**Special Meeting of the Los Angeles Continuum of Care (LA CoC) Board**  
**Wednesday, August 23, 2017**  
2:00 pm – 4:00 pm  
Los Angeles Homeless Services Authority – Conference Room 1 & 2 (5th Floor)  
811 Wilshire Boulevard, Los Angeles, CA 90017  
GoToMeeting Teleconference: Please dial (312) 757-3121 and enter access code 117-241-949

---

**Agenda**

I. **Welcome & Roll-Call**  
   Veronica Lewis

II. **Approval of LA Continuum of Care Board Minutes**  
   LA CoC Board  
   a. Minutes of LA CoC Board Meeting dated Wednesday, August 9, 2017

III. **2017 Continuum of Care Program Competition**  
   Ian Costello  
   a. Update on the 2017 LA CoC Renewal Performance Evaluation and Appeals Process  
   b. Review and Approve the Recommended 2017 LA CoC Priority Listing and Final Ranking Strategy  
   c. Review and Approve Staff Recommendations for the 2017 LA CoC Program New Projects Permanent Supportive Housing Awards  
   d. **Review and Approve the Emergency Solutions Grant Written Standards**  
   e. **Review and Approve the Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing**  
   f. Review and Approve HMIS Policies and Procedures  
   g. Update on Violence Against Women Act (VAWA)  
   Anna Bialik  
   Clementina Verjan  
   Josh Decell

IV. **Agenda items for next meeting**  
   Clementina Verjan

V. **Adjournment**

**Supporting Documents** *(Items 1-8)*

1. Meeting Agenda of the Los Angeles Continuum of Care (LA CoC) Board  
2. Meeting Minutes of the LA CoC Board and LA CoC Coordinating Council, Wednesday, August 9, 2017  
3. 2017 LA CoC Renewal Performance Evaluation and Appeal Process  
   a. FY2017 LA CoC NOFA Evaluations Appeal Summary  
4. 2017 Los Angeles CoC Priority Listing and Final Ranking Strategy  
   a. FY2017 LA CoC Program Application Reallocated Grants  
5. 2017 LA CoC Program New Projects Permanent Supportive Housing Awards  
6. Review and Approve the Emergency Solutions Grant Written Standards  
7. Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing  
8. HMIS Policies and Procedures
Special Meeting of the Los Angeles Continuum of Care (LA CoC) Board
Wednesday, August 23, 2017
2:00 pm – 4:00 pm
Los Angeles Homeless Services Authority – Conference Room 1&2 (5th Floor)
811 Wilshire Boulevard, Los Angeles, CA 90017

Meeting Minutes

Attendance
Los Angeles Continuum of Care (LA CoC) Board Members:
SPA Representatives:
• SPA 1 – Antelope Valley:
• SPA 2 – San Fernando Valley: Kris Freed
• SPA 3 – San Gabriel Valley: Matthew Rayburn
• SPA 4 – Metro Los Angeles: Antquan Washington
• SPA 5 – West Los Angeles: Courtney Kanagi
• SPA 6 – South Los Angeles: Veronica Lewis, Carmen Taylor Jones
• SPA 7 – East LA County: Steve Lyle
• SPA 8 – South Bay/Harbor: Ryan Macy-Hurley, Veronica Gonzalez

At-large Representatives:
• Technical Assistance: Alana Riemermann
• University: Brenda Wiewel
• Advocate: Dana Kiesel
• Funder: Emily Bradley
• School District: Melissa Schoonmaker
• Public Housing Agencies: Myk’l Williams
• Government and University: Vacant
• Advocate:
• People with Lived Experience: Suzette Shaw

LAHSA Staff:
Sarah Mahin, Chris Calandrillo, Clementina Verjan, Josh Decell, Ian Costello, Anna Bialik, Natalis Ng, Julia Vittore
I. Welcome & Roll Call

Veronica Lewis

II. Approval of LA CoC Board Minutes

LA CoC Board

a. Minutes of LA CoC Board Meeting dated Wednesday, August 9, 2017

Motion: R. Macy-Hurley motioned to amend the minutes of the LA CoC Board meeting dated Wednesday, August 9, 2017 (item 4a from original agenda) with the change that the discussion section under the “Transitional Housing for Survivors of Domestic Violence” that reads, “LAHSA staff responded that the term ‘Successful Destination’ includes temporary housing in instances of safety transfers.” S. Lytle seconded.

