

**ORANGE COUNTY
CONTINUUM OF CARE BOARD
Monthly Committee Report
Coordinated Entry**

MEETING DATE: _____
X Did not meet

NUMBER IN ATTENDANCE: _____

AGENDA ITEMS:

PRESENTATIONS:

ACTION ITEMS/NEXT STEPS:

NEEDED CoC BOARD ACTION:

DATE OF NEXT MEETING:

Additional Comments:

**ORANGE COUNTY
CONTINUUM OF CARE BOARD
Monthly Committee Report
Data and Performance Management Committee Meeting**

MEETING DATE: **November 8, 2018**
☐ Did not meet

NUMBER IN ATTENDANCE: **16**

AGENDA ITEMS:

1. CoC Board Report

- The [CoC Board Report](#) for the month of October was shared with the committee. In comparison to the previous month, households w/o children waiting for housing has decreased and CES inflow for households w/o children has increased. Average days on PL continues to fluctuate, and stayers with increased income continues to be an area for concern.

2. Sheltered Dashboard Update

- The interactive Sheltered Dashboard created on Tableau was presented to the committee. The dashboard has been updated to reflect data at the SPA level instead of city level to encourage collaborations with SPAs. It was recommended that the dashboard be shared with the shelter committee for feedback. The dashboard will also be shared at the upcoming CoC Board Retreat to discuss its publication date.

3. Family Coordinated Entry System Update

- Instead of completing the data migration through Clarity, the CoC has decided to complete manual data entry into HMIS. All data entry should be completed by 11/8/2018. It was recommended that clients with a high acuity score and sheltered clients be entered first. After the data entry is completed, housing agencies will enter their housing opportunities into HMIS. 211OC will be releasing training for CES within the next couple of days.
- Requests for technical support for FCES should now be entered through the HMIS Help Desk rather than the CES Helpdesk.

4. Rapid Re-housing Project Performance Report

- The schedule and reporting periods for the project performance analysis was shared on [slide 6](#). The next project type to be reviewed is Transitional Housing in January 2019.
- The data committee reviewed each measure in the [Rapid Rehousing Project Performance Reports](#) and discussed thresholds and strategies to improve performance. [Slides 7-14](#) contain descriptions for each data measure used in the analysis.
- Following the meeting, 211OC will email each agency their client level performance data with instructions on how to correct the data, as well as feedback from the group on strategies to improve performance.

2. December Meeting

- The December meeting has been cancelled.

PRESENTATIONS:

ACTION ITEMS/NEXT STEPS:

NEEDED CoC BOARD ACTION: N/A

DATE OF NEXT MEETING: January 10, 2019

Additional Comments:

Please submit your report to the Continuum of Care Manager by no later than the Friday prior to the Coc Board meeting.

**ORANGE COUNTY
CONTINUUM OF CARE BOARD
Monthly Committee Report
Homeless Provider Forum**

MEETING DATE: December 06, 2018

☐ Did not meet

NUMBER IN ATTENDANCE: 65

AGENDA ITEMS:

- Continuum of Care Updates - Jim Wheeler, CoC Manager, Orange County
- Continuum of Care Committee Reports
 - Coordinated Entry System – Zulima Lundy and Soledad Rivera
 - Street Outreach Teams – Matt Bates
 - Emergency Shelters – Dawn Price
 - Housing Opportunities Team – George Searcy
- Agency Spotlight: Chrysalis - Nancy Martinez, Community Engagement Manager, Chrysalis
- New Co-Chair Nominations – Tiffany Mitchell and Tim Houchen
- Year in Review – Tiffany Mitchell and Tim Houchen

PRESENTATIONS:

- Agency Spotlight: Chrysalis - Nancy Martinez, Community Engagement Manager, Chrysalis
 - Chrysalis operates in Los Angeles and provides employment opportunities to people experiencing homelessness. They recently opened a new location in Anaheim and will be providing services to all of Orange County, including their social enterprise program. Their social enterprise program finds work for people in parole or probation.

ACTION ITEMS/NEXT STEPS: None

NEEDED CoC BOARD ACTION: None

DATE OF NEXT MEETING: February 7, 2019

Additional Comments: None

**ORANGE COUNTY
CONTINUUM OF CARE BOARD
Monthly Housing Committee Report**

MEETING DATE: November 28, 2018

NUMBER IN ATTENDANCE: 15 members, 3 guests

AGENDA ITEMS:

1. Community Awareness & Engagement Subcommittee
2. Data & Housing Demand Subcommittee
3. Development Subcommittee
4. Landlord Engagement Subcommittee

PRESENTATIONS: None

ACTION ITEMS/NEXT STEPS:

NEEDED CoC BOARD ACTION:

1. Recommend Continuum of Care Board work with Orange County United Way to create a Community Engagement strategy to develop an ongoing homeless housing educational campaign to include uniform terminology.
2. Recommend Housing Committee work with United to End Homelessness (U2EH) campaign to develop a data research project on property values and crime data and community impact.
3. Request Commission to End Homelessness to direct a consultant be retained to identify best practices to align public development processes to accelerate affordable housing development.
4. Association of California Cities – Orange County (ACCOC) facilitate/host a workshop on best practices in motel conversion housing developments by June 2019.

