

**Merced Region Homeless Continuum of Care
EXECUTIVE COUNCIL MEETING
369 West 18th Street, Merced, California
Wednesday, December 7, 2011 - 8:30 a.m.**

1. Welcome

Introductions

2. Oral Communications

At this time any person may comment on any item that is not on the Agenda. Comments are limited to three minutes per person. Please state your name for the record. Action will not be taken on an item that is not on the Agenda. If action is required, it will be referred to staff and/or placed on the next Agenda.

- *# 3. Minutes Executive Council Meetings - Requires motion to approve and file**
a. November 9, 2011 Minutes

- *# 4. Executive Council –Action**
a. Bylaws
b. Policies & Procedures Phase II
c. Annual Progress Reports (HMIS & Project Home Start)
d. CoC Check-Up

5. Street Count – Information and Discussion

6. Merced Homeless Connect – Information and Discussion

7. 10 Year Plan to End Homelessness - Information and Discussion

8. General Collaborative Agenda for December 14, 2011 – Information and Discussion

9. Announcements/Information - Information and Discussion

10. Adjourn

* Action

Attachment

+ Enclosure

Next CoC Executive Council Meeting – January 11, 2012

Copies of staff reports or other written documentation relating to items of business referred to on the Agenda are on file in the office of the Merced County Association of Governments.

**Merced Region Homeless Continuum of Care
EXECUTIVE COUNCIL MEETING
369 West 18th Street, Merced, California
Wednesday, November 9, 2011 - 8:30 a.m.**

MINUTES

MEMBERS PRESENT

Su Briggs, Nonprofit Representative - Merced County Community Action Agency
Gary Rucker, Business Representative - Rucker Insurance
Norma Cardona, Government Representative – Merced Union High School District
Renee Davenport, Faith Based Representative - Sierra Saving Grace

MEMBERS ABSENT

John Carlisle, Government Representative - Merced City Council
Mark Hamilton, Government Representative - City of Merced
Bruce Metcalf, Faith Based Representative – Rescue Mission
Terry Tatum, Concerned Citizen
Saundra Reeves, Nonprofit Representative - Turning Point Community Programs

STAFF PRESENT

Lori Flanders, MCAG staff
Jeanette Garcia, MCAG staff
Alicia Ochoa-Jones, MCAG staff

1. Welcome

Chairperson Su Briggs called the meeting to order at 8:31 a.m. and began introductions.

2. Oral Communications

Renee Davenport commented on VASH Vouchers and has contact information from NorCal Roundtable in San Francisco. Lori Flanders commented she is in regular contact with Congressman Cardoza's office regarding VASH Vouchers. Lori stated she will also attempt to integrate advocacy efforts into MCAG's One Voice Program. Renee Davenport and Su Briggs stated the street count would be difficult this year because homeless persons were too spread out.

3. Minutes Executive Council Meetings

- a. August 3, 2011 Minutes – Special Meeting
Gary Rucker moved to approve the August 3, 2011 special meeting minutes.
Seconded by Renee Davenport.
Motion carried unanimously.
- b. September 14, 2011 Minutes
Gary Rucker moved to approve the September 14, 2011 special meeting minutes.
Seconded by Renee Davenport.
Motion carried unanimously.

4. Executive Council

a. December meetings

There was unanimous approval to move Executive Council and General Collaborative meetings up one week for the month of December. The Executive Council meeting will be on December 7th and the General Collaborative will be held at MCAG on December 14th.

b. By-laws Review

Jeanette Garcia discussed changes made to By-laws. Renee Davenport commented attendance verbiage was too vague and wanted more detail. Gary Rucker and Su Briggs stated the verbiage regarding attendance was clear. Attendance can be reviewed by Executive Council semi-annually. Staff will begin to include attendance records within their December and June agenda.

Executive Council wants presence of HUD at CoC meetings. Staff will follow up.

Discussion ensued regarding inclusion and participation of Los Banos in the CoC. Staff will contact Steve Hammond to offer a direct invite.

Jeanette Garcia commented Mariposa may want to connect with Merced's CoC. Council unanimously agreed to changes made to By-laws. Alicia Ochoa-Jones will send out final draft next week.

c. Policies & Procedures Phase II

Jeanette Garcia had already emailed Policies & Procedures Phase II for Executive Council members to approve. Council to approve at December meeting. Gary Rucker suggested study session instead of meeting. Renee Davenport requested another email including Policies & Procedures Phase II.

5. 2011 CoC Homeless Assistance Grant Application

Jeanette Garcia reported the threshold was barely met to receive funding from the 2010 Application. The requirement for funding was 70 and we received a score of 70.5. The 2011 Application was a smooth process and Jeanette Garcia thanked Su Briggs for early submission.

6. Merced Homeless Connect

Renee Davenport will not be at the next Merced Homeless Connect meeting on the 15th. Renee wants to ask Love Inc. for a check for \$408 to close out books. Discussion ensued to hold off until Merced Homeless Connect meeting for details on who the check should be made out to.

Renee spoke to Irene Moffitt who coordinated set up/booth placement of the 2011 Homeless Connect and Irene will do it again for 2012 event.

7. 10-Year Plan to End Homelessness

Staff stated the first Implementation Team meeting will be tomorrow at 11:30am.

8. General Collaborative Agenda for November 16, 2011

Staff stated Renee Mounce has been asked to provide HMIS presentation. Su Briggs will not be

in attendance. The agenda will include Merced Homeless Connect, 10-Year Plan, and Point in Time count.

9. Announcements/Information

Discussion ensued regarding the possibility of inviting speakers from Probation, Sheriff's Department, and Prison to speak at General Collaborative meetings. Staff will work on coordinating speakers. Steve Hammond should be included in emails with CoC information.

10. Adjourn

The meeting was adjourned at 9:48 a.m.

**Bylaws of
The Merced Region ~~City and County~~ Continuum of Care**

**Adopted October 10, 2007
Updated July 9, 2010
Proposed Update December 7, 2011**

Article I: Name

The organization shall be known as the Merced ~~City and County~~ Region Continuum of Care (CoC).

Article II: Vision

To eliminate homelessness in Merced County.

Article III: Mission

The Merced Region Continuum of Care is a community response to homelessness. It is the mission of the CoC to prevent homelessness, restore homeless persons to stable living environments, preserve and create affordable housing and promote community awareness of homelessness issues through education, legislative advocacy, mutual support and the sharing of ideas and resources.

Article IV: Objectives

- 1) Provide a network which shares ideas, concerns and resources applicable to homeless issues and foster collaboration in addressing needs;
- 2) Increase community awareness of the causes of homelessness and advocate for the needs of homeless people;
- 3) Pursue funding sources to provide housing and stable living environments for all homeless persons;
- 4) Establish and maintain a county-wide data collection system in accordance with HUD's HMIS program; and
- 5) Promote recommendations of the Merced County 10-Year Plan to End Homelessness.

Article V: Committees

Section 5.1) Standing Committees

The Merced Region Continuum of Care shall have three standing committees: General Collaborative, Executive Council, and Prioritization Panel.

A. General Collaborative.

Function: Work together to design the most appropriate programs to prevent homelessness and assist homeless persons. Implement annual CoC Plan and other solutions to homelessness; pursue funding for homeless programs; ensure that services do not overlap or duplicate each other; address other issues as appropriate.

Meets: Monthly

Membership: Open to all who agree with the CoC mission.

B. Executive Council

Function: The main decision-making body of the Continuum of Care. Provide administrative oversight to the General Collaborative, track progress of the Collaborative in meeting its goals; monitor accountability of grantees by reviewing quarterly performance status reports and Annual Performance Reports; review the annual CoC Plan draft and adopting the final CoC Plan; review and approve the decisions of the Prioritization Panel; and serve as an appeals board for agencies wishing to appeal a decision made by the Prioritization Panel.

Requirements: Regular attendance of Executive Council meetings. Regular attendance shall be defined as participation in the majority of Executive Council meetings. The program year begins each July. Alternates may attend in a member's absence, but will abstain from voting. Alternate's attendance will not be counted toward council member attendance. The Executive Council will review member attendance on a semi-annual basis. Failure to fulfill regular attendance obligations may result in an Executive Council decision to replace the absent member.

Members are also expected to attend General Collaborative meetings.

Meets: Monthly or as needed

Membership: Nine members elected by the General Collaborative for staggered, two-year terms beginning in July. Membership: three (3) government reps, two (2) faith-based, two (2) nonprofit, one (1) business rep, one (1) concerned citizen

Offices: Chair and vice-chair positions will be elected by the Executive Council in June of each year.

C. Prioritization Panel

Function: Review grant proposals, prioritize and provide recommendations to the Executive Council for inclusion in the CoC's annual funding application to HUD.

Membership: One (1) at large community member, one (1) non-profit rep, one (1) faith-based rep and two (2) government agency reps for a total of five members. A homeless or formally homeless person will be encouraged to participate.

Meets: Typically two to three meetings in ~~spring~~ summer.

Membership: Appointed by Executive Council each year ~~spring~~. Terms are for one year. Members may serve multiple consecutive terms if ~~elected~~ approved.

Section 5.2) Ad hoc Committees:

Mission-specific committees may be created at the discretion of the Executive Council. All such committees shall cease to exist when their specified tasks have been completed. Each of these committees will provide a monthly update to the Executive Committee during the committee's duration.