Action:
Motion approved unanimously.

III. 2017 Continuum of Care Program Competition

Ian Costello

a. Update on the 2017 LA CoC Renewal Performance Evaluation and Appeals Process

LAHSA staff presented on the results of the FY2017 renewal evaluation and appeals process. Recipients of reports had five (5) days to review and submit an appeal. Fifty (50) appeals were received from that process. In reviewing the appeals, thirty-eight (38) were accepted in full, ten (10) were accepted in part, and one (1) was denied and the score was upheld. In FY2017 LA CoC Notification Of Funding Availability (NOFA) Evaluations Summary Appeal, appeal number thirty-six (36) is pending review based on resubmission of amended Annual Performance Report (APR). Additionally, appeal number forty-nine (49) will be accepted, in part, due to the fact it applied for a transitional housing grant and identifies as such, but in practice it operates as Supportive Services Only (SSO).

Discussion:
The Board asked for clarification relative to the specific issues faced by the two (2) agencies that submitted the majority of the appeals. LAHSA responded that those agencies cited discrepancies between their internal records and what was captured in Homeless Management Information System (HMIS). LAHSA is communicating internally around how to best provide clear guidance in HMIS trainings to correct this. The Board recommended that LAHSA work to provide adequate Technical Assistance (TA) to providers during the appeals process. Additionally, the Board requested the Service Planning Areas (SPAs) to be specified for the projects included in FY2017 LA CoC NOFA Evaluations Appeal Summary under the “Project Name” column.

Public Comment:
A LAHSA funded provider asked what it means if they filed two appeals and were designated for Measure H reallocation. LAHSA responded that that particular project was exempt from evaluation because it surrendered its grant voluntarily to participate in reallocation. The project will continue to be funded using Measure H dollars.
b. Review and Approve the Recommended 2017 LA CoC Priority Listing and Final Ranking Strategy

LAHSA staff provided the recommendation for the LA CoC Priority Listing and Final Ranking Strategy. Staff stated that no grants were reallocated based on performance. LAHSA reached out to Rapid Re-Housing (RRH) providers and many agreed to surrender their CoC grants to support new Permanent Supportive Housing (PSH) projects, with the understanding that their projects will continued to be funded through Measure H.

Discussion:
The Board asked if the surrender timeline is the same for all agencies. LAHSA responded that the timeline will vary, however, for voluntarily surrendered grants that fund TAY or PSH programs, the process will be similar. The Board inquired as to the number of RRH providers that voluntarily surrendered CoC grants to reallocate with Measure H funds. LAHSA staff responded that out of the nine (9) agencies that receive CoC RRH grants, five (5) chose to voluntarily reallocate. The Board asked if Measure H funds are set aside to continue to reallocate CoC RRH grants going forward. LAHSA staff responded that reallocation is built in to Measure H but must be approved by the Board of Supervisors for year two (2). The Board asked if LAHSA feels that it provided enough information at the RRH meeting for providers held at LA Family Housing to allow attendees adequate time to review and respond. LAHSA staff responded that all RRH providers that attended were offered a one-on-one opportunity to talk with LAHSA staff regarding their specific contracts. In addition, LAHSA staff called each agency individually to ensure that every RRH provider was aware that this opportunity was available. The Board expressed concern that there is confusion in the community around reallocation. LAHSA appreciates this observation and would like to use this body to identify and eliminate confusion around reallocation going forward. The Board recommended the prioritization of projects through RFP that fill geographic-specific gaps in funding in the Continuum.

Motion: V. Lewis motioned to adopt the staff recommendations for priority listing and final ranking strategy, with the removal of project number CA0526 from FY2017 Los Angeles Continuum of Care Program Application Reallocated Grants and the inclusion of the staff recommendation that county dollars be prioritized when addressing regional funding gaps. S. Shaw seconded.