Next Meeting: January 25th

**ORANGE COUNTY
CONTINUUM OF CARE BOARD
Monthly Committee Report
Shelter**

MEETING DATE: December 12, 2018 ☐ Did not meet

NUMBER IN ATTENDANCE: 37

AGENDA ITEMS:

1. Welcome

- Introductions from everyone in attendance

2. Point In Time – Sheltered Count (Susan Price, Zulima Lundy, Erin DeRycke)

- The 2019 Sheltered Point In Time Count will take place the night of Tuesday, January 22, 2019, with the 2019 Unsheltered Point In Time Count taking place over two days on Wednesday, January 23 and Thursday, January 24, 2019.
- Susan Price shared information regarding the new methodology for the 2019 Point In Time (PIT) Count.
- The new method for collecting the unsheltered data will include the use of ARC GIS technology, for smart mapping and data accessibility.
- New questions have also been added to the HMIS enrollment process based on changing needs.
- A handout with the questions that can be anticipated for the PIT Count was handed out for those in attendance to preview (County of Orange Sheltered PIT Count: Instructions for Client-Level Data Collection).
- The information that is collected during the sheltered PIT Count will be collected by 211OC. Once all information is reviewed and confirmed as accurate, it will be submitted to HUD.
- This PIT Count is the perfect opportunity for the community to be well informed of the situation and for educational purposes on the matter. All providers and additional volunteers are encouraged to participate.
- The trainings and webinars will be vital for all of the information that is needed in order to conduct the PIT.
- Instructions may be handed out ahead of time for larger shelters to be able to submit their part on time.
- If there are any updates to shelter contact list please inform the CoC Manager and 211/HMIS.

3. Survey Update (Juanita, Mia and Connor)

- Attendees received the opportunity to review the shelter survey and to assist in contributing to the survey questions in order to identify where there are gaps in the resources available to the communities we serve.
- Connor Stephenson with Friendship Shelter has taken the suggestions and will edit the survey
- Will postpone the shelter survey launch date to allow for PIT count/data collection. Most likely end of January/early February.

PRESENTATIONS:

ACTION ITEMS/NEXT STEPS:

NEEDED CoC BOARD ACTION:

None

DATE OF NEXT MEETING:

1/30/18 at 1:30pm

Additional Comments:

**ORANGE COUNTY
CONTINUUM OF CARE BOARD
Monthly Committee Report
Street Outreach**

MEETING DATE: 12/10/18
☐ Did not meet

NUMBER IN ATTENDANCE: 9

AGENDA ITEMS:

1. Street Outreach Coordination
 - a. 2019 Orange County Point in Time Count Update
 - b. Discussion of street outreach opportunities in PIT
2. Technology
 - a. Presentation from Outreach Grid (NOC PST funded agency for 2019)
 - b. Clarity/HMIS integration
3. Outreach Referrals
 - a. Outreach Teams' roles and assistance with referrals into new shelters
4. Roundtable and Support
 - a. Shelter/bed openings
 - b. Fall/winter program announcements
 - c. Training opportunities/career development
 - d. Job Postings/staff recruitment

PRESENTATIONS:

Outreach Grid (www.outreachgrid.com)

ACTION ITEMS/NEXT STEPS:

None

NEEDED CoC BOARD ACTION:

N/A

DATE OF NEXT MEETING:

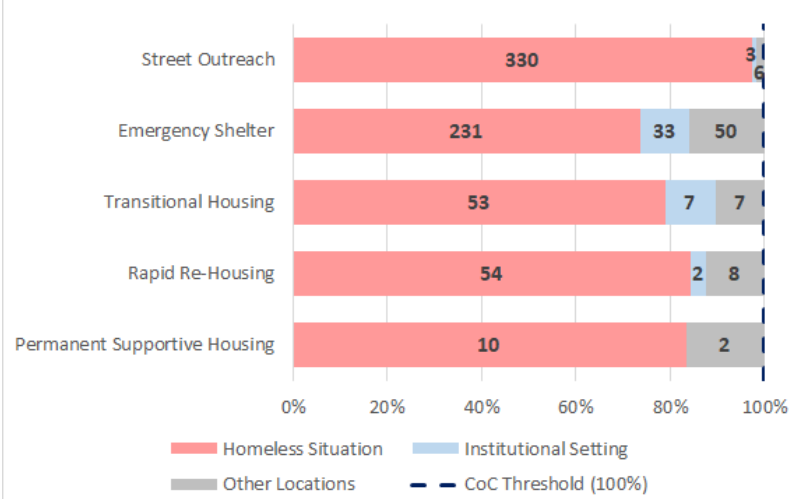
1/17/19

Additional Comments:

Please submit your report to the Continuum of Care Manager by no later than the Friday prior to the Coc Board meeting.