Article VI: Partner Organizations, Members and Meetings of Members

Any organization that subscribes to the purposes and basic policies of the CoC may become a Partner Organization. Any individual who subscribes to the mission and objectives of the CoC may become a member. Meetings of the General Collaborative are open to all whether or not they are members.

Section 6.1) Member:

A member is any individual who matches the above criteria and agrees to the obligations and privileges of being a member of the CoC.

Any person who has attended at least one General Collaborative or Subcommittee meeting in the previous six months is considered a member.

Section 6.2) Removal of Membership:

Membership in the CoC may be removed for:

- A. Any action by a member, which violates the mission or purpose of the CoC.

Removal based on detrimental actions shall require the affirmative vote of 67% of the Executive Council. In the event any such termination is contemplated, the Executive Council Chair, or his or her designated representative, shall notify the member in writing citing reasons for the Council's actions and the time and place of the meeting at which removal is to be considered. Said notification shall be sent as soon as possible and be received at least ten days prior to such meeting. At the meeting, the member shall be entitled to respond to the stated reasons, and be heard in his or her own defense.

Section 6.3) Rights of Members

Membership to the Merced ~~City and County~~ Region CoC includes the provision of continual updates on issues relating to homelessness, voting privileges in CoC business and the opportunity to serve on or lead one of many projects that directly affect everyday life for the homeless population of Merced County. The CoC is a community of service providers and concerned individuals. Each member has a voice and each voice is taken seriously.

Section 6.4) Meetings:

- A. Monthly Meetings: Monthly meetings of the CoC will be held on a date established by the Executive Council. Notices of each meeting shall be distributed to each CoC General Collaborative member, electronically and/or by mail.
- B. Conduct of Business: No less than three Members present shall constitute a quorum to conduct business at any regular meeting. Business may be conducted and issues voted upon at any scheduled monthly meeting and passage of any motions will be by simple majority of those voting members present.
- C. Special meetings of the membership may be called by the Executive Council Chair upon written notice to all members three (3) days in advance of the meeting.
 - i) No less than three Members shall constitute a quorum to conduct business at any special meeting.
 - ii) No business shall be transacted at a special meeting other than that for which the meeting was called.

Article VII: Officers, Applications, Elections and Terms of Office

The Continuum of Care Executive Council shall consist of a Chairperson, Vice Chair, and the Executive Council members. Secretarial duties (such as meeting minutes and communication efforts) will be performed by the CoC Coordinator.

Section 7.1) Eligibility for Office:

Any Continuum of Care member may be eligible for any office.
Members may be elected without limit to the number of terms.

Section 7.2) Elections

e Elections for Executive Council candidates will generally occur in May or June of each year. Voting is limited to one vote per member in attendance. The voting member must have been in attendance at a General Collaborative or Subcommittee Meeting during the prior six months. Voting will be conducted by ballot. The candidate(s) with a simple majority of votes from those Voting Members present at the meeting will become a member(s) of the Executive Council. Terms of office generally begin in the first meeting following the election.

Executive Council Chair and Vice-Chair will be elected by vote of the Executive Council in June or July of each year.

Section 7.3) Duties of the Chair and Vice-chair:

The Chair of the Executive Council shall preside at all Executive Council meetings and attend all General Collaborative meetings. The Vice-chair shall take these responsibilities in the absence of the Chair.

Section 7.4) Applications for the Prioritization Panel shall be distributed to the General Collaborative membership. Applicants shall be reviewed and voted upon by the General Collaborative. The Prioritization Panel will be community members who do not have a conflict of interest with applicant agencies.

Applications for Executive Council positions will be distributed to the General Collaborative membership. Applicants shall be reviewed and voted upon by the General Collaborative. .

Section 7.5) Local and State Representatives:

The Executive Council will elect a representative and an alternate to serve at local and State-level events when such are scheduled. These representatives may be reelected without limit.

Section 7.6) Resignation

Any Executive Council member may resign at any time by delivering a written resignation to the Chairperson or the Vice-chair.

Section 7.7) Removal:

Any Executive Council member may be removed at any time by a 67% majority vote of the Voting Members at a duly held meeting of the Executive Council membership. Proper notice specifying the proposed removal shall be given ten days prior to any meeting in which removal shall be considered.

- A. Executive Council member vacancies that occur for any reason will be brought to the attention of the General Collaborative membership at the next regular meeting. A decision will be made at that time to have a special election or to leave the position open until the next regular election.

Section 7.8) CoC Coordinator:

Secretarial duties will be performed by the CoC Coordinator, (~~whose position is currently funded by the CoC Regional Partnership~~). Files and documentation will be maintained by Merced County Association of Governments.

Article VIII: Miscellaneous Provisions

Section 8.1) Amendment of Bylaws

These Bylaws may be altered, amended or repealed by the affirmative vote of the simple majority of the Voting Members of the CoC Executive Council at any monthly meeting. The proposed amendment will be sent by the CoC Coordinator to all Executive Council members in writing 15 days before the next regularly scheduled meeting. A vote on the proposal will be held at that meeting.



Homeless Continuum of Care Board

Sample Policies and Procedures

**Sponsored by U.S. Department of Housing and Urban
Development, Office of Community Planning and
Development, San Francisco Regional Office**



HomeBase/ The Center for Common Concerns, Inc.

U.S. Department of Housing and Urban Development, Office of Community Planning and Development, San Francisco Regional Office

The Office of Community Planning and Development (CPD) seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for homeless, low and moderate income persons.

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HomeBase is a HUD Technical Assistance provider for the San Francisco region (including Northern California, Arizona, and Nevada) and a nonprofit law and policy firm that supports communities in their work toward ending homelessness. HomeBase's website is www.homebaseccc.org.

The work that provided the basis for this publication was supported by funding under an award with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. The author and publisher were solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the view of the government.

Continuum of Care Board
Policies and Procedures
Phase 2

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Community Planning

Building and Improving CoC Outreach to the Community

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CoCB Year-Round Timeline

Building and Improving CoC Outreach to the Community

Raising Community Awareness on Homelessness

The Continuum of Care Board (CoCB) focuses on education and outreach efforts to both service providers and the community at large in order to garner financial, community, and political support to help people experiencing homelessness. To increase support for addressing the homeless situation, the CoCB will:

- ~~Utilize local media such as local TV news shows, radio, and newspapers to run stories and articles on the issue of local homelessness.~~
- Initiate a public education awareness campaign to highlight the issue of homelessness.
- Lobby the local government and attract the backing of politicians who can bring attention to the issue.
- Personalize community outreach efforts with real stories of real people who have experienced homelessness.
- Lobby decision-makers with thorough data (i.e. Point in Time and HMIS data) about homelessness.

Building and Sustaining Partnerships

Developing partnerships helps build and sustain a network of relationships among the many players that contribute to solving the problem of homelessness. The CoCB will seek to build and sustain partnerships with the aim of:

- Developing strong networks among providers.
- Enhancing service provider effectiveness through resource sharing, economies of scale, policy influence, and improved operational efficiency.
- Strengthening both the capacity of individual organizations and the sector as a whole.

Partnering with Colleges and Universities

The CoCB will reach out to colleges and universities to offer projects for:

- Faculties looking for research projects for their students.
- Students looking for projects for classes or for community service credit.
- Students looking for work experience for internship programs.

The CoCB will approach local colleges and universities about possibilities for collaboration on the following activities:

- Helping with PIT counts
- Analyzing data
- Researching funding options
- Writing grant proposals
- Developing and implementing information technology solutions for data and record-keeping
- Organizing meetings
- Sending meeting reminders and taking minutes
- Following up on tasks assigned at meetings

Improving Relationships with Mainstream Agencies

The CoCB understands that mainstream agencies (i.e., agencies that do not specifically focus on homelessness) provide many of the services and support that people who are homeless need. These services include:

- Mental health treatment
- Substance abuse treatment
- Health care
- Employment services
- Other social services

Understanding that mainstream agencies are essential to the CoCB's efforts to end homelessness, the CoCB will target collaborations with mainstream agencies. The CoCB's work with mainstream service systems will focus on two primary efforts – coordinating efforts to prevent homelessness and providing services needed by those exiting the homeless service system.

The CoCB seeks to establish and improve relationships with agencies that provide these services. To engage mainstream public agencies, the CoCB will emphasize that mainstream agency collaboration is a mutually beneficial situation in which mainstream agencies are able to serve “their own” clients better by joining forces with the CoCB.

To help establish a mainstream service delivery system that meets the needs of the homeless population, the CoCB will:

- Work to create a strong relationship with the staff of mainstream service providers.
- Disseminate clear information about how mainstream providers can best help those who are homeless or near-homeless.
- Keep in regular communication with mainstream providers.

To outreach to mainstream agencies, the CoCB will use the following methods:

- Organize training events, distribute pamphlets, and provide tools and tips via newsletters or listservs to give mainstream providers the information they need to more effectively address the needs of homeless clients.
- Host luncheons, roundtable discussions, or other events that promote networking between mainstream and homeless-specific providers.
- Facilitate discussions about how mainstream providers can collaborate and coordinate more closely with each other and homeless-specific organizations to make the overall system more seamless for homeless clients.
- Invite mainstream service providers to join the CoCB and formalize their role in the planning and service delivery process.
- Regularly communicate by phone and by email with individual mainstream providers about the status of individual homeless clients.
- Educate mainstream service providers about homelessness and chronic homelessness and that stable housing contributes to their clients' well being.

