

**MERCED CONTINUUM OF CARE  
EXECUTIVE COUNCIL MEETING  
369 West 18<sup>th</sup> Street, Merced, CA  
Wednesday, January 13, 2010  
8:00 a.m.**

- 1. Welcome**
- 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 it requires action, it will be referred to staff and/or placed on the next agenda.
- \* **3. Minutes of the November 13, 2009 Executive Council Meeting**  
*Requires motion to approve and file.*
- \* **4. Elect Chair for the 2009/2010 CoC Planning Year**  
*Bylaws state the Chair and Vice-Chair positions rotate between Government and Private Representatives. Elect Government Representative to serve as the 2009/2010 CoC Planning Year Chair.*
- \* **5. Executive Council Membership**  
*Discussion with possible action to expand the CoC Executive Council Membership.*
- \* # **6. Policies & Procedures for 2010 Process**  
*Discussion with possible action to revise the Prioritizing Projects Policies and Procedures document.*
- \* **7. General Collaborative Agenda**
  - *Goals 2010*
  - Other items? How do we begin to tackle the goals established?*
- 8. Executive Council/Coordinator Announcements?**
  - *Street Count Update*
- 9. Adjourn**

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\* Action

# Attachment

+ Enclosure

*The next Continuum of Care Executive Council meeting will be held on  
Wednesday, February 10, 2010 at 8:00 a.m*

**MERCED CONTINUUM OF CARE  
EXECUTIVE COUNCIL MEETING  
Merced County Association of Governments  
369 West 18<sup>th</sup> Street, Merced, CA  
Friday, October 23, 2009  
8:00 a.m.**

**MINUTES**

**MEMBERS PRESENT**

Su Briggs, Community Action Agency  
Masoud Niroumand, City of Merced  
Herb Opalek, Merced County Rescue Mission  
Mae Pierini, Merced County Office of Education  
Fred Risard, Concerned Citizen  
Terry Tatum, Faith-based Representative

**MEMBERS ABSENT**

Kiley Carrillo, Rainbow Valley Group Homes  
Terry Nichols, Department of Rehabilitation  
VACANT, Business Representative

**OTHERS PRESENT**

Lori Flanders, MCAG

**1. Welcome**

Chair Tatum called the meeting to order at 8:05 a.m.

**2. Oral Communications**

Fred Risard asked if the Continuum would be taking a stance or at least helping the City of Merced with their encampment plans.

Lori commented that the Continuum of Care (CoC) has been involved in discussions with the City of Merced. She explained that city staff held a meeting with the CoC to determine their level of involvement and that MCAG staff is regularly in contact to offer assistance. She further explained that the purpose of the CoC is not encampments, and that key components include emergency shelter, transitional housing, permanent housing, and the supportive services that go with each housing component.

Fred recommended the Continuum going to a City Council and/or Board of Supervisor meeting to solicit funding for Harmon's House of Prayer to house the homeless 290 population.

Su commented that she would not feel comfortable recommending funding for a program she knows nothing about.

Mae commented that the Continuum should continue to provide viable options to the City, but did not feel comfortable taking a lead role when it came to developing an encampment plan.

Chair Tatum agreed to add a discussion item at the end of the agenda regarding the encampments.

**3. Minutes of the October 23, 2009 Executive Council Meeting.**

Mae Pierini made a motion to approve the minutes of the of the October 23, 2009 Executive Council Meeting. Seconded by Su Briggs.

**MOTION CARRIED UNANIMOUSLY.**

**4. Elect Chair and Vice Chair for the 2009/2010 CoC Planning Year**

Chair Tatum explained that their Bylaws state the Chair and Vice-Chair positions rotate between Government and Private Representatives. She asked that the Council nominate a Government Representative to serve as the 2009/2010 CoC Planning Year Chair and a Private Representative to serve as the Vice Chair.

The Council, after discussion, asked staff to find out if Terry Nichols will continue to serve on the Council, as he would be the ideal candidate to serve as Chair for 2009/2010.

Mae nominated Su Briggs as the Vice Chair.