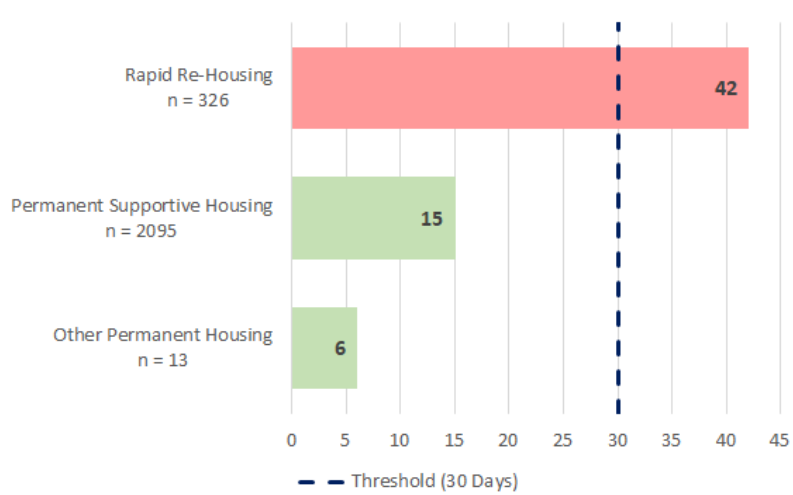
November 2018 CoC Board Report

Entries from Homelessness



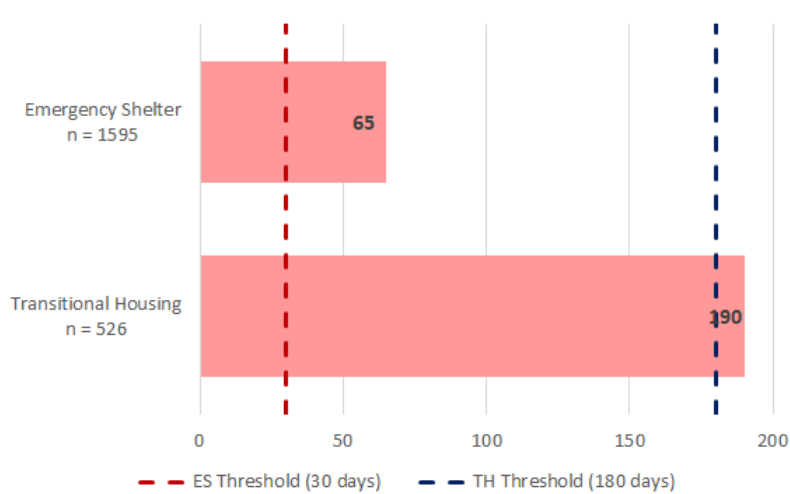
Where clients that enrolled into projects within the past month were living prior to entry.

Average Days until PH Placement



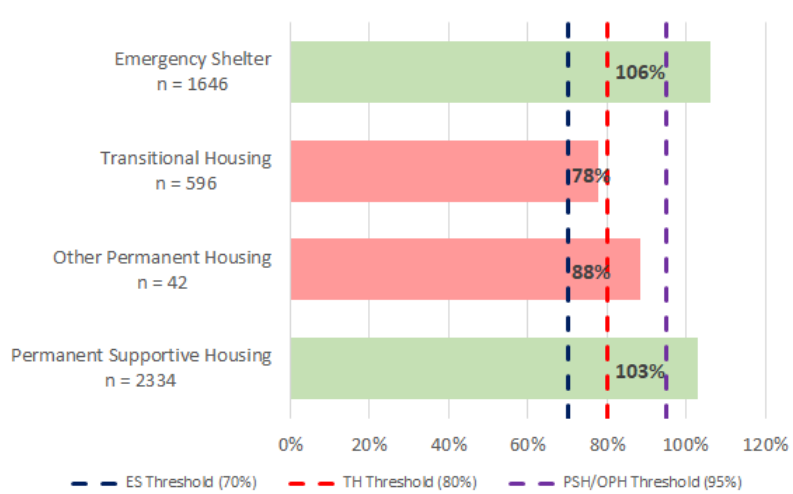
Average number of days between the client's Project Start Date and Housing Move-In Date.

Average Length of Stay



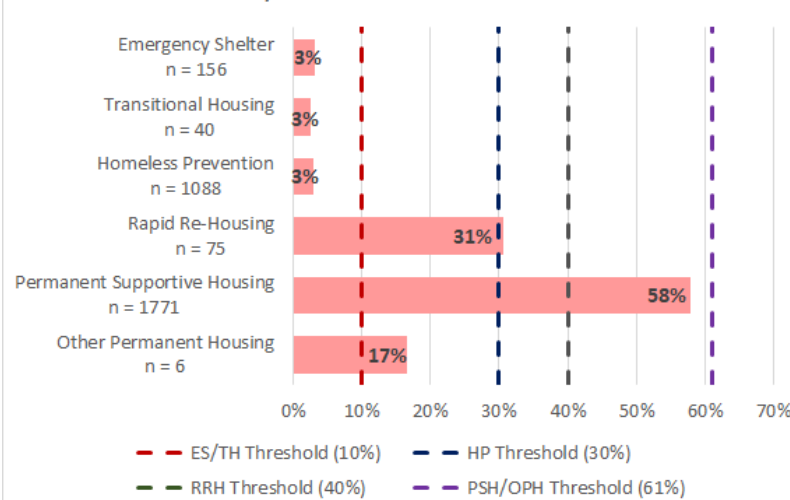
Average number of days between the client's Project Start Date and Report End Date (or Project End Date).

Unit Utilization



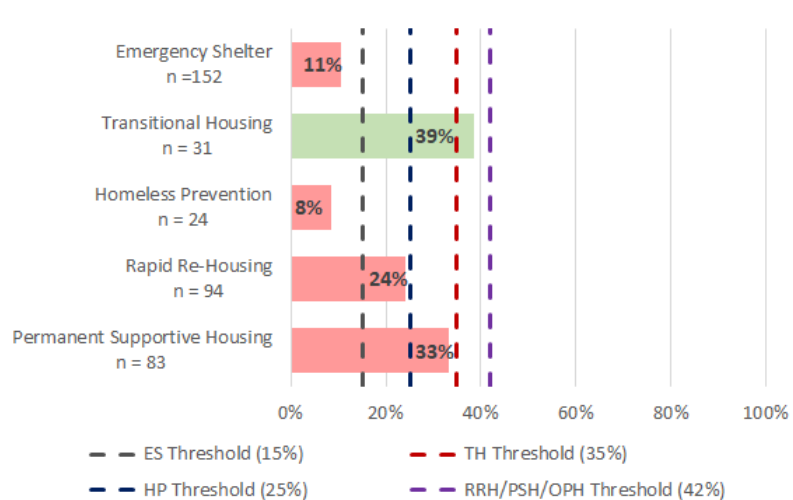
Percentage of beds and units occupied during the month.