Action: Motion approved unanimously.
c. Review and Approve Staff Recommendations for the 2017 LA CoC Program  Anna Bialik
New Projects Permanent Supportive Housing Awards

LAHSA staff provided the recommendations for the 2017 LA CoC program new projects PSH awards. Staff emphasized that this year due to the process of reallocating CoC funds to be used for PSH projects, LAHSA is able to recommend six (6) new projects in Tier, while simultaneously making the LA CoC application more competitive through the prioritization of PSH projects. It was determined that fourteen (14) proposals scored above seventy-five (75) and are recommended for submission with the HUD 2017 CoC Program NOFA Competition Application. On Friday, August 25, 2017 LAHSA brought these recommendations to the LAHSA Commission for review and approval.

Discussion:
The Board inquired as to the total number of PSH units created for new projects. LAHSA staff responded that one-thousand one-hundred forty (1,140) PSH units were recommended for funding over seventeen million dollars ($17 million). The Board requested that the total number of PSH units created per project be included in Table D. The Board asked if any agencies have withdrawn their application following the recommendations made in regards to LA CoC policy on DedicatedPlus. LAHSA staff responded that it received one proposal from the City of Pomona for DedicatedPlus, and no withdrawals. The Board asked for clarification around what the Addendum to the funding priorities is designed to achieve. LAHSA staff responded that the addendum to the funding priorities is meant to increase the percentage of the LA CoC’s portfolio that is PSH. The Board expressed concern that the timeline is very short, and asked if LAHSA is aware of any agencies that had intended to apply, but were unable to comply with the compressed timeline. LAHSA staff responded that LAHSA is not aware of any agencies that did not apply for this reason. The Board asked what LAHSA is doing to ensure that other projects outside of renewals are funded. Staff responded that the agencies that did not apply can review LAHSA’s RFP to ensure that their narrative response are on target for next cycle. The Board asked how much new money LAHSA expects will become available in the next nine (9) months. Staff responded that it is difficult to discern at the present time.

Motion: A. Washington motioned to adopt the staff recommendations for the 2017 LA CoC Program new projects PSH awards. S. Shaw seconded. M. Williams, C. Kanagi, and S. Lyltle abstained.

Action: The motion passed with sixteen (13) votes in favor and three (3) abstentions.
d. **Review and Approve the Emergency Solutions Grant Written Standards**  

Clementina Verjan

LAHSA staff provided the recommendations for the Los Angeles CoC 2017 Emergency Solutions Grants Program Written Standards. LAHSA received feedback from the community, Emergency Solutions Grants (ESG) entitlement cities, Coordinating Council and Policy and Planning Committee to develop this policy. LAHSA did not receive any feedback from any of these entities that would require it to make substantive changes to the policy, or that would disallow LAHSA from submitting the policy for review and approval by the LA CoC Board, to be included in the LA CoC 2017 NOFA application. LAHSA recommends that LA CoC Board approves the policy as is to ensure that LAHSA’s policies are aligned with entitlement cities for the purposes of the LA CoC 2017 NOFA application. LAHSA staff will begin a review process of the policy after the NOFA application has been submitted.

**Discussion:**
The Board requested a minimum of three days to review policies going forward. The Board recommended the addition of “human trafficking” under section one (1) on page three (3) and section e on page seven (7). The Board asked if LAHSA staff have designated any aspects of the current policy for correction. Staff responded that the definition of chronically homeless needs to be updated to include DedicatedPlus. In the interest of time, the Board recommended approving the policy as is to ensure there is a policy in place for the NOFA. Additionally, the Board recommended the prioritization of vetting ESG Written Standards on the LA CoC Board calendar.

**Motion:** A. Washington motioned to approve the staff recommendations for Emergency Solutions Grants written standards. S. Lytle seconded.

