresses not bring forward candidates who if positions are not available.
    • Carrie adds that the process on how to bring forward new members in currently in the charter, and if there is a desire to bring new candidates forward in a different matter that the charter would have to be amended.

☐ 5. New Business – Tom to announce Concetta Scerbo to discuss all resolutions:
☐  ACTION ITEM: 2020.Resolution 16 – NOFA Scoring Tool Approval
  • Concetta shared draft scoring tool and reminded the Steering Committee they reviewed the scoring tool in depth/detail back in the May steering committee meeting
    • There was one missing piece in the scoring tool: How RRH projects would receive bonus points – which has now been corrected
    • The resolution is asking for approval if the NOFA moves forward exactly the same as last year.
      • Concetta provides the reminder that NOFA may not happen, and if NOFA does move forward and occurs that the Lead Agency will work to coordinate as best as possible if there are any major changes/differences. These changes will then be presented to the Steering Committee for reviewal and approval if necessary.
  • Don Titcombe asked if the Lead Agency received any public comments on the scoring tool.
    • No public comments received
• Motioned to approve the resolution moved by Don and seconded by Barbie.
  • All steering committee members in favor – motion passed unanimously

**ACTION ITEM:** 2020.Resolution 17 – TDHCA Annual Allocation

- TDHCA: Texas Department of Housing Community Affairs
- Steering Committee approved the CFTH to apply to be the coordinator for the TDHCA ESG grant
  - The Lead Agency ran a local application and were allocated $1,457,520 to TWH CoC
  - ESG only allows about 60% of those funds to be allocated for Emergency Shelter and Street Outreach, totaling to $874,512
  - Activity and Recommended Award for Activity chart shared with the Steering Committee members only – to be shared with the public after approval
  - 13 different applications asking for $2.5million
    - Only received $1.4million
    - Recommendation to max out the emergency shelter and street outreach component
      - Recommendation developed by the Public Funders workgroup

- Barbie asked if the way the applicants are listed on the chart is the way they are ranked.
  - Concetta responded with: Yes, they are ranked by activity and each activity has different populations and outcomes which affect the score.

- Don asked if every applicant received some of this funding.
  - Concetta responded with: No, there were 13 different applications with multiple activities in them. The ask for all 13 applications was $2.5million however the CoC was only allocated about $1.45million. So, there were some agencies who were not awarded.

- Daphne asked if there is a list of agencies who were not awarded.
  - Concetta responded with: The document with that information is in the packet we reviewed yesterday afternoon, please refer to that document.

- Daphne – from a public funders standpoint shares that they typically publish this piece of information (the activities scoring tool) to the public to allow for public comment, regardless of the outcome
  - Concetta responded with: The Lead agency will definitely take that into account moving forward, this procedure is just how this work has been shared up until this point – that way this information (scoring outcomes) is not shared publicly and then taken back for changes and/or corrections if it is not approved.

- Don asked why we felt the need to max out for emergency shelter on this application.
  - Concetta responded with: Emergency shelter can only be funded through ESG and is not allowed by CoC funding. Additionally, there are current projects which are funded by this application activity and the continuous
Don opened the conversation around HUD’s discrimination around those in the LGBTQ community and wanted to share the article for background information.

- Don wants to reconfirm the commitment to exclusivity
- Daphne asked if we could develop a written solution in the ESG written standards
- Concetta asked all members to review the ESG written standards and to propose the amended solution if our current written standards are not in support of equality
- Mike Nichols and Catherine Villarreal thanked Don for addressing the issue and shared the CFTH would reach out for public comment around the issue and bring them forth as they come forward.
- Tom proposed we will bring this as an action item moving forward if applicable
- Motion to approve resolution proposed by Barbie and seconded by Mark Thiele
  - All members in favor – motion passes unanimously

**ACTION ITEM:** 2020.Resolution 18 – Approval of TDHCA CARES Funding

- Concetta: this funding is more flexible than that of the ESG funding
  - Over 18 applications
  - Total of $5.6 million
  - Resolution is proposing to engage with new agencies as well as the 10 who were awarded
  - Motion to pass the resolution moved by Daphne and seconded by Marilyn
    - All members in favor – motion passes unanimously

**ACTION ITEM:** 2020.Resolution 19 – ESG Written Standards Addendum

- This addendum is strictly for CARES funding:
  - The HUD Regulatory Waivers are being included
  - Waiver recommendations, Homeless Prevention, and RRH recommendations developed by the Public Funders group included
  - Tom: Similar waivers are being used throughout the country by those who use HUD funding
  - Motion to pass the resolution moved by Mark and seconded by Barbie
    - All those in favor – motion passes unanimously

**ACTION ITEM:** Meeting Structure Discussion

- Tom announced Carrie Holterman to lead discussion
- Carrie to provide brief understanding of meeting topic:
  - Previous Steering Committee meetings have not been following the charter as there has not been the opportunity for members to bring forth agenda items and there have been questions around what/who constitutes a resolution and voting
  - The charter currently follows Robert’s Rules of Order
- Carrie asked if the Steering Committee would determine how they would like the meetings regulated moving forward:
  - 1. Abide by Robert’s Rules of order
2. Use Robert’s Rules of order with modifications (requiring an amendment to the charter)
3. Create/Use an alternative process (requiring an amendment to the charter and further discussion on what exactly members want)

Tom clarifies the current conflict:
- The ability to post and take action on item which have been posted and shared.
- Previously the chair has not asked for a motion and second on each meeting topic which is required

Tom asks for a motion of any kind regarding this topic
- Don motioned to develop a sub-committee in which to discuss this topic and bring forth the recommendation to the steering committee, Mark seconded this motion.
  - Barbie suggests this sub-committee meets quickly to move forward as a group and board for the CoC
  - Tom asked that a recommendation be brought forward next meeting
  - All members in favor – motion passed unanimously
  - Tom asked barbie to chair the sub-committee and Barbie approves

6. Meeting Wrap-Up

☐ Public Comment
  - Nakia Sims: Asking for clarification on the equity discussion; Is equity in respect to the steering committee members, the lead agency, or those in community? who is equity defined as in the discussion? Nakia then shares personal experience with discrimination.
    - Tom then thanks Nakia for her question and for sharing her experience, he then informs her to stay present as her feedback is valuable, however the equity discussion as it has not yet been discussed.
  - Kathy Tatum: Thanking Steering Committee Vice Chair Barbie, for taking the time and providing explanation on the works behind the scenes and for one on one time with her personally.
    - Tom and Barbie thank Kathy for her comment.

☐ Meeting Adjourn
  - Motion to skip Dashboards and adjourn meeting moved by Barbie and seconded by Don – all members in favor and motion passes unanimously

Next Meeting: Thursday, August 13, 2020 at 3:30pm – VIRTUAL
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<td>Fixed Position</td>
<td>2016 – N/A</td>
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<td>Barbie Brashear, Vice Chair</td>
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<td>At Large Position</td>
<td>Oct. 2019 – Oct. 2021</td>
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