Stayers with Increased Income



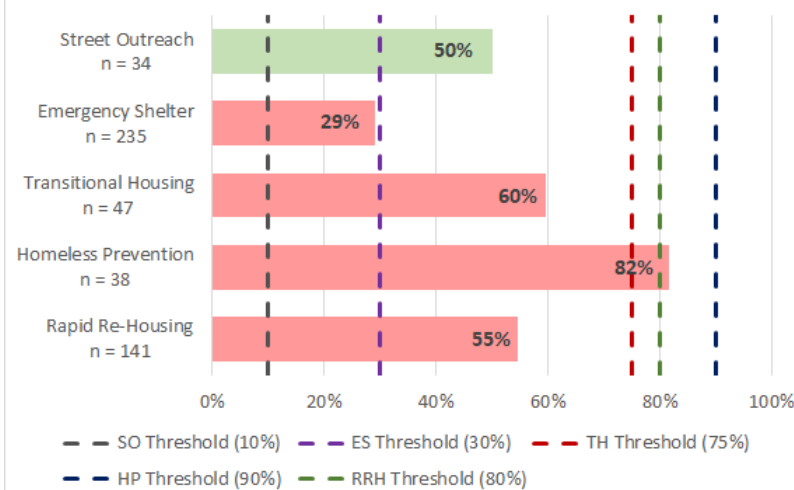
Percentage of adults enrolled for at least one year that increased their income from any source between entry and latest update.

Leavers with Increased Income



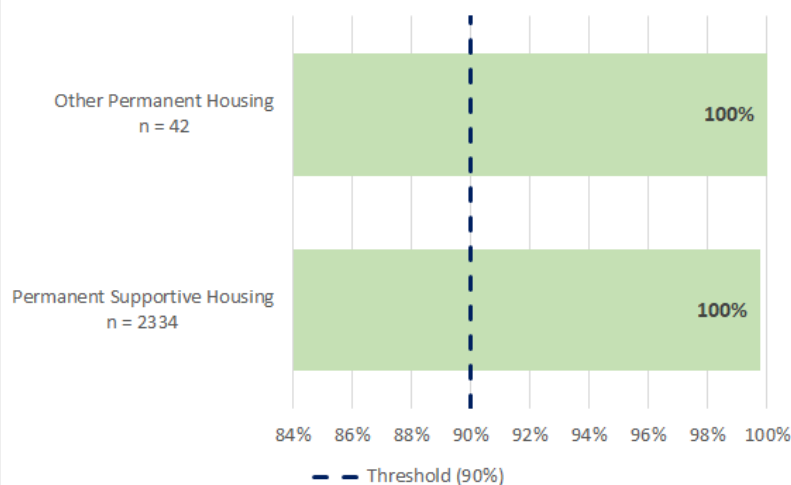
Percentage of adults exited during the month that increased their income from any source between entry and exit.

Successful Exits



Percentage of clients that exited during the month to a successful destination for that project type.

Maintained PSH/OPH or Exited to PH



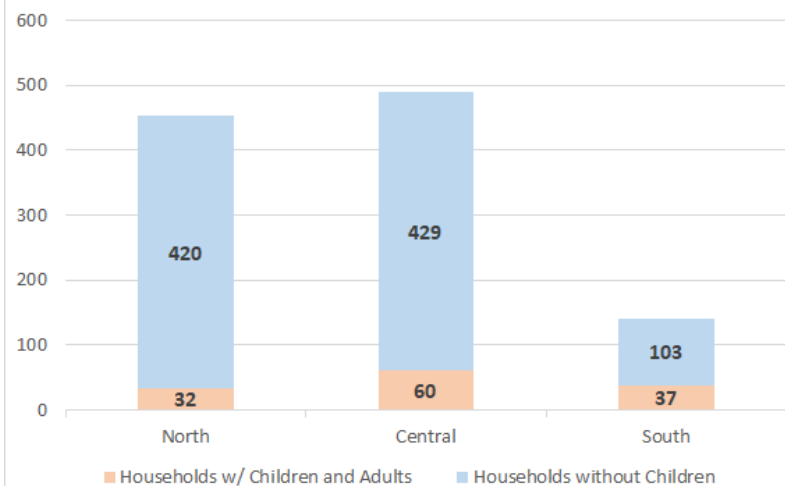
Percentage of clients that remained in PSH or OPH at the end of the month or exited to a permanent housing situation during the month.

Clients Placed in Permanent Housing

189 clients

Number of clients placed in permanent housing situations during the month.

Households Waiting for Housing on the Prioritization List*



Number of assessed and document ready households on the Coordinated Entry Prioritization List. There were 1081 households on the Prioritization List waiting for housing this month.

Average Days on the Prioritization List*

Households without Children

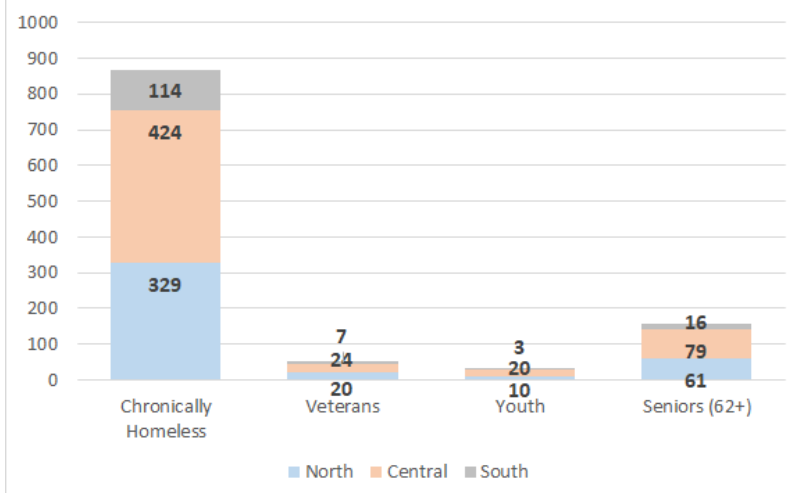
Households with Children and Adults

214 days 110 days



Average number of days between the client's Survey Date and the last date of the month for assessed and document ready clients on the Coordinated Entry Prioritization List.