**Action:** Motion approved unanimously.

e. **Review and Approve the Los Angeles Continuum of Care Written Standards on Notice of Priority for Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing**  

Clementina Verjan

LAHSA staff provided the recommendations for the LA CoC written standards on notice of priority for persons experiencing chronic homelessness and other vulnerable persons in PSH. In June LAHSA brought this policy to the quarterly meetings, Coordinating Council and Policy and Planning Committee and did not receive any feedback that would require staff to make substantive changes to the policy. LAHSA staff will begin a review process of the policy after the NOFA application has been submitted.

**Discussion:**
The Board asked how LAHSA ensured that the evaluation process is in alignment with the policy. LAHSA responded that there is an opportunity to better align evaluation methodology with policy. LAHSA is currently looking into percent dedication for the purpose of scoring. The Board asked if the order adopted in the policy is taken verbatim from the HUD notice. LAHSA staff responded that most of it has been taken verbatim from the HUD notice with some exceptions. For example, 85% of the CoC PSH beds must be dedicated to Persons Experiencing...
Chronic Homelessness, to the maximum extent possible and 100% of the turnover in CoC PSH projects must be prioritized to Persons Experiencing Chronic Homelessness. The Board requested that LAHSA make it known to the Board when a ceremonial review process will be taking place for the purposes of the NOFA application, and that a formal vetting process will be prioritized after the NOFA application has been submitted. In addition, the Board requested the development of a NOFA calendar that includes policy vetting priorities for the next nine (9) months. The Board expressed concern around the lack of awareness of the Coordinated Entry System (CES) among individuals experiencing homelessness, specifically, how to apply for homeless services in LA/get into the CES.

**Motion:** K. Freed motioned to approve the staff recommendations for LA CoC written standards on notice of priority for persons experiencing chronic homelessness and other vulnerable homeless persons in PSH. B. Wiewel seconded.

**Action:** Motion approved unanimously.

f. Review and Approve HMIS Policies and Procedures

LAHSA staff provided the recommendations for the HMIS policies and procedures. The most substantive changes that were made since the policy had last been approved by Coordinating Council and LAHSA Commission to be attached to the NOFA application are largely due to the change of HMIS vendor from BitFocus (Clarity) to Adsystech (Enginuity), and the exit of the Orange County CoC. LAHSA is looking to define its responsibilities as an HMIS lead in conversation with traditional partners. LAHSA also aims to incorporate non-traditional partners into HMIS and looks to facilitate meaningful conversation around this going forward.

**Discussion:**
The Board recommended the HMIS data migration policy (section 5.4) to be expanded to include providers running legacy systems. LAHSA staff responded that it would provide more clarity around the type of data transfer that will be include in the transition as it continues to work through the policy. The Board expressed concern that LAHSA does not do enough to facilitate interagency collaboration. LAHSA staff responded that it worked very closely with Department of Mental Health (DMH) and Department of Public Health (DPH) to coordinate at the local level, however, LAHSA recognizes that there is still much work that needs to be done in the way of interagency coordination.

**Motion:** S. Lytle motioned to approve the staff recommendations for the HMIS policies and procedures. V. Lewis seconded.

**Action:** Motion approved unanimously.
g. Update on Violence Against Women Act (VAWA)  

Clementina Verjan

LAHSA staff presented on updates to the Violence Against Women Act (VAWA). LAHSA will continue to develop this policy after the NOFA application has been submitted, with the goal of having a final version complete before February 2018.

Discussion:
The Board recommended continuing to focus on building the capacity of individuals.

IV. Agenda Items for Next Meeting  

Clementina Verjan

- 2017 Continuum of Care Program Competition Update
- Nominating Process for Chair and Vice Chair

The Board recommended that LAHSA Commission takes some action in favor of continuing with United States Interagency Council on Homelessness (USICH) and asked who would be responsible for managing the adoption of recommendations and action items for the LA CoC Board. LAHSA staff responded that Natalis Ng, Senior Project Manager, is responsible for tracking the addition of recommendations and the completion of action items.

V. Adjournment

Motion: R. Macy-Hurley moved to adjourn the Wednesday, August 23, 2017 meeting of the LA CoC Board. S. Shaw seconded.

Action: Motion approved unanimously.

Meeting adjourned at 4:06pm.