Mae Pierini made a motion to elect Su Briggs to serve as the Vice Chair for the 2009/2010 CoC Planning Year and for staff to contact Terry Nichols regarding his continued service on the Executive Council. Seconded by Terry Tatum.

**MOTION CARRIED UNANIMOUSLY.**

**5. Policies & Procedures for 2010 Process**

The Council went through each Policy and Procedure document. The following changes were requested:

Collecting Needs Data

- The document identified methods to which the CoC will collect subpopulation data during the annual Street Count. The Council requested that since all methods listed are used, to change the language to read “and/or” and not just “or”.

Reviewing & Prioritizing Projects

- Council had a lengthy discussion regarding late applications, if they should or should not be accepted. The Council agreed that late applications should not be accepted unless the full amount of dollars available is not being requested. Thus, when all on time applications have been submitted and it appears that the community is not requesting as much money as is available, the CoC Council will re-open the process.

- Council requested that if the process does happen to be re-opened for the purpose mention above, they would determine the time frame that applications will be due.
- Fred commented that we should include veterans as an identified funding priority in the Policies & Procedures document.

Lori explained that the priorities were identified by the General Collaborative at a previous meeting to include parolees, the chronically homeless, and foster youth. Priorities are established on an annual basis.

Fred asked that veterans be included.

Lori explained that addition of the veterans as a priority would have to be a Council decision.

Several members of the Council commented that the priorities do not mean that a veterans project would not be approved; it just documents what the CoC believed to be a funding priority.

Majority of Council requested the priorities remain as is.

Mae Pierini made a motion to approve the Policies and Procedures with the changes mentioned above for HMIS, Collecting Needs Data, Reviewing and Prioritizing Projects, Role of the CoC Coordinator, and Activities of the Continuum of Care Collaborative and Executive Council for final adoption.

**MOTION CARRIED UNANIMOUSLY.**

#### **6. General Collaborative Agenda**

- Quarterly Progress Reports – Grantees
- Quarterly HMIS Clients Served Report
- Live Web Tour of HMIS
- Sign-ups for Street Count Sub-committee and Volunteers

So noted.

#### **7. Executive Council/Coordinator Announcements?**

Due to time constraints this item was skipped.

#### **8. Encampments**

No further discussion occurred.

#### **9. Adjourned at 9:20 a.m.**

# **Bylaws of The Merced City and County Continuum of Care**

Adopted October 10, 2007

## **Article I: Name**

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

## **Article II: Vision**

To eliminate homelessness in Merced County.

## **Article III: Mission**

The Merced City and County Continuum of Care is Merced City and County's 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 the homeless.
- 4) Establish and maintain a county-wide data collection system.

## **Article V: Committees**

Section 5.1) Standing Committees

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

A. The General Collaborative Group.

Function: Work together to design the most appropriate programs to prevent homelessness and assist the homeless. 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 Continuum of Care Collaborative group, track progress of the Collaborative in meeting its goals; monitor accountability of grantees by reviewing quarterly performance status 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. Members are encouraged 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 June. Membership: 3 government reps, 2 faith-based, 2 nonprofit, 1 business rep, 1 concerned citizen

Offices: Chair and vice-chair positions rotate between government and private representatives. Officers will be elected by the Executive Council body.

### C. Prioritization Panel

Function: Review grant proposals and prioritize for inclusion in the Merced CoC's annual application to HUD for CoC funding.

Membership: One at large community member, one non-profit rep, one faith-based rep and two government agency reps for a total of five members.

Meets: Typically one to three meetings in spring

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

### 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 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: 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 ten (10) days in advance of the meeting.

- i) 40% of the average attendance of the last three regular meetings 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 an Executive Council Chair, Executive Council Vice Chair, and the Executive Council members. Additional elected members of the Continuum of Care include the Prioritization Panel members and delegates to State-level and other conferences. 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:

Voting members of the CoC present at the meeting in either May or June will vote for Executive Council candidates. Votes are limited to one vote per voting member. Voting will be done by secret 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 begin in the first meeting following the election.

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

### 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 all membership during the first quarter of each year, reviewed by the General Collaborative Group and voted upon that spring. Applications for Executive Council positions will be distributed to all membership during the second quarter of each year, reviewed at a General Collaborative Meeting and voted upon by members present.