Subpopulation Demographics*



Number of assessed and document ready clients on the Coordinated Entry Prioritization List by subpopulation.

Coordinated Entry Inflow*

Households without Children

Households with Children and Adults

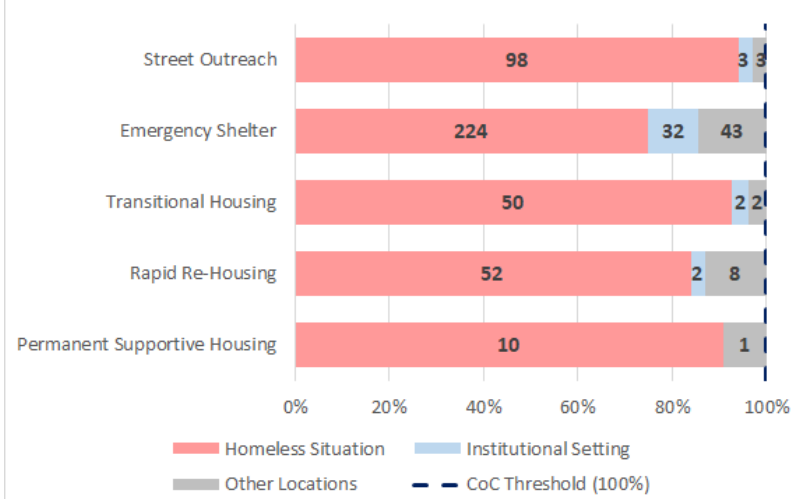
86

34

Number of households on the Coordinated Entry Prioritization List with a survey date during the month.

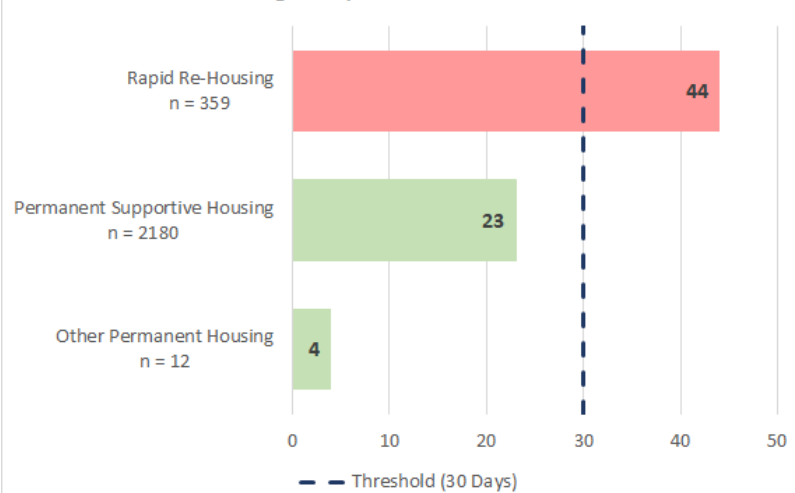
October 2018 CoC Board Report

Entries from Homelessness



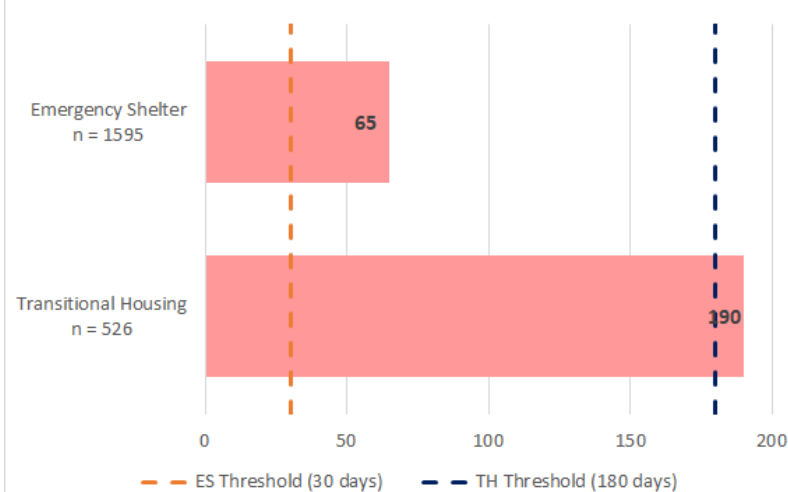
Where clients that enrolled into projects within the past month were living prior to entry.

Average Days until PH Placement



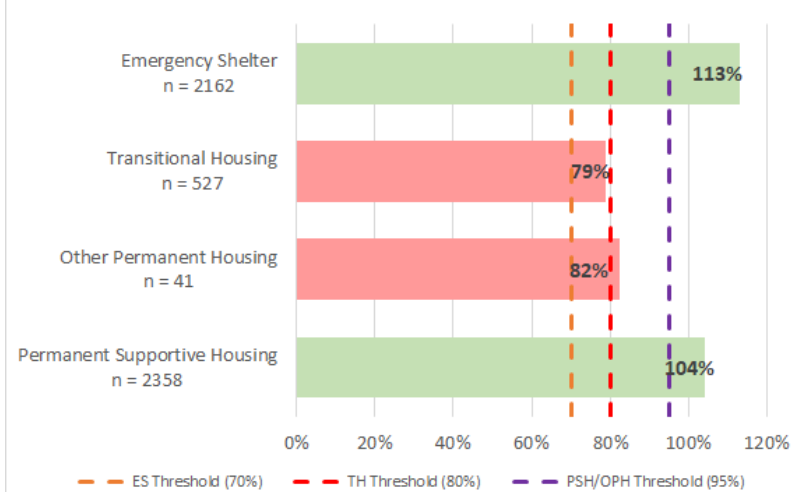
Average number of days between the client's Project Start Date and Housing Move-In Date.

