Humboldt Housing and Homelessness Coalition (HHHC) Executive Committee Meeting
Wednesday, May 8, 2024
1:30-3:00 p.m.
In Person at the Professional Building (507 F Street, Eureka CA, 95501) and Via Zoom

In Attendance: Robert Ward (DHHS), Aaron Zell (DHHS), Kristen Raymond (City of Eureka), Saul Lopez (Nation’s Finest), Thomas Steenblock (Open Door), Cheryl Churchill (Eureka Housing Authority), Rosemary Shultz (HCTAYC), Dorothy Scott (HCTAYC), Sally Hewitt (DHHS), Leah Lamattina (HCOE), Leigh Pierre-Oetker (CCRP), Alisha Hammer (CCRP),

Agenda:
Welcome, Review Agenda, Approve Minutes
- The Executive Committee (EC) approves the minutes from the previous meeting.

HHHC General Meeting Scheduling
- Due to the holiday on July 4, the next General Meeting will be rescheduled one week prior to June 27, 2024 at the regular time from 9:00-11:00 a.m.
- The General Meeting was well attended and the presentations by Robert and Aaron were informative and helpful. This was the first meeting using the Q&A feature of Zoom and will continue to be used going forward to encourage dialogue during the meetings.
- Some possible topics for future meetings are senior resources, youth organizations, and CalWORKs.

Lived Experience on HHHC
- Following up from a previous meeting to move forward with having someone with lived experience join the committee, the EC discussed the process, timeline, and responsibilities of the member.
  - The EC would like to have a good pool of applicants and will post the Notice of Application for the People with Lived Experience (PLE) position through a general media release, DHHS media, newspapers, HHHC email list, etc. The applicant should have lived experience within the last seven years.
  - The position will be paid and the EC acknowledged that the wages could result in a loss of benefits and would need to be compensated for this loss with higher wages.
  - Ideally, someone would be in place in 2-3 months. Steps would include posting the position, a 2-week application window, time to rank and score the applications, and then interviews.
    - It would be extremely helpful to offer technical assistance to the applicants from a non-interested party.

Meeting Adjourned: 3:05 p.m. Next Executive Meeting: May 22, 2024 over Zoom.
○ Some of the responsibilities of the member include: the ability to schedule, prepare, and facilitate meetings; availability and willingness to join subcommittees; attend General Meetings and Executive Committee Meetings; and to attend the Lived Experience working group and be their voice at meetings.
○ If needed, the agency that hires them can work to ensure that they have access to pertinent resources such as space to work, a computer, internet, technical support, etc.
○ This position will be a voting member of the EC.

● A concern regarding the contract being held by one of the housing providers is that it could be difficult to be critical of services being provided if they are being paid by them. The group discussed the possibility of finding a non-interested fiscal pass-through agency to hold the contract as an option.
● The EC decided to create an ad hoc committee and bring back decisions on how to move forward at the June EC meeting
  ○ Members of the ad hoc committee are Aaron, Kristen, Sally, Saul, Robert, and Dorothy
  ○ Leigh is available to help with her connections to other NPO’s in the community who could serve as potential fiscal sponsor/pass through agency, and it will be a couple of days before determining when this committee will meet.
● The EC is missing Tribal representation and members of the committee volunteered to reach out by email and phone.

CES Cutoff Period
● When the Coordinated Entry (CE) system was launched, it was agreed that service providers would update the living situation of their clients at least every 90 days. HUD states that a length of time needs to be set, but doesn’t specify what that length is. Humboldt decided to use 90 days-if there is no contact with the client in 90 days, people are exited out of the system.
● There are currently 972 people on the Coordinated Entry (CE) list with many people listed as not having had contact with a service provider within 90 days. In reviewing the data in preparation for the migration to the new system, 70 out of 125 people were exited from the system.
● To facilitate an easier migration of data, the EC discussed giving all organizations two weeks to review their lists and if there are people who have not been in contact for six months or longer, to exit them from the system. It is easy to re enroll clients once contact has been made again. All data and projects will migrate to the new system.
  → There will be no impact to the pool of applicants who need housing assistance.
● The EC discussed possible reasons why exit information wasn’t being recorded.
  ○ The people who are doing outreach are interested in helping the people they interact with, and not as much on entering data.
These positions involve a lot of training for working with clients and turnover is high.
The different organizations do not have the same parameters for when to exit members.

- The new HMIS has the ability to automatically exit people after a certain period of time. The EC discussed this and decided to start with a higher number (6 months), and as people become more familiar with the system, they can reduce this number. It is important this process works well for the service providers and DHHS is open to input.
  - There was a question as to whether a service provider will be notified when someone is automatically exited and Robert will look into this.

**Homeless Housing Assistance and Prevention (HHAP) Round 5 Amendments**

- DHHS was notified that they need to make changes to the application by May 25, 2024. Many rural counties were asked to update their application, not just Humboldt County.
  - The questions that need to be addressed have to do with racial and gender equity and who is getting into permanent housing.
  - BIPOC populations are getting into permanent housing at a higher percentage of the PIT and the white population is getting into permanent housing at a slightly lower percentage of the PIT. In other words, Humboldt County is attaining their goal.
  - DHHS is reaching out for technical assistance to discuss this issue.
- Robert will send the EC the slide deck with the areas of the application that need to be addressed.

**Next Steps, Future Meeting Topics, Adjourn Meeting**

- HHAP-5 application.
- The EC will review the Work Plan Draft and discuss.

**Action Items:**

- Leigh will reach out to Devin about the May General Meeting SurveyMonkey responses to discuss at the next EC meeting on May 22, 2024.
- Leigh will email the Lived Experience ad hoc committee to schedule a time to meet over Zoom.
- Robert will reach out to Bitfocus to determine if it is possible to have alert service providers when someone is automatically exited.
- CCRP will reach out to Aaron and Robert about holding a special meeting to discuss how to approach the updates for HHAP application (probably with a Doodle poll).