To promote service integration, The CoCB will target mainstream agencies whose own missions coincide most closely with the goal of ending homelessness, including housing and community/neighborhood/economic development agencies; health, mental health, and substance abuse agencies; and corrections agencies.

Improving Discharge Planning Procedures

The CoCB will work with the 10-Year Plan Implementation Team to support relationships with government and other partner agencies to develop formal discharge planning protocols. The protocols will specifically address preventing discharge into homelessness, including homeless shelters, the streets or other homeless assistance housing programs, from the following publicly-funded systems:

- Corrections (jails and prisons)
- Health care
- Mental health
- Foster care

The CoCB will support the efforts of the Implementation Team to create a Discharge Planning committee to focus on this issue, as indicated in the 10-Year Plan to End Homelessness.

Strategic Planning

In order to most efficiently and effectively meet the needs of people who are homeless or at-risk while also addressing the needs of the broader community, the CoCB periodically engages in strategic planning efforts. These include both:

- The 10-Year Plan to End Homelessness; and
- Annual planning efforts that identify specific program and policy action priorities for the upcoming year. Annual planning directs the prioritization and project selection that is carried out as part of the community's annual Continuum of Care application to HUD and guides 10-Year Plan implementation activities.

Planning efforts involve:

- reviewing and updating the CoC vision and goals;
- considering data on the nature and extent of homelessness and the needs of those affected by it;
- evaluating existing housing and service capacity and effectiveness;
- considering the opportunities for linkages and integration with mainstream housing and services; and
- developing strategies and action steps focused on both system level and client level service delivery improvements in capacity and/or quality of care.

Annual Planning Process

Planning will be conducted through the CoCB or its working group, ensuring that participation is representative of all stakeholders. (See Section on Membership of the CoCB for a list of stakeholders.) Stakeholder representatives participating in strategic planning will be individuals with relevant expertise or experience, credibility or leadership within the community, and who have authority within their agency to make policy and funding decisions. If appropriate or necessary, forums to facilitate broader input will be created, including community meetings, client surveys and focus groups, and/or provider surveys. When resources allow, the CoCB will obtain outside, neutral facilitation when conducting strategic planning to minimize the extent to which individual agency priorities and politics color and influence the discussion.

Establish a Common Vision & Goals

At the beginning of the annual planning process, the CoCB will establish or affirm an overarching vision that articulates a common purpose and goals for the CoC. The vision will be articulated through a mission statement and/or guiding principles that will help focus the CoCB's planning efforts and direct implementation.

To create a common vision and goals, the CoCB will develop:

- a common understanding of the what the CoC is, what it does, and why it is important
- agreement on the extent and causes of homelessness in the community
- a shared outlook or approach on how to best address the issues.

Define the Problem(s) Based on Local Context

In order to adequately understand the problem(s), the CoCB will examine the following information and create a summary to use as the basis for planning:

- the annual data it collects on local need and on housing and services capacity;
- its calculations of unmet housing and service needs;
- its prioritization of housing and service gaps (see sections on Collecting Needs Data and Inventorying System Capacity and on Determining Unmet Need and Prioritizing Gaps); and
- other relevant local or national data on needs and trends within the homeless population.

10-Year Plan and Annual Planning Action Steps

To support implementation of the 10-Year Plan to End Homelessness and coordinate annual planning activities the CoCB and/or working group will:

- Examine the local priority gaps and group related gaps together, evaluate whether they stem from systems issues or capacity issues, and identify how best to address them.
- Identify local strategies and actions that allow our CoC to meet HUD's five national objectives, including:

- ✓ Increasing the number of new permanent housing beds for people who meet HUD’s definition of chronic homelessness
 - ✓ Increasing the percentage of formerly homeless individuals who remain housed in HUD permanent housing projects for at least six months
 - ✓ Increasing the percentage of homeless persons who have moved from HUD transitional housing to permanent housing
 - ✓ Increasing the percentage of formerly homeless persons who are employed
 - ✓ Decreasing the number of homeless households with children
- Consider other national, state and local political, economic and social context and initiatives, identifying opportunities and challenges.
 - Consider “best practice” strategies that have proven effective in other communities.
 - Consider strategies that do not require funding but which call for system level changes in policies, procedures, or re-allocation of existing resources.
 - Assess the availability of federal, state, local and private resources that might be used to fund the implementation of identified strategies.
 - Consider issues of Continuum and provider capacity and identify training and technical assistance needs and resources.

Advise regarding Responsibility Assignment and Timeframe Development

To facilitate implementation activities and evaluation of outcomes, the CoCB and/or work groups will provide advisement_for each action step:

- Parties responsible for implementation
- Costs and funding sources
- Clear timelines and benchmarks

Supporting and Improving CoC Performance

In order to ensure that the programs in the CoC are succeeding in preventing and ending homelessness, the CoCB may periodically measure and evaluate performance of its homeless assistance providers and how the system performs as a whole. This periodic assessment:

- Supports continual improvement in the effectiveness of services and housing provided to participants.
- Helps document and communicate the success of the continuum.
- Provides concrete data demonstrating both need for and effectiveness of programmatic interventions for planning, fundraising, and other purposes.

- Helps to identify which strategies and programs are effective and which need to be changed or adjusted.

Assessment Tools, Process and Timing

The CoCB or its designee will set up a system to monitor and measure provider performance and system performance. Assessments will be carried out on a periodic basis, at least annually.

To ensure complete fairness:

- The procedure will be developed as part of a collaborative process, including input by the providers who are being evaluated.
- The process and assessment tools will be developed up front, published and strictly followed.
- The process will be conducted by a neutral party.

The Performance Assessment will ensure accountability for individual programs and for the system as a whole by answering the following questions:

- Are we having an impact in moving homeless individuals and families to permanent housing settings?
- Do our housing programs and services make a difference? How so?
- Are we using our dollars wisely?
- Are there weak links in our system or programs? How can we make improvements?

The CoCB will consider the following issues when assessing performance:

- CoC overall progress towards goals and objectives, including national objectives;
- Provider performance based on client level outcomes;
- Client feedback, and;
- Service coordination.

CoC Overall Progress Toward Goals and Objectives

In order to track progress, the CoCB will review the extent to which the CoC's goals and objectives have been accomplished.

The CoCB encourages individual housing and service providers to establish outcome-based performance goals that:

- Further the overall goals of the continuum.
- Can be accomplished with the organization's resources.
- Are consistent with the provider's individual missions.

The overall goals of the continuum include:

- Reduction in the number of homeless people in the community
 - Number of single individuals
 - Number of families
- Reduction in the length of time that individuals and families remain homeless

- Reduction in additional spells of homelessness experienced by individuals and families who exit homelessness
- Increase in outreach to homeless individuals and families
- Increase in jobs and incomes for homeless individuals and families
- Reduction in the number of individuals and families who become homeless
- Increase in the number of permanent housing units available to homeless
- Decrease in the number of people on waiting lists for permanent housing

The CoCB may collect the information listed above from each provider, from the Point in Time count, and from the HMIS and consolidate the results to determine the overall progress of the CoC in meeting the above goals.

Provider Performance Based on Client Level Outcomes

The CoCB will use the HUD Annual Performance Report (APR) to evaluate project performance. The APR tracks program progress and accomplishments for grantees of HUD's competitive homeless assistance programs. The APR measures performance on how each project has helped participants achieve increased residential stability, increased skill level and/or income and greater self-determination.

Each HUD grantee in the CoC is required to submit its APR to the CoCB within a month of when the APR is due to HUD. The CoCB will assess performance of HUD grantees based on the following:

- Did the grantee meet its own goals and objectives? Were the goals and objectives for the project challenging enough?
- Is the program operating at capacity? How many people did the program serve last year?
- What are the outcomes for clients of the program?
 - If the program is transitional housing, what percent of clients moved to permanent housing?
 - If the program is permanent housing, what percent of clients remained in permanent housing for at least 6 months?
 - What is the percent of people who were employed when they exited the program?
 - What is the percent of people who exited the program with SSI/SSDI, TANF, Medicaid, etc?
 - What is the average increase in monthly income for people exiting the program?
- Did the programs meet the following HUD goals?
 - The percentage of formerly homeless persons who remain housed in HUD permanent housing projects for more than 6 months will be 75 percent by 2011.
 - By 2011, 65 percent of households leaving transitional housing will directly move to permanent housing.
 - By 2011, 25 percent of homeless persons will be employed upon exiting HUD homeless assistance projects.

Programs will also be assessed based on their performance in meeting the CoC's goals and in relation to whether they address the CoC's Local Priorities, which are created as a result of the Annual Planning process every year.

Based on this evaluation, each program will be assigned one of the following performance categories:

- High Performer – Projects that have substantially met or exceeded all goals, have successfully met most or all Local Priorities, and have addressed all issues and recommendations from prior evaluations.
- Medium Performer – Projects that have met most goals, have successfully met most or all Local Priorities, and have addressed most issues and recommendations from prior evaluations.
- Low Performer – Projects that have met few or no goals, have met few or no Local Priorities, and did not adequately address significant issues and recommendations from prior evaluations.

As a result of this evaluation, representatives of the CoC will meet with Medium and Low Performer programs to determine ways to improve performance (technical assistance, provider-level peer mentoring, etc.)