Average Length of Stay



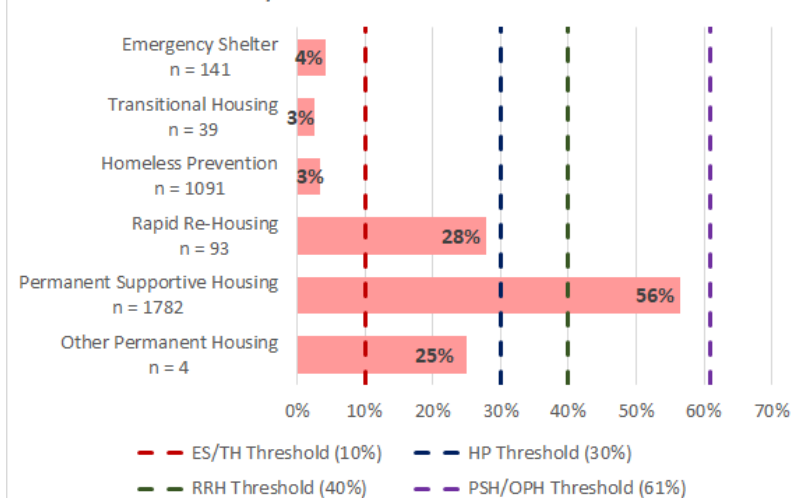
Average number of days between the client's Project Start Date and Report End Date (or Project End Date).

Unit Utilization



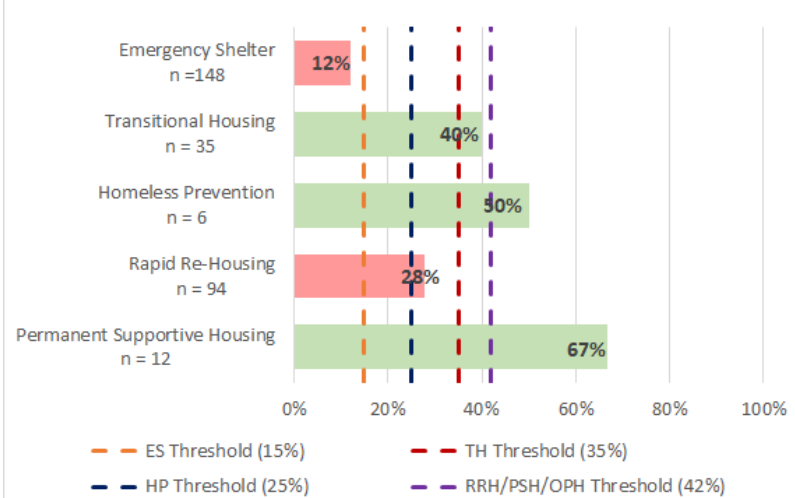
Percentage of beds and units occupied during the month.

Stayers with Increased Income



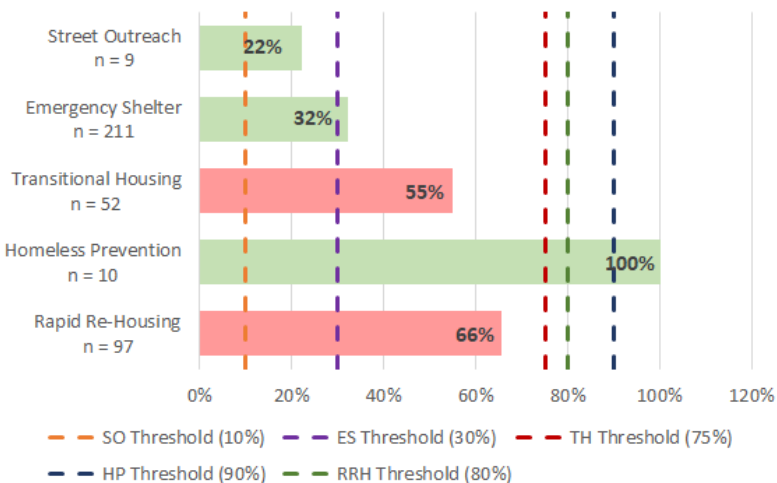
Percentage of adults enrolled for at least one year that increased their income from any source between entry and latest update.

Leavers with Increased Income



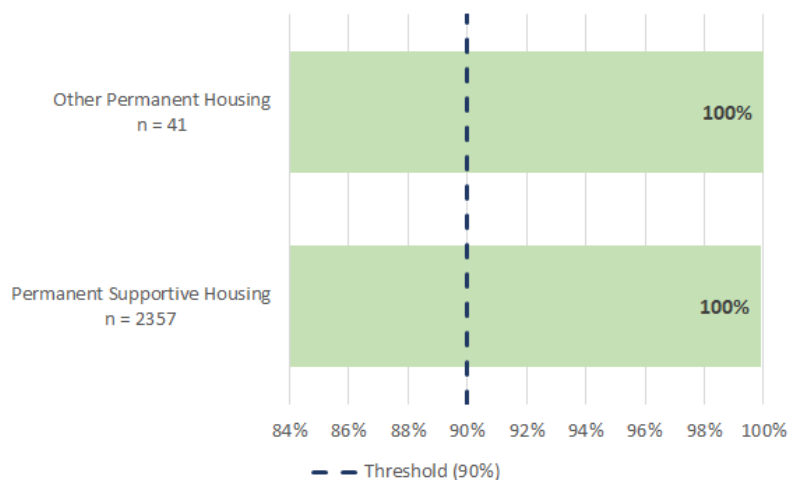
Percentage of adults exited during the month that increased their income from any source between entry and exit.

Successful Exits



Percentage of clients that exited during the month to a successful destination for that project type.