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 could be made at that time to have a special election or to leave the position open until the next regular election.

Section 7.8CoC Coordinator:

Secretarial duties will be performed by the CoC Coordinator (whose position is funded by the City of Merced as well as the County). 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.

## Reviewing and Prioritizing Projects for Funding

Continuum of Care Homeless Assistance Grants are administered by HUD under the McKinney-Vento Homeless Assistance Act. Three programs are funded through the Continuum of Care Program grants:

- The Supportive Housing Program is designed to support the development of supportive housing and services to assist homeless persons in the transition from homelessness and to enable them to live as independently as possible. Funds can be used to buy, construct, rehabilitate or lease permanent or transitional housing, and for operating costs and supportive services, such as job training, child care vouchers, health, mental health and addictive illness treatment.
- Shelter Plus Care (S+C) is a program designed to provide housing through rental assistance and supportive services on a long-term basis for homeless persons with disabilities, primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) or related diseases. For each dollar of rental assistance, the grantee must provide (match) the dollar value for services. The program allows for a variety of housing choices, and a range of supportive services, in response to the needs of the homeless population with disabilities.
- The Single Room Occupancy (SRO) Program provides rental assistance for homeless persons in connection with the moderate rehabilitation (about \$3,300 per unit) of SRO dwellings. SRO housing contains units for occupancy by one person, and these units may contain food preparation or sanitary facilities, or both.

### *General Procedure*

HUD CoC Funds are granted based on a national competition following the Notice of Funding Availability (NOFA). In March of each year, the CoC coordinates the following process in preparation of the release of HUD's Continuum of Care NOFA:

- A subcommittee of the Executive Council considers community priorities, then designs and presents scoring tools and materials to the entire CoC for approval. The CoC considers and approves the scoring tools and materials.
  - Community priorities have already been discussed through the CoC strategic planning, needs assessment, and gaps analysis process. (Please see the Gaps Analysis/ Needs Assessment Policy for more details.)
- Information regarding the NOFA and the community's process and requirements are disseminated to all CoC and other interested parties (all homeless service and housing providers in the continuum of care area) via the following open solicitation methods:
  - Letters/emails
  - Responses to public inquiries
  - Outreach to faith-based groups
  - Announcements at CoC meetings
  - Announcements at other meetings
  - Published in newspapers

- Any agency interested in applying for funds is requested to contact the CoC Coordinator.
- Applicants attend a Bidders' Conference, and have approximately 2 -3 weeks to complete and submit their applications.
- Applications and additional information is collected and reviewed according to procedures described below.
- CoC Coordinator will determine that thresholds are met for applications.
- A Priority Panel is created according to procedures described below.
- The Priority Panel reviews, scores and prioritizes applications according to procedures described below.
- Applicants are informed of their ranking and given an opportunity to improve their applications based on Priority Panel feedback.
- Final applications are collected and submitted to HUD.

#### *Funding Priorities and Local Need*

Services and housing for homeless are needed in all aspects within our community, however, there are specific areas that are of greatest need and will be a funding priority for the CoC. Creating funding priorities is driven by the community's needs assessment and gaps analysis. All organizations in the CoC that participate in the gaps analysis process have a voice in determining the community's priorities for funding. Funding priorities are established through a fair and open process using objective criteria. (Please see the Gaps Analysis/ Needs Assessment Policy for more details.)

Through this gaps analysis process, the following areas have been identified as funding priorities:

- Permanent Supportive Housing
- Projects inline with the CoC's annual goals/priorities.
- Renewals of successful operating projects are a priority to remain funded if the need for the project still exists in the community. The CoC will review each project at the time it seeks renewal funding to determine if the project is performing satisfactorily and is meeting the needs of persons it proposed to serve or whether local needs have changed and other subpopulations or types of assistance should be given preference.
- To maximize the funds available to new projects, renewal projects may apply for only one year of funding. If, after all projects have been submitted, the community has not requested the full amount available from HUD, renewal projects may be approved for multiple-year funding.