Client Feedback

The CoCB encourages programs to solicit client feedback. The CoCB expects that all programs within the CoC provide services in a way that is respectful of the consumer and treats consumers in a dignified manner. Interviewing people who are currently using or have formerly used CoC services can provide information about services received, client satisfaction, unmet needs, and outcomes. Thus, in evaluating programs within the CoC, the CoCB will inquire about the program's client feedback procedures, and whether the program can:

- Demonstrate that client evaluation and feedback are collected, analyzed and used.
- Give examples of client involvement in decision-making processes, including planning for services.
- Demonstrate that there is a client grievance and appeals process in place, and that clients are able to participate in and/or monitor the response to grievances and appeals.

The CoCB may also decide to conduct client surveys, interviews and/or focus groups to determine:

- Are services meeting clients' needs?
- Are changes or improvements to services needed?
- Do services make a difference in the lives of clients?
- Are there other needed services which clients identify as high priority in helping them regain and maintain housing?

Service Coordination

The CoCB may also assess whether the providers within the CoC are working together to provide a seamless system of care for people who are homeless. To this end, the performance assessment will look at the degree to which the system is working efficiently to address homelessness, including how effectively individuals and families who are homeless are moving through the homeless and mainstream service systems and into stable, permanent housing. Good coordination and collaboration among providers is necessary both when people who are homeless enter the system initially and when they are moving through the system.

When evaluating changes in system connectedness and integration, the CoCB will assess whether changes have occurred in the following areas:

- coordinated service delivery;
- inter-organizational communication, information-sharing and planning;
- inter-organizational trust and respect; and
- exchanging and sharing of resources.

The CoCB may measure overall service integration by

- Considering the total component services received by clients including:
 - independent housing;
 - case management;
 - general medical care;
 - substance abuse treatment;
 - mental health services; and
 - VA services.
- The total number of individual service providers assisting those clients over the previous year
- Mechanisms for communication, information-sharing and service delivery coordination among the providers
- The extent to which delivery of these services was perceived to be well coordinated or fragmented.

Dissemination

Once the Performance Assessment results have been collected and analyzed, an evaluation report will be disseminated to continuum stakeholders so that they may examine the data, decide what changes are necessary in response to the evaluation findings, and move ahead to change or adapt the strategic plan and the continuum's activities to reflect the results of the evaluation.

Depending on the specific results of the evaluation, possible changes might include the following:

- Providing training and technical assistance in the key areas revealed by the evaluation.
- Making changes to participating organization's operations so that the shared goals of the continuum can be achieved.

- Modifying relevant goals and objectives where it is deemed necessary.
- Adding new stakeholders to fill gaps in expertise or viewpoint.

The CoCB may use the results of the program evaluation process to identify both individual and/or systematic strengths as well as weaknesses. Once weaknesses are identified, the CoCB will work with providers to identify an intervention such as individual technical assistance from a consultant or training to improve the project's performance in the identified area. This follow-up assistance and monitoring will over time improve the overall quality of programs within the Continuum of Care.

The CoCB may also use the results from the evaluation process to highlight its successes (program specific and system-wide) in its public relations efforts to successfully engage the broader community. This information will be used by the CoCB, advocates and providers to educate the community to the issues of homelessness and the value of community-based, faith-based and non-profit providers in serving homeless individuals and families.

Finally, outcome and performance data will be used to highlight the progress the CoC and the broader community has made in moving homeless individuals and families to permanent housing and greater self-sufficiency.

The evaluation report will be made widely available, and the executive summary of the report will be disseminated to the public, the media, policy makers, and legislators.

Grant Monitoring

In addition to reviewing the performance outcomes of programs and services serving the homeless in our community, the CoCB may monitor the grant management of projects receiving County, State, and Federal funds (especially HUD McKinney-Vento funds) to ensure that the programs are effective and managed efficiently. The goal of the CoCB monitoring process is to ensure that the community does not lose money due to poor grant management.

The CoCB will designate an individual or work group to conduct the monitoring process. The CoCB's monitoring process will be conducted at least annually. The designated party will use risk management to indicate which areas or topics should be monitored, which projects/agencies require additional oversight, and what level of monitoring is required (e.g., desk review up to and including conducting site visits if necessary and resources allow).

The monitoring process does not rely only on Annual Performance Reports, but instead requires grantees to provide documentation to address some or all of the following topics, focused on administrative efficiency:

- **Internal Monitoring:** Does the grantee have a self-evaluation process in place? Does staff know and follow internal procedures? Are staff monitored to ensure that they understand and implement grant procedures?
- **Timeliness:** Are required reports submitted in a timely manner? Have HUD grantees submitted Annual Performance Reports to HUD in time? When a grantee starts a new program, is it up and operating in a timely manner?
- **Use of Grant Funds:** Are grantees drawing down grant funds in a timely manner? Are HUD grantees drawing down funds at least quarterly? Are grantees spending all grant funds over the operating year? Is the project meeting its match and leverage requirements and documenting that correctly?
- **Audit Findings:** Are there any HUD monitoring findings? If so, has the grantee responded to the findings? Are there any independent audit findings? If so, has the grantee responded to the findings?

Other monitoring items may include:

- **Documentation:** Is the project accurately and completely documenting participant eligibility? If the project charges rent, is it calculating client income and rent correctly? If the project provides housing, is the project conducting housing assessments and documenting habitability?

- Financial Management: Does the agency/project have a financial management system compliant with HUD standards? Does the system implement financial and cost accounting requirements?

Tools available: SHP Self-Monitoring Tools
<http://www.hudhre.info/documents/SHPSelfMonitoring.pdf>

Monitoring Conclusions

As a result of monitoring, the CoCB may reach one or more conclusions that:

- performance was adequate or exemplary;
- there were significant achievements;
- there were concerns that need to be brought to the attention of the program;
- technical assistance is needed; and/or
- there were findings that require corrective actions.

If deficiencies are found through the monitoring process, grantees must respond to deficiencies within 3 months.

Q1. Contact Information

Project Name: HMIS
Project Sponsor:
Grantee: Merced County Community ction Board
Grant Number: CA 0306B9T20080-1
Prefix: Ms.
First Name: Su
Middle Name:
Last Name: Briggs
Suffix:
Title: Deputy Director
Street Address 1: 1235 W Main Street
Street Address 2:
City: Merced
State: California
Zip Code: 95340
Format: 12345 or 12345-1234
E-mail Address: sbriggs@mercedcaa.org
Confirm E-mail Address: sbriggs@mercedcaa.org
Phone Number: 209-381-5221
Format: 123-456-7890
Extension:
Fax Number: 209-381-5276
Format: 123-456-7890

Q2. Submission Certification

Instructions

Before submitting your APR, an authorized grantee official must certify that the statement below is true by placing a check mark in the box. Your APR will not be reviewed if the check mark is not completed.

Name of Authorized Grantee Official: Susan Briggs

Title/Position: Deputy Director

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).

Check for Certification:

Q3. Project Information

Please complete the project information for this grant based on the grant application or subsequent amendments.

Instructions:

Projects that received funding for acquisition, new construction and rehabilitation (e.g. hard costs) are required to maintain the facility as a homeless program for a 20 year period, which is documented by submitting an APR each year.

Select yes if this APR is fulfilling the reporting obligation associated with the 20-year use requirement under either of these conditions: 1. The original grant was only for hard costs (acquisition, new construction, rehabilitation), or 2. The original grant was for hard costs and soft costs (leasing, operations or supportive services) and the grantee declined to renew the soft costs at some point.

Select no if this project is currently receiving SHP, S+C or SRO funding to support leasing, operations, or supportive services in this property, as the project is required to submit an APR to fulfill the reporting obligations associated with the current grant.

Type of Grant SHP
Component Type HMIS
Content depends on "Type of Grant" selection
Click save to update form.

CoC Number and Name CA-520 - Merced City & County CoC
Amount of Contract or Award \$81,162
Operating Year Start Date 11/01/2009
Operating Year End Date 10/31/2010
Operating Year Covered by this APR 1
Is this an extension APR? No

HMIS Dedicated Projects

These questions will collect basic information on the scope of the HMIS implementation, HMIS functionalities, HMIS program and bed coverage, training, and data quality.

A complete guidebook for HMIS Dedicated Projects can be found online at www.HUDHRE.info/apr. Included in the guidebook are detailed instructions for each HMIS project question in the APR, as well as key terms and definitions.

H1a. Lead Organization

Organization Name: Merced County Community Action Agency

Street Address 1: 1235 W Main Street

Street Address 2:

City: Merced

State: California

Zip Code: 95340

H1b. Contact Person

Prefix: Ms
First Name: Susan
Last Name: Briggs
Suffix:
Phone: (209) 381-5221
Extension:
Fax: (209) 381-5271
Email Address: sbriggs@mercedcaa.org
Confirm email address: sbriggs@mercedcaa.org

H1c. General Information

Select your HMIS implementation type: Single CoC
List the CoC(s) covered by the HMIS implementation: CA-520 - Merced City & County CoC
Number of HPRP Grantees included in the HMIS Implementation: 1
Type of HMIS Software you have: Commercially available
Name of HMIS Software: Service Point
Are unduplicated counts generated out of a data warehouse? Yes

H2. HMIS Implementation and Staffing

Instructions:

Report the scope of the implementation, as of the last day of the operating year. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance.

Scope of HMIS Implementation	CoC	Entire HMIS Implementation
(a) Total Homeless System Programs in HMIS	1	1
(b) How many homeless programs participate in HMIS through data integration?	1	16
(c) Total unduplicated homeless system clients in HMIS		1,154
(d) Total new unduplicated homeless system clients in HMIS in operating year.		97
(e) Total number of users		16
(f) Total number of active users (logged into the system in the last 30 days)		9
(g) Total FTEs dedicated to HMIS		2

The total number of homeless programs in HMIS through data integration should not be greater than the total number of homeless programs in HMIS.