Maintained PSH/OPH or Exited to PH



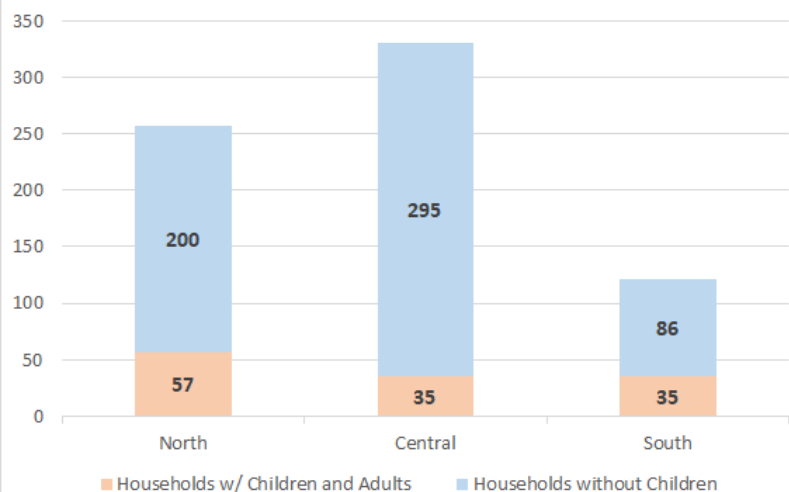
Percentage of clients that remained in PSH or OPH at the end of the month or exited to a permanent housing situation during the month.

Clients Placed in Permanent Housing

213 clients

Number of clients placed in permanent housing situations during the month.

Households Waiting for Housing on the Prioritization List*



Number of assessed and document ready households on the Coordinated Entry Prioritization List. There were 708 households on the Prioritization List waiting for housing this month.

Average Days on the Prioritization List*

Households without Children

Households with Children and Adults

256 days

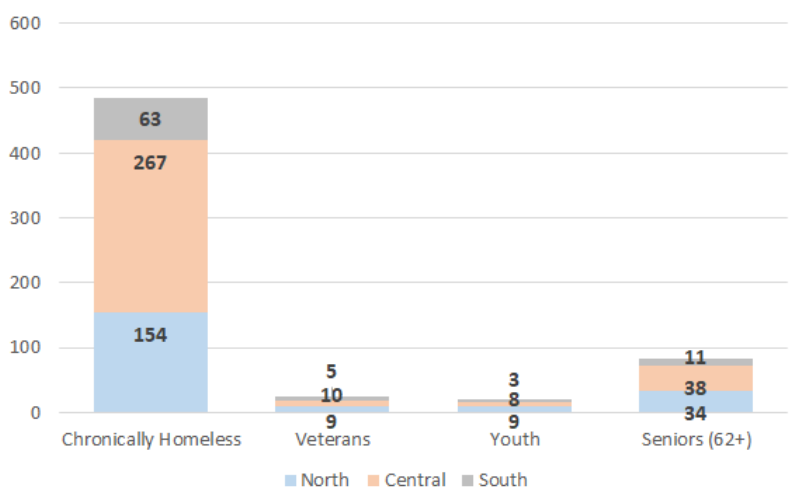
122 days

+53

+5

Average number of days between the client's Survey Date and the last date of the month for assessed and document ready clients on the Coordinated Entry Prioritization List.

Subpopulation Demographics*



Number of assessed and document ready clients on the Coordinated Entry Prioritization List by subpopulation.

Coordinated Entry Inflow*

Households without Children

Households with Children and Adults

143

48

Number of households on the Coordinated Entry Prioritization List with a survey date during the month.

CA – 602 Orange County Continuum of Care

Brown Act Guide

The Orange County Continuum of Care is required to follow the guidelines of the Brown Act

The Brown Act applies to the legislative bodies of local agencies in the State of California. A legislative body includes the “governing body of a local agency or any other local body created by state or federal statute.” The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act is a federal statute that requires the creation of a Continuum of Care (CoC) governance structure in every community that receives U.S. Department of Housing and Urban Development (HUD) Continuum of Care funding.

Within this governance structure, a Governance Board must be created to act on the CoC’s behalf in order to provide oversight and direction. This Governance Board may appoint additional committees or workgroups to fulfill its responsibilities. Finally, the CoC must develop a governance charter to describe the Board responsibilities and document all groups created to support the CoC and each group’s responsibilities.

The HEARTH Act serves as the statutory authority used to establish the Orange County CoC Board and its committees as stipulated in the Orange County CoC Governance Charter. Because the Orange County CoC operates in the State of California, it is required to follow the guidelines of the Brown Act.

CoC Meeting Requirements

Every regular meeting of the Continuum of Care (CoC) including advisory committees, commissions, or boards, as well as standing committees of legislative bodies are subject to the notice and posting requirements of the Brown Act. Therefore, meetings must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed.

CoC Board Meetings and Committees must¹:

- Post agendas at least **72 hours** before the regular meeting in a location “freely accessible to members of the public.” Freely accessible is interpreted as, locations accessible to the public 24 hours a day during the 72 hour period, but any of the 72 hours may fall on a weekend. Posting an agenda only on an agency’s website is inadequate. Special Meeting’s agenda must follow the same posting protocol at least 24 hours before the meeting is scheduled to start.
- Post notice of meetings and agendas on the Continuum of Care website.
- State the meeting time and place on the agenda and must contain a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session.
- Mail a copy of the agenda and the entire package, to any person who has filed a written request for such materials. If requested, the materials should be provided in an alternative format to the individuals with disabilities.
- Allow for public comment on each agenda item, and a general comment period.
- Include all actions and items that will be discussed at the meeting on the agenda. The Brown Act generally prohibits any action or discussion of items not on the posted agenda. However, there are specific situations in which a legislative body can act on an item not on the agenda.
- Treat documents as public if distributed to all or a majority of members of a board before or at the meeting, being that these documents are disclosable under the Public Records Act.