Remaining funds (after the funding of successful one-year renewals) from the HUD designated Pro Rata amount for our CoC are available through the competitive application process. *Bidders' Conference*

A Bidders' Conference will be conducted for agencies interested in submitting applications. The Bidders' Conference will cover the following issues:

- Eligible activities
- Eligible persons to be served
- Amounts available
- Match requirements

- Advice on identifying leverage
- How to complete applications
- Submission format requirements
- Timelines and deadlines
- Local community process
- Appeal process

*Procedures for Application Submissions*

- Proposals and all additional requested information must be hand delivered to the staff of the CoC at:

Name  
Address  
Phone

- Proposals will be due by 4:00 pm on the due date (will not be due on a Friday).
- Specifics regarding due dates, submission requirements, and proposal format will be distributed and reviewed at the Bidder's Conference.

*Late and Incomplete Applications Policy*

- Late applications will not be accepted.
- Incomplete applications cannot be cured for Priority Panel scoring, but must be corrected prior to HUD submission. The original application (not the copies) will be examined to determine if all pieces of the application have been submitted.

*Using All Available Funds*

The CoC will do everything possible to ensure that all funds possibly available to the community are applied for. Thus, when all on-time applications have been submitted and it appears that either 1) the community is not requesting as much money as is available from HUD or 2) no Samaritan Housing Initiative projects have been submitted, then:

- The CoC staff will email all CoC and other interested parties (all homeless service and housing providers in the continuum of care area) with specifics regarding:
  - How much money is available
  - For what type of programs
- Any additional applications for these funds will be due on a date determined by the Executive Council.

*Application Eligibility Threshold Review*

Projects must pass a threshold review before being submitted to the Priority Panel. A pre-designated representative of the CoC will complete the threshold review to verify the eligibility of:

- Applicant
- Project
- Activity
- Completeness of application

This review will take place prior to the applications submission to the Priority Panel for reading and scoring. Proposals not completely meeting threshold review criteria will not be forwarded to the Priority Panel for further consideration. Proposals completely meeting eligibility threshold review criteria will be submitted to the Priority Panel and will be scored according to the scoring criteria.

#### *Priority Panel Policies*

Eligible proposals will be prioritized for inclusion in the County’s coordinated application by the Priority Panel. Applications not scoring high enough will not be placed on the project funding request in Exhibit I.

- Scoring tools are created by a subcommittee of the Executive Council and approved by the Executive CoCCouncil. Using these scoring tools, the Priority Panel will review the following objective rating measures to assess the performance of projects seeking funding:
  - CoC monitoring findings
  - HUD monitoring findings
  - Independent audits
  - HUD APRs for performance results
  - Unexecuted grants
  - Site visits
  - Surveys of program clients
  - Project readiness
  - Expenditure of grant funds (fast or slow)
  - Cost effectiveness of the project
  - Provider organization experience
  - Provider organization capacity
  - Project presentation
  - CoC membership involvement
  - HMIS participation involvement
  - Match funds committed to project
  - Leverage letters committed to project
- CoC staff recruits Priority Panel members who are knowledgeable about homelessness and housing in the area and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The Priority Panel will be composed of one Executive Council member and representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; housing developers; city representatives; county employees; mental health; substance abuse; veteran’s services; and consumers. Priority Panel members must have been a member of the Continuum of Care for at least one year.