H3. HMIS Participation by Program Type

Instructions:

For this CoC, please identify the total number of homeless system and participating homeless system programs in the CoC.

Number of Programs Participating in HMIS

Type of CoC programs	Total number of CoC programs	Total number of CoC programs participating in HMIS
Emergency shelter		3
Transitional housing		4
Permanent supportive housing		2
Homeless Street Outreach		2
Homeless Prevention and Rapid Re-housing Programs		3
Services only programs (excluding outreach)		2
Other		
Safe Haven		
Permanent housing (e.g., Mod Rehab SRO, subsidized housing without services)		
Total number of programs	0	16

The total number of homeless programs in HMIS should not be greater than the total number of homeless programs.

H4a. HMIS Functionality - General

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Client intake	Yes	Yes
Case management	Yes	Yes
Service tracking	Yes	Yes
Outreach tools	No	No
Resource directory	Yes	No
Online referral	Yes	Yes
Program eligibility and screening	Yes	No
Daily bed register	Yes	Yes
Bed utilization report	Yes	No
Interagency data sharing	Yes	No
Custom reporting	Yes	Yes

H4b. HMIS Functionality - Reporting

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
HUD's Annual Performance Report	Yes	Yes
HPRP Quarterly Performance Report	Yes	Yes
Annual Homeless Assessment Report	Yes	Yes
Housing Inventory	Yes	No
AHAR XML	No	No

H4c. HMIS Functionality - Data Quality

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Unduplication management	Yes	Yes
Missing values report	Yes	Yes
Unduplication quality report	Yes	Yes
Data timeliness report	No	No

H4d. HMIS Functionality - Security

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
Encrypted data transmissions	Yes	Yes
Encrypted data storage	Yes	Yes
Password rotation	Yes	Yes
Password format enforcement	Yes	Yes
Lock after inactivity	Yes	Yes
Simultaneous access prevention	Yes	Yes
Multi-Mode or Workstation Authentication	Yes	Yes
Failed login lockout	Yes	Yes
Automated disabling of user ids	Yes	Yes
Audit logs	Yes	Yes

H4e. HMIS Functionality - Data Exchange

Instructions:

Indicate which system functionalities are currently implemented as part of your HMIS and whether you use this functionality. Refer to the "HMIS Dedicated Project APR Guidebook" for more guidance and a description of the functionality.

HMIS Function	Does your HMIS support this functionality?	Do you use this functionality?
HUD HMIS XML Export	No	No
HUD HMIS CSV Export	No	No
HMIS XML Import	No	
HMIS CSV Import	No	No

H4f. HMIS Functionality

Instructions:

Describe any current plans to enhance your HMIS software or begin using existing functionality.

Maximum Characters: 2000

Plan on obtaining XML export system

H5. Electronic Data Sharing between Contributory HMIS Organizations (CHOs)

Instructions:

Options for electronic data sharing among CHOs:

All - Occurs among all HMIS-participating providers

Greater than 50% - Occurs among most HMIS-participating providers

Less than 50% - Occurs among some HMIS-participating providers

Case by Case Basis - Is permitted on a case by case basis for particular clients

Not Permitted - Is not permitted within the HMIS implementation

Options for "If some electronic data sharing is allowed between CHOs and an authorized CHO can access:

All - All client data from those programs

Limited - A limited set of data from those programs, which includes information needed to find an existing client record (to avoid creating a duplicate client record) and basic demographic and/or service use information about a client once located

Identifiers only - Only data needed to find an existing client record to avoid creating a duplicate record

Refer to the "HMIS Dedicated Project APR Guidebook" for more detailed instructions.

Please select the option that best describes your community's approach to interagency electronic data sharing.

Electronic data sharing among CHOs: Case by Case Basis
Click save to update form.

If some electronic data sharing is allowed between CHOs, an authorized CHO can access: Limited

H6. User Training Type, Requirements, Frequency and Completion

Instructions

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Has training been defined and/or conducted? Yes
Click save to update form.

Does your HMIS Training provided cover the following criteria?
After all selections are made click save to update form.

Standard Operating Procedures (SOP): Yes
Identify the Training Requirements: Required for all users
Frequency Offered: Unplanned or as needed
Number of users that completed training in the operating year: 16

Privacy and client consent policies and procedures: Yes
Identify Training Requirements: Required for all users
Frequency Offered: Unplanned or as needed
Number of users that completed training in the operating year: 16

Basic HMIS software features: Yes
Identify Training Requirements: Required for all users
Frequency Offered: Unplanned or as needed
Number of users that completed training in the operating year: 16

Intermediate/advanced HMIS software features: Yes
Identify Training Requirements: Required for all users

Frequency Offered: Unplanned or as needed
Number of users that completed training in hte operating year: 16

Report writing / data analysis: No

System administration training for agency IT staff: Yes

Identify Training Requirements: Required for some users

Frequency Offered: Unplanned or as needed

Number of users that completed training in the operating year: 2

System security: Yes

Identify Training Requirements: Required for all users

Frequency Offered: Unplanned or as needed

Number of users that completed training in the operating year: 16

Other No

H7. Follow-Up Training Requirements

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Beyond the start-up training requirements specified in Q6, are HMIS users required to complete any refresher or additional HMIS training in later periods?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

If yes, please describe your additional HMIS training requirements:
Maximum Characters: 2000

It is offered to those in need

H8. HMIS Data Timeliness Procedures

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Are CHOs required to enter HMIS data within a specific timeframe after client intake, contact, or exit?

<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

If yes, describe the policies and procedures you have established to ensure that data timeliness is followed:
Maximum Characters: 2000

H9. HMIS Data Quality Procedures

Instructions:

Refer to the "HMIS Dedicated Project APR Guidebook" for guidance and more detailed instructions.

Do you have standard operating procedures for monitoring data stored in HMIS for quality, including completeness and/or accuracy?

<input checked="checked" type="checkbox"/>	Yes
<input type="checkbox"/>	No

If yes, please describe data quality policies and procedures used to monitor data.
Maximum Characters: 2000

We run data quality reports which would show reports with "null" value which then need to be corrected

H10a. HMIS Bed and Unit Participation Chart - Emergency Shelters

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Emergency Shelters for the last Wednesday in January of the operating year

Year round beds
Year round beds in HMIS
Year round units
Year round units in HMIS
of persons in residential programs in HMIS
of households in residential programs in HMIS
Bed coverage
Bed utilization
Unit utilization

Without Children	With Children
77	32
77	32
	0
	0
77	17
77	9
100%	100%
100%	53%
	0%

H10b. HMIS Bed and Unit Participation Chart - Transitional Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Transitional Housing for the last Wednesday in January of the operating year

Year round beds
Year round beds in HMIS
Year round units
Year round units in HMIS
of persons in residential programs
of households in residential programs
Bed coverage
Bed utilization
Unit utilization

Without Children	With Children
6	6
6	6
	0
	0
3	4
4	4
100%	100%
50%	67%
	0%

H10c. HMIS Bed and Unit Participation Chart - Permanent Supportive Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Permanent Supportive Housing for the last Wednesday in January of the operating year

	Without Children	With Children
Year round beds	6	0
Year round beds in HMIS	6	0
Year round units		0
Year round units in HMIS		0
# of persons in residential programs	6	0
# of households in residential programs	6	0
Bed coverage	100%	0%
Bed utilization	100%	0%
Unit utilization		0%

H10d. HMIS Bed and Unit Participation Chart - Emergency Shelters

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Emergency Shelters for the last Wednesday in July of the operating year

	Without Children	With Children
Year round beds	77	32
Year round beds in HMIS	77	32
Year round units		0
Year round units in HMIS		0
# of persons in residential programs	77	9
# of households in residential programs	77	4
Bed coverage	100%	100%
Bed utilization	100%	28%
Unit utilization		0%

H10e. HMIS Bed and Unit Participation Chart - Transitional Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Transitional Housing for the last Wednesday in July of the operating year

Year round beds
Year round beds in HMIS
Year round units
Year round units in HMIS
of persons in residential programs
of households in residential programs
Bed coverage
Bed utilization
Unit utilization

Without Children	With Children
6	6
6	6
	0
	0
4	2
4	6
100%	100%
67%	33%
	0%

H10f. HMIS Bed and Unit Participation Chart - Permanent Supportive Housing

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Point in Time counts of Permanent Supportive Housing for the last Wednesday in July of the operating year

	Without Children	With Children
Year round beds	6	0
Year round beds in HMIS	6	0
Year round units		0
Year round units in HMIS		0
# of persons in residential programs	6	0
# of households in residential programs	6	0
Bed coverage	100%	0%
Bed utilization	100%	0%
Unit utilization		0%

H10g. Explanation of Barriers

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

If you did not have 100% bed coverage in any of the inventory types, for all of the above categories, then please explain your barriers and plan for improving your bed coverage.