¹<https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>

Rights of the Public

- The public has the right to attend, observe and participate in meetings. Individuals, lobbyists and members of the news media possess the right to attend, record, broadcast, and participate in public meetings.
- Members of the public cannot be required to register their names, provide other information, complete a questionnaire, or otherwise “fulfill any condition precedent” to attending a meeting.
- Any attendance list, questionnaire, or similar document posted at or near the entrance to the meeting room or circulated at a meeting must clearly state that its completion is voluntary and that all persons may attend whether or not they fill it out.
- Teleconferencing may be used in connection with a meeting, but the public must be given notice of and access to the teleconference location. Members of the public must be able to address the legislative body from the teleconference location.

Ad-Hoc Meetings

Ad hoc committees meetings are generally not subject to the notice and posting requirements of the Brown Act so long as the committee is comprised solely of members of the governing body, i.e., the committee may not contain individuals other than the members of the governing body; and consists of less than the number of board members who, if present at a meeting, would be able to make a decision.

The ad-hoc committee must have a defined purpose, a time frame to accomplish that purpose; and it should only have an advisory role, i.e., the committee has not been delegated any decision-making power and will be returning to the full board on its recommendation. Although the ad hoc committee itself is not subject to the Brown Act, if the board desires to create an ad hoc committee, then the action to create the committee should be done at a publicly noticed meeting under the Act and the item should be placed on an agenda for that purpose.

Current standing Continuum of Care Board Meetings, Committee Meetings, and Ad-hoc

Standing Committee	Standing Day and Time	Deadline to Post Agenda
Orange County’s Homeless Provider Forum	First Thursday of Each Month (9:00 A.M.)	Prior Monday by 9:00 A.M.
Coordinated Entry System (CES) Committee	TBD	TBD
Data and Performance Committee	Second Thursday of Each month (1:30 P.M.)	Prior Monday by 1:30 P.M.
Street Outreach Team Committee	Third Thursday of Each Month (1:30 P.M.)	Prior Monday by 1:30 P.M.
Housing Opportunities Committee	Fourth Friday of Each Month (10:00 A.M.)	Prior Tuesday by 10:00 A.M.
Continuum of Care Board	Fourth Wednesday of Each Month (2:00 P.M.)	Prior Friday by 9:00 A.M.
Emergency Shelters Committee	Second Wednesday of Each Month (9:00 A.M.)	Prior Friday by 2:00 P.M.
CES Housing Placement Match Meetings	Not Subject to Brown Act	N/A
Ad-Hoc Committees	Not Subject to Brown Act	N/A

Continuum of Care Board [Committee Name]Committee Meeting

[Meeting Day], [Month, Day, Year]
[Meeting Start Time] to [Meeting End Time]
[Meeting Location Address]

Agenda

I. Call to Order

II. Public Comments

Members of the public are welcome to address the _____ Committee during this time.

III. Agenda Item 1

Information

Provide a brief description of item to be discussed. Descriptions must be clear enough to be understood by members of the public.

IV. Agenda Item 2

Action

Provide a brief description of item to be discussed

V. Agenda Item 3

Discussion

Provide a brief description of item to be discussed

VI. Agenda Item 4

Information

Provide a brief description of item to be discussed

VII. Adjournment:

VIII. Next Meeting: [Month, Day, Year]



Types of Meetings Allowed by the Brown Act

Meeting Type	Post and Notice	Ordered by
Regular	Post at least 72 hours before the meeting. Notice mailed to those on a list for a minimal fee.	Ordered per bylaw or motion
Special	Post at least 24 hours before the meeting. Written notice to each member and media (that requested it) at least 24 hours before the special meeting. Written notice is dispensed with if member waives it or attends meeting. May be called to discuss budget but not salaries.	Ordered by presiding officer or majority of the members
Adjourned	Post at least 24 hours after adjournment of original meeting that set the adjourned meeting. Posted near the door! If the hour is omitted, the hour is that of the regular meeting. Notice in same manner as in Special Meeting.	Ordered by majority vote at regular meeting, adjourned meeting, or special meeting. Quorum is not required. If all members are absent, clerk or secretary may declare adjournment and set the adjourned meeting.
Emergency	Post at least 24 hours before, if possible. Notify the media (that requested it) at least 1 hour before, or when possible. Minutes shall be posted for at least 10 days as soon as possible.	Ordered by majority of members for conditions of work stoppage, crippling activity, impaired public health or safety.
Dire Emergency	Post at least 24 hours before, if possible. Notify the media (that requested it) at least 1 hour before, or when possible. Minutes shall be posted for at least 10 days as soon as possible.	Ordered by majority of members for conditions of crippling disaster, mass destruction, terrorist act, endangered public health or safety.

Brown Act Tips

- Any gathering of a majority of board members that involves any aspect of the decision-making process triggers Brown Act open meeting requirements.
- A majority of members cannot use a telephone, fax machine, e-mail, a chat room, an intermediary or other devices to develop consensus, agreement, or involve in decision-making process or make decisions.
- “Polling” of board members by another board member (personally or through staff or technology) is strictly prohibited.
- The legislative body cannot prohibit public criticism of policies, procedures, programs, or services of the agency or the omissions of the legislative body itself.
- Agendas:
 - Label agendas accurately (regular/special).
 - Use agenda descriptions that would make sense to an out-of-towner.
 - Provide an opportunity for the public to comment on agenda items before or during the consideration of the item.
 - Action or discussion on non-agenized items is generally prohibited. Members may only:
 - Briefly respond to statements/questions from the public,
 - Ask a question for clarification,
 - Make a brief announcement,
 - Make a brief report on his or her activities,
 - Provide a reference to staff or other sources for factual information,
 - Request staff report back at a later meeting, or
 - Direct staff to place the matter on a future agenda.