- Priority Panel members must sign a statement declaring that they have no conflict of interest and a confidentiality agreement.
- Members must be appointed every year, their eligibility verified, and approved by the Executive Committee.
- Members must be able to dedicate time for application review and committee meetings as directed by the Executive Committee or their designee.
- Priority Panel members (5-7) are trained. The Priority Panel Training includes:
  - Information regarding homeless activities, needs, services, definitions and other issues that are pertinent to the CoC
  - A background of McKinney Vento and the local process
  - The role of the Priority Panel
  - Review of the scoring tools, applications, and resources
- Priority Panel members receive eligible applications and scoring materials.
- All Priority Panel members review all applications over a one-week period.
- Priority Panel meets to review and discuss each application together and to individually score them. CoC staff is present at the Panel meeting to record decisions of the Panel and any comments/ recommendations they have for applicants.
  - The Priority Panel meeting includes a 15-minute question and answer session with each project applicant (5 minute presentation, 10 minute Q&A).
  - After applicants leave, the Panel discusses the merits of each proposal, scores the applications, and turns in score sheets to staff.
  - Overall raw scores are calculated by the CoC Coordinator.
  - The Committee considers adjustments for such issues as HUD incentives or requirements.
  - The Committee considers proposal changes or project budget adjustments that may be required to meet community needs.
  - The Committee determines the rank and funding levels of all projects considering all available information.
  - During deliberation, CoC staff will provide technical assistance by responding to questions of the Panelists, correcting technical inaccuracies if they arise in conversation, and reminding the Panelists of their responsibilities if they step outside their purview.
- Scoring results are delivered to applicants with a reminder about the appellate process.
  - Applications which do not meet the threshold requirements will not be included in the Priority List in Exhibit I, and therefore will not be forwarded to HUD for consideration.
  - If more applications are submitted than the CoC has money to fund, the lowest-scoring applications will not be included in the Priority List in Exhibit I, and therefore will not be forwarded to HUD for consideration.

#### *Policy for Appeals of Rating/Ranking*

##### *Eligible Appeals*

- The application of any applicant agency which a) is unranked, or b) receives less funding than they applied for may appeal.

- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.
- Appeals cannot be based upon the judgment of the Priority Panel.

Applicants may appeal if they can:

- prove their score is not reflective of the application information provided; or
- describe bias or unfairness in the process, which warrants the appeal.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

The decision of the Appeal Committee will be final.

#### *The Appeal Committee*

- The Appeal Committee will be made up of two (2) members of the Executive Council and two (2) members of the General Collaborative: 3 members are Appeal Committee voting members and one is a non-voting member.
- The three voting members will not have participated on the original Priority Panel.
- The one non-voting member must be a member of the original Priority Panel.
- No member of the Appeal Committee may have a conflict of interest with any of the agencies applying for McKinney funding and must sign a conflict of interest statement.
- The role of the Appeal Committee is to read and review only those areas of the application that are being appealed.

#### *The Appeal Process*

- Any and all appeals must be received in writing within three (3) business days of the notification of ranking to projects.
- All notices of appeal (one original and four copies) must be submitted to:  
CoC Coordinator  
Address  
Phone Number
- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director). The notice of appeal is limited to one single spaced page in 12-point font.
- The appeal must include a copy of the application and all accompanying materials submitted to the Priority Panel. No additional information can be submitted.
- All valid appeals will be read, reviewed and evaluated by the Appeal Committee.
- The Appeal Committee will meet to deliberate.
  - All applicants will be invited to attend any appeal and may make a 10-minute statement regarding the appeal.

- The panel will review the rankings made by the Priority Panel only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Priority Panel. No new information can be submitted by the applicant or reviewed by the Appeal Committee.
- The decision of the appellate panel must be supported by a simple majority vote.
- The appealing agency will receive, in writing, the decision of the Appeal Committee within 2 business days of the Appeal Committee Meeting. The decision of the Appeal Committee will be final.

#### *Grantee Drops Out*

If, after the Priority Panel has reviewed applications and made priority determinations, an applicant decides not to submit their application to HUD, the CoC will do everything possible to ensure that all funds possibly available to the community are applied for.

- The CoC staff will email all CoC and other interested parties (all homeless service and housing providers in the continuum of care area) with specifics regarding:
  - How much money is available
  - For what type of programs
- Any additional applications for these funds will be due on date determined by the Executive Council.
- The Priority Panel will review applications that are submitted and will meet, either in-person or via conference call, to score and rank these applications.

#### *Final Prioritized List of Applications*

The final prioritized list of proposals must be approved by the Executive Council. Any Executive Council members with a conflict of interest (e.g. employed by an applicant agency) must abstain from the vote approving the priority list. This list will be forwarded to HUD; individual applications and supporting documentation, signature pages, and required attachments must be incorporated into the final Exhibit I of the Continuum of Care application. Funding is typically based upon the prioritized list of applicants who were submitted, however, actual awards/award amounts are determined by HUD.



# Merced City and