Maximum Characters: 2000

All bed uin the community are filled

H11a. HMIS Data Quality - Residential Programs

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Universal Data Elements for Residential Programs

Data Element	% Don't Know / Refused	% Missing
First Name		0%
Last Name		0%
SSN	1%	1%
Date of Birth	0%	0%
Race	0%	0%
Ethnicity	0%	0%
Gender	0%	0%
Veteran Status - Adults Only	2%	2%
Disabling Condition	2%	2%
Residence Prior to Program Entry	0%	0%
Zip Code of Last Permanent Address	0%	0%
Housing Status (at entry)	0%	0%

H11b. HMIS Data Quality - Street Outreach/SSO Programs

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Universal Data Elements for Street Outreach/SSO Programs:

Data Element	% Don't Know / Refused	% Missing
First Name		
Last Name		
SSN		
Date of Birth		
Race		
Ethnicity		
Gender		
Veteran Status - Adults Only		
Disabling Condition		
Residence Prior to Program Entry		
Zip Code of Last Permanent Address		
Housing Status (at entry)		

H11c. HMIS Data Quality - Program Descriptor Data Elements

Instructions:

Refer to the "HMIS Dedicated Projects APR Guidebook" for guidance and instructions.

Program Descriptor Elements

Data Element
Program Name
Site Configuration Type
Site Address
Geocode
Site Type
Housing Type
CoC Number
Program Type Code
Bed and Unit Inventory Information Residential homeless system programs only
Target Population B

% Missing
0%
0%
0%
75%
0%
0%
0%
0%
0%
0%

H12. HMIS Funding

Instructions:

Specify the amount (\$) of funding sources expended in association with this SHP HMIS dedicated grant during this operating year.

HMIS Project Funding Sources

Funding Source	Amount
HUD SHP grant (dedicated HMIS project)	\$81,162.00
HUD CDBG	
HUD ESG	
HUD HOPWA	
HUD SHP administration	
Local government	
Local private	
Participation fees from agencies	
Other (Please specify below)	
CSBG	\$16,233.00
Total from all sources	\$97,395.00

H13. SHP HMIS Dedicated Grant Expenditures

Instructions:

Please indicate the SHP HMIS dedicated grant expenditures by type for the operating year.

SHP HMIS Dedicated Grant Expenditures

Expenditure Type	Expenditure Amount
Equipment (server, computers, printers)	\$4,319
Software (software fees, user licenses, software support)	\$11,568
Services (training, hosting, programming)	\$11,547
Personnel (costs associated with staff)	\$53,728
Space and operations	\$0
Stipends to agencies	\$0
Other (Please specify below)	
	\$0
Total:	\$81,162

Q1. Contact Information

Project Name: Project Home Start
Project Sponsor: Community Action Agency
Grantee: Merced County Department of Mental Health
Grant Number: CA0780B9T200901
Prefix: Ms.
First Name: Debbie
Middle Name:
Last Name: Dean
Suffix:
Title: Mental Health Program Manager
Street Address 1: 480 East 13th Street
Street Address 2:
City: Merced
State: California
Zip Code: 95341
Format: 12345 or 12345-1234
E-mail Address: ddean@co.merced.ca.us
Confirm E-mail Address: ddean@co.merced.ca.us
Phone Number: 209-381-6822
Format: 123-456-7890
Extension:
Fax Number: 209-725-3981
Format: 123-456-7890

Q2. Submission Certification

Instructions

Before submitting your APR, an authorized grantee official must certify that the statement below is true by placing a check mark in the box. Your APR will not be reviewed if the check mark is not completed.

Name of Authorized Grantee Official: Manuel J. Jimenez, Jr.

Title/Position: Director of Mental Health

I hereby certify that all the information stated herein is true and accurate. I understand that HUD will prosecute false claims and statements and that conviction may result in criminal and/or civil penalties (pursuant to 18 USC 1001, 1010, 1012; 31 USC 3729, 3802).

Check for Certification:

Q3. Project Information

Please complete the project information for this grant based on the grant application or subsequent amendments.

Instructions:

Projects that received funding for acquisition, new construction and rehabilitation (e.g. hard costs) are required to maintain the facility as a homeless program for a 20 year period, which is documented by submitting an APR each year.

Select yes if this APR is fulfilling the reporting obligation associated with the 20-year use requirement under either of these conditions: 1. The original grant was only for hard costs (acquisition, new construction, rehabilitation), or 2. The original grant was for hard costs and soft costs (leasing, operations or supportive services) and the grantee declined to renew the soft costs at some point.

Select no if this project is currently receiving SHP, S+C or SRO funding to support leasing, operations, or supportive services in this property, as the project is required to submit an APR to fulfill the reporting obligations associated with the current grant.

Type of Grant	SHP
Component Type	PH
Content depends on "Type of Grant" selection	
Click save to update form.	
Is this project operated by a victim service provider as defined by the Violence Against Women and Department of Justice Re-authorization Act of 2005?	No
Click save to update form.	
Was this project funded under a special initiative?	No
Target Subpopulation	Severely mentally ill
CoC Number and Name	CA-520 - Merced City & County CoC
Amount of Contract or Award	\$134,466
Operating Year Start Date	06/01/2010
Operating Year End Date	05/31/2011
Operating Year Covered by this APR	4
Is this an extension APR?	No
Is this a final APR?	Yes
Is this a corrected APR?	No
Is this APR fulfilling the reporting obligation associated with a 20-year use requirement?	No
Click save to update form.	

Q4. Site Information

Instructions:

The site information address is the address of the principal program service site. If this is a program with multiple sites (e.g. mobile outreach program, scattered-site housing program, etc.) enter the program's administrative office address. Victim service providers are exempt from recording address information. Enter DV on each line of the address form instead of an address.

Street/PO Box: 108 West 20th Street

City: Merced

State: California

Zip Code: 95340

Format: 12345 or 12345-1234

Identify the program site configuration type: Single Site, Multiple Buildings

Identify the site type for the principal service site: Residential: Special Needs Only

Identify the housing type for the principal service site: Single Apartment (non-SRO) Units

Explain any changes made in this section from the information provided in the original application:

Maximum Characters: 2000

No changes.

Q5. Bed & Unit Inventory

Instructions:

The Proposed Bed and Unit Inventory should match your Exhibit 2 information. The Actual Bed and Unit Inventory is the number of beds/units reliably ready for occupancy starting on or before the last day of the project's operating year. If some or all of the beds are not designated exclusively for one type of household then report beds in each type based on the average use of those beds. Projects that only have units (no fixed number of beds - e.g. apartment units) should estimate the number of beds. For PSH Only - The Chronically Homeless beds are those that were identified in your grant application as a subset of the total beds designated for persons who are chronically homeless. The number of actual chronically homeless beds represents those that are reliably ready for occupancy starting on or before the last day of the project's operating year. A bed may be used by a chronically homeless person regardless of the number of chronically homeless beds designated in your grant application - this number is reflective only of those beds specially put aside or targeted in your grant application for chronically homeless persons. Projects that do not have a fixed number of units may record either the number of facilities operated (e.g. 1 unit = 1 facility) or may use the number of bedrooms (e.g. 5 units = 5 bedrooms) as is appropriate for the type of facility.

Proposed Bed and Unit Inventory Total Number of Year Round Beds/Units from Application

	Beds	CH Beds (PSH Only)	Units
Households without Children			4
Households with Children			
Total	0		4

Actual Bed and Unit Inventory Total Current Number of Year Round Beds/Units

	Beds	CH Beds (PSH only)	Units
Households without Children			4
Households with Children			
Total	0		4

Q5b: Explanation of Changes

Explain any difference in the actual inventory from the information provided in the application.

Maximum Characters: 2000

No changes.

Q8. Persons Served

Instructions:

Report the unduplicated count of all people served during the operating year. Each person should be counted in the household type associated with his or her last stay of the operating year.

The household types include:

- a) Households without Children ζ include single adult persons, or adults with adult companions that have never had a child in their household.
- b) Households with Children and Adults ζ include any household with at least one adult and one child present regardless of whether the child(ren) is present for the full program stay. (Rule ζ If ever a child in the household, always a household with children).
- c) Households with only Children ζ include any household where all persons are younger than age 18. (Age is determined based on: entry date closest to the end of the operating year or if they were in the program during the previous operating year then age is based on the first day of the operating year.)

Number of Persons in Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Adults	4	4			
Children	0				
Don't Know/Refused	0				
Information Missing	0				
Total	4	4	0	0	0

Average Number of Persons Served Each Night

	Total	Without Children	With Children and Adults	With only Children	Unknown Type
Average Number of Persons	4	4			

Point-in-Time Count of Persons on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
January	4	4			
April	4	4			
July	3	3			
October	4	4			

Q9. Households Served

Instructions:

Report the unduplicated number of households served by household type. The type of household is determined based on the type of persons in the household, considering all program stays within the operating year.

- a) Households without Children include single adult persons, or adults with adult companions that have never had a child in their household.
- b) Households with Children and Adults include a person in any household with at least one adult and one child present regardless of whether the child(ren) is present for the full program stay. (Rule If ever a child in the household, always a household with children).
- c) Households with only Children include a person in any household where all persons are younger than age 18. (Age is determined based on: entry date closest to the end of the operating year or if they were in the program during the previous operating year then age is based on the first day of the operating year.)
- d) Type Unknown - If age is missing for a member of a household, it may not be possible to determine that person's household type. In that case, persons should be entered under unknown household type.

Number of Households Served During the Operating Year

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Households	4	4			

Point-in-Time Count of Households Served on the Last Wednesday in

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
January	4	4			
April	4	4			
July	3	3			
October	4	4			

Q15a1. Gender - Adults

Instructions:

Report the number of adults in each gender response category, recorded by the type of household in which each adult was last served.

**Gender of Adults
 Number of Adults in Households**

	Total	Without Children	With Children and Adults	Unknown Type
Male	2	2		
Female	2	2		
Transgendered	0			
Don't Know/Refused	0			
Information Missing	0			
Subtotal	4	4	0	0

Q15a2. Gender - Children

Instructions:

Report the number of children in each gender response category, recorded by the type of household in which each child was last served.

Gender of Children Number of Children in Households

	Total	With Children and Adults	With Only Children	Unknown Type
Male	0	0		
Female	0	0		
Transgendered	0			
Don't Know/Refused	0			
Information Missing	0			
Subtotal	0	0	0	0

Q16. Age

Instructions:

Report the number of persons in each age category. Age should be calculated based on age at program entry (of the last program stay during the operating year) or age on the first date of the operating year, whichever is later.

**Age
 Number of Persons in Households**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Under 5	0				
5 - 12	0				
13 - 17	0				
18 - 24	0				
25 - 34	1	1			
35 - 44	0				
45 - 54	1	1			
55 - 61	1	1			
62+	1	1			
Don't Know/Refused	0				
Information Missing	0				
Total	4	4	0	0	0

Q17a. Ethnicity/Race - Ethnicity

Instructions:

Report the number of persons in each ethnicity category, recorded by the type of household in which each person was last served.

**Ethnicity
 Number of Persons in Households**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Non-Hispanic/Non-Latino	3	3			
Hispanic/Latino	1	1			
Don't Know/Refused	0				
Information Missing	0				
Total	4	4	0	0	0

Q17b. Ethnicity/Race - Race

Instructions:

Report the number of persons in each race category, recorded by the type of household in which each person was last served.

Race
Number of Persons in Households

	Total	Without Children	With Children and Adults	With only Children	Unknown Type
White, Non-Hispanic/Non-Latino	3	3			
White, Hispanic/Latino	1	1			
White, Missing Ethnicity	0				
Black or African-American	0				
Asian	0				
American Indian or Alaska Native	0				
Native Hawaiian or Other Pacific Islander	0				
Multiple Races	0				
Don't Know/Refused	0				
Information Missing	0				
Total Minority	1	1	0	0	0
Total Non-minority	3	3			
Total	4	4	0	0	0

Q18a1. Physical and Mental Health Types of Conditions

Instructions:

Report the number of persons with each condition, reported separately for persons in different household types. An individual may have more than one condition identified and therefore may be reported in more than one row of the table.

Known Physical and Mental Health Conditions Number of Persons in Households

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Type
Mental Illness	4	4			
Alcohol Abuse	1	1			
Drug Abuse	1	1			
Chronic Health Condition	0				
HIV/AIDS and Related Diseases	0				
Developmental Disability	0				
Physical Disability	0				

Q19. Domestic Violence Status

Instructions:

19a. Report the number of adults and unaccompanied youth who indicated a past domestic violence experience, based on the assessment at last program entry. Click save to update the screen after entering this response.

19b. If any persons are recorded as having a past domestic violence experience, an additional table will show. Report the number of persons who most recently experienced domestic violence within each of the specified timeframes.

19a. Past Domestic Violence Experience Number of Adults and Unaccompanied Youth in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Yes	1	1			
No	0				
Don't Know/Refused	0				
Information Missing	0				
Total	1	1	0	0	0

19b. When Past Domestic Violence Experience Occurred Number of Adults and Unaccompanied Youth in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Less than 3 Months	0				
3 to 6 Months Ago	0				
6 to 12 Months Ago	0				
More than a Year Ago	1	1			
Don't Know/Refused	0				
Information Missing	0				

Q20a1. Residence Prior to Program Entry - Homeless Situations

Instructions

This is one of three tables on prior residence: homeless living situations, institutional settings, and other locations. Report the number of persons who stayed in each of the homeless living situations listed below on the night before their most recent program entry.

Note that the percentages calculated for each row reflect the percentage of all persons served, not the percentage of persons counted in this table.

**Residence Prior to Program Entry - Homeless Situations
Number of Persons in Households**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Emergency shelter	3	3			
Transitional housing for homeless persons	1	1			
Place not meant for human habitation	0				
Safe Haven	0				
Subtotal	4	4	0	0	0

Q20a2. Residence Prior to Program Entry - Institutional Settings

Instructions

This is one of three tables on prior residence: homeless living situations, institutional settings, and other locations. Report the number of persons who stayed in each of the institutional settings listed below on the night before their most recent program entry.

Note that the percentages calculated for each row reflect the percentage of all persons served, not the percentage of persons counted in this table.

Residence Prior to Program Entry - Institutional Settings Number of Persons in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Psychiatric facility	0	0			
Substance abuse or detox center	0	0			
Hospital (non-psychiatric)	0	0			
Jail, prison, or juvenile detention	0	0			
Foster care	0	0			
Subtotal	0	0	0	0	0

Q20a3. Residence Prior to Program Entry - Other Locations

Instructions

This is one of three tables on prior residence: homeless living situations, institutional settings, and other locations. Report the number of persons who stayed in each of the other locations listed below on the night before their most recent program entry.

Note that the percentages calculated for each row reflect the percentage of all persons served, not the percentage of persons counted in this table.

**Residence Prior to Program Entry - Other Locations
 Number of Persons in Households**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
PSH for homeless persons	0				
Owned by client, no subsidy	0				
Owned by client, with subsidy	0				
Rental by client, no subsidy	0				
Rental by client, with VASH subsidy	0				
Rental by client, with other subsidy	0				
Hotel/Motel, paid by client	0				
Staying or living with family	0				
Staying or living with friend(s)	0				
Other	0				
Don't Know/Refused	0				
Information Missing	0				
Subtotal	0	0	0	0	0

Total	4	4	0	0	0
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Q21. Veteran Status

Instructions

Report the number of adults in each veteran status category.

Veteran Status Number of Adults in Household

	Total	Without Children	With Children and Adults	Unknown Type
Veteran	0			
Not a Veteran	4	4		
Don't Know/Refused	0			
Information Missing	0			
Total	4	4	0	0

Q23. Client Monthly Cash - Income Amount by Entry and Exit Status

Instructions

Report the number of adult leavers in each income category.

Income at entry - Count each adult in the row that corresponds with the amount of income each person had at the first entry of the operating year or annual assessment nearest the first day of the operating year, whichever is later.

Income at exit - Count each adult in the row that corresponds with the amount of income each person had at exit.

Less/Same/More/Unknown Income - Count each adult in the row that corresponds with the amount of income each person had at entry and in the column that corresponds to whether the person's income at exit was less, the same, or more than income at entry. Record the person in the unknown column if income at exit is missing.

Average Change - In each row, calculate the average change in income between entry and exit for the people counted in that row in the "Income at Entry" column. (E.g., report the average change (\$) in income for the people who had no income at entry.) Calculate the average for all clients and report in the total row.

Client Monthly Cash-Income Amount Number of Adult Leavers

Program Entry	Income at Entry	Income at Exit	Less Income at Exit	Same Income at Exit	More Income at Exit	Unknown Income at Exit	Average Change (\$) Monthly Income per Adult
No income	1						
\$1 - \$150	1						
\$151 - \$250							
\$251 - \$500	1						
\$501 - \$750							
\$751 - \$1000	1						
\$1,001 - \$1,250							
\$1,251 - \$1,500							

\$1,501 - \$1,750							
\$1,751 - \$2,000							
\$2,001 +							
Don't Know/Refused							
Missing/No Follow-up							
Total	4	0	0	0	0	0	

Q27. Participation Length

Instructions:

Report the number of persons in each participation length category, recorded separately for Leavers and Stayers. Length of participation should be based on program entry to exit (or the end of the operating year, whichever is first) of their most recent program enrollment, including days stayed in the program prior to the start of the operating year.

Leaver - The term 'leaver' refers to clients who exited and were not in the program on the last day of the operating year.

Stayer - The term 'stayer' refers to clients who were in the program on the last day of the operating year. This includes clients who exited the program and re-entered the program before the end of the operating year.

Also report the average and median length of participation of all Leavers and all Stayers.

Length of Participation by Exit Status Number of Persons

	Total	Leavers	Stayers
Less than 30 days	0		
31 to 60 days	0		
61 to 180 days	0		
181 to 365 Days	1		1
366 to 730 Days (1-2 Yrs)	2		2
731 to 1095 Days (2-3 Yrs)	1		1
1096 to 1460 Days (3-4 Yrs)	0		
1461 to 1825 Days (4-5 Yrs)	0		
More than 1825 Days (>5 Yrs)	0		
Information Missing	0		
Total	4	0	4

Q29a1. Destination at Program Exit

Instructions:

Report the number of persons who exited to each destination type. Record the persons who participated in the program, based on the type of household in which they were served.

Exit Destination Number of Leavers in Households

	Total	Without Children	With Children and Adults	With Only Children	Unknown Type
Permanent Destinations					
Owned by client, no ongoing subsidy	0	0			
Owned by client, with ongoing subsidy	0	0			
Rental by client, no ongoing subsidy	0	0			
Rental by client, VASH subsidy	0	0			
Rental by client, other ongoing subsidy	0	0			
PSH for homeless persons	0	0			
Living with family, permanent tenure	0	0			
Living with friends, permanent tenure	0	0			
Temporary Destinations					
Emergency shelter	0	0			
TH for homeless persons	0	0			
Staying with family, temporary tenure	0	0			
Staying with friends, temporary tenure	0	0			
Place not meant for human habitation	0	0			
Safe haven	0	0			
Hotel or motel, paid by client	0	0			
Institutional Settings					
Foster care	0	0			
Psychiatric facility	0	0			
Substance abuse or detox facility	0	0			
Hospital (non-psychiatric)	0	0			
Jail or prison	0	0			
Other Destinations					

Deceased	0	0			
Other	0	0			
Don't Know/Refused	0	0			
Information Missing	0	0			
Total	0	0	0	0	0

Q30a1. SHP Expenditures - Development Costs

Instructions

Report all SHP and cash match expended during this operating year on acquisition, rehabilitation, and new construction for the project.

In the SHP Funds column, list all SHP funds expended during the operating year on each line item.

In the cash match column, list all matching funds expended during the operating year on each line item. If your grant application exceeded the amount of match required for your project, you must record all cash match expended that is at least equal to the amount you indicated you were generating in your grant application or technical submission.

SHP and Cash Match Expenditures During the Operating Year - Development Costs

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Acquisition			0%	\$0.00
Rehabilitation			0%	\$0.00
New Construction			0%	\$0.00
Development - Subtotal	\$0.00	\$0.00	0%	\$0.00

Q30a2. SHP Expenditures - Supportive Services

Instructions

Report all SHP and cash match expended during this operating year on acquisition, rehabilitation, and new construction for the project.

In the SHP Funds column, list all SHP funds expended during the operating year on each line item.

In the cash match column, list all matching funds expended during the operating year on each line item. If your grant application exceeded the amount of match required for your project, you must record all cash match expended that is at least equal to the amount you indicated you were generating in your grant application or technical submission.

SHP and Cash Match Expenditures During the Operating Year - Supportive Services

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Outreach				
Case management	\$2,684.00			
Life skills (not case management)				
Alcohol and drug abuse services	\$5,749.00			
Mental health services	\$4,343.00			
AIDS-related services				
Other health care services				
Education				
Housing placement				
Employment assistance				
Child care				
Transportation	\$2,876.00			
Legal				
Other				
Services - Subtotal	\$15,652.00			
Cash Match Expended		\$3,913.00	20%	\$19,565.00

Q30a3. SHP Expenditures - Leasing, Operating, & Admin

Instructions

Report all SHP and cash match expended during this operating year on acquisition, rehabilitation, and new construction for the project.

In the SHP Funds column, list all SHP funds expended during the operating year on each line item.

In the cash match column, list all matching funds expended during the operating year on each line item. If your grant application exceeded the amount of match required for your project, you must record all cash match expended that is at least equal to the amount you indicated you were generating in your grant application or technical submission.

SHP and Cash Match Expenditures During the Operating Year - Leasing Operating & Admin

Expenditure Type	SHP Funds	Cash Match	Match %	Total Expenditures
Real Property Leasing	\$21,415.00			
Operating Costs	\$51,865.00	\$17,288.00	25%	\$69,153.00
Administration	\$4,446.00			
Leasing, Operating, Admin - Subtotal	\$77,726.00			

SHP and Cash Match Expenditures During the Operating Year - Totals

Total SHP Expenses	SHP Funds	Cash Match	Match %	Total Expenditures
Development	\$0.00	\$0.00	0%	\$0.00
Supportive Services	\$15,652.00	\$3,913.00	20%	\$19,565.00
Real Property Leasing	\$21,415.00			\$21,415.00
Operating Expenses	\$51,865.00	\$17,288.00	25%	\$69,153.00
Administration	\$4,446.00			\$4,446.00
Total Expenses	\$93,378.00			\$114,579.00

Q40. Significant Program Accomplishments

Instructions

Please describe any significant accomplishments achieved by your program during the operating year.

Maximum Characters: 2000

One client received his AA degree from Merced College and is pursuing another degree. Another client is almost finished with her GED. Another client finished the domestic violence course. Another client applied for and got SSA.

Q42. Additional Comments

Please provide any additional comments on other areas of the APR that need explanations, such as difference in anticipated and actual program outputs or bed utilization.

Maximum Characters: 2000

None

Submission Summary

Part	Last Updated
Q1. Contact Information	08/31/2011
Q2. Submission Certification	08/31/2011
Q3. Project Information	08/31/2011
Q4. Site Information	08/31/2011
Q5. Bed & Unit Inventory	08/31/2011
Q9. Households Served	08/31/2011
Q15a1. Gender - Adults	08/31/2011
Q15a2. Gender - Children	08/31/2011
Q16. Age	08/31/2011
Q17a. Ethnicity/Race - Ethnicity	08/31/2011
Q17b. Ethnicity/Race - Race	08/31/2011
Q18a1. Condition Type	08/31/2011
Q19. DV Status	08/31/2011
Q20a1. Prior Residence - Homeless	08/31/2011
Q20a2. Prior Residence - Institutional	08/31/2011
Q20a3. Prior Residence - Other	08/31/2011
Q21. Veteran Status	08/31/2011
Q23. Cash Income - @ Entry & Exit	08/31/2011
Q27. Participation Length	08/31/2011
Q29a1. Destination	08/31/2011
Q30a1. SHP Financial - Development	08/31/2011
Q30a2. SHP Financial - Services	08/31/2011
Q30a3. SHP Financial - All Other	08/31/2011
Q40. Performance - Accomplishments	08/31/2011
Q42. Additional Comments	No Input Required

**Merced Region Homeless Continuum of Care
EXECUTIVE COUNCIL MEETING
369 West 18th Street, Merced, California
Wednesday, December 7, 2011 - 8:30 a.m.**

MINUTES

MEMBERS PRESENT

Su Briggs, Nonprofit Representative - Merced County Community Action Agency
Gary Rucker, Business Representative - Rucker Insurance
Renee Davenport, Faith Based Representative - Sierra Saving Grace
John Carlisle, Government Representative - Merced City Council
Mark Hamilton, Government Representative - City of Merced
Bruce Metcalf, Faith Based Representative – Rescue Mission
Terry Tatum, Concerned Citizen
Saundra Reeves, Nonprofit Representative - Turning Point Community Programs

MEMBERS ABSENT

Norma Cardona, Government Representative – Merced Union High School District

STAFF PRESENT

Lori Flanders, MCAG staff
Alicia Ochoa-Jones, MCAG staff

1. Welcome

Chairperson Su Briggs called the meeting to order at 8:31 a.m. and began introductions.

2. Oral Communications

Terry Tatum is accepting Christmas item donations for homeless and handed out a flyer with information.

Renee Davenport stated she wants to have John Carlisle remain on the Executive Council.

3. Minutes Executive Council Meetings

- a. November 9, 2011 Minutes –
Terry Tatum moved to approve the November 9, 2011 meeting minutes.
Seconded by Gary Rucker.
Motion carried unanimously.

4. Executive Council

- a. Bylaws

Terry Tatum moved to add two (2) more members to Executive Council.
Seconded by Gary Rucker.
Motion carried unanimously.

The Bylaws will be amended to reflect an 11 member Council. The General Collaborative will be notified of openings for one (1) Concerned Citizen and one (1) Homeless person or recipient of homeless services.

John Carlisle moved to add verbiage under Membership to state “homeless person or recipient of homeless services.”
Seconded by Bruce Metcalf.
Motion carried unanimously.

Alicia Ochoa-Jones to add verbiage to Bylaws and submit to Executive Council for review.

b. Policies & Procedures Phase II

Renee Davenport moved to have a study session to review the Policies & Procedures.
Seconded by Saundra Reeves.
Motion carried unanimously.

The study session will be held on Thursday, February, 2, 2012 from 8:30 a.m.-10:30 a.m. at the offices of Merced County Association of Governments.

c. Annual Progress Reports (HMIS & Project Home Start)

Annual Progress Reports provided for Executive Council’s information. Discussion ensued regarding HMIS’s usability.

d. CoC Check-Up

Alicia Ochoa-Jones provided overview of new Continuum of Care Check-Up. The process will need stakeholder participation. Item will be placed on General Collaborative meeting agenda for recommendations of participants.

e. Terry Tatum’s leave of absence request. Item added per Terry Tatum’s request prior to the meeting.

Although John Carlisle moved to approve Terry’s leave and Renee Davenport seconded and the motion carried unanimously, discussion ensued regarding changing meetings to the second Thursday of the month beginning immediately.

Bruce Metcalf moved to have Executive Council meetings the second Thursday of the month.
Seconded by Renee Davenport.
Motion carried unanimously.

5. Street Count

The first street count subcommittee meeting will be held at the offices of the Merced County Association of Governments on Tuesday, December 13, 2011 at 10:00 a.m.

6. Merced Homeless Connect

Discussion ensued regarding Healthy House as Fiscal agent as well as Non-Profit efforts for Merced Homeless Connect. This item will be added to General Collaborative agenda.

7. 10-Year Plan to End Homelessness

Gary Rucker wrote an article regarding homelessness and submitted it to the Merced Sun-Star.

8. General Collaborative Agenda for December 14, 2011

The agenda will include Homeless Management Information System, the Continuum of Care Check-Up, and Merced Homeless Connect.

9. Announcements/Information

None.

10. Adjourn

The meeting was adjourned at 9:53 a.m.

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Seconded by Bruce Metcalf.
Motion carried unanimously.

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Seconded by Sandra Reeves.
Motion carried unanimously.

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e. Terry Tatum’s leave of absence request. Item added per Terry Tatum’s request prior to the meeting.

A request was made to add verbiage to Bylaws regarding leaves of absence.

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None.

10. Adjourn

The meeting was adjourned at 9:53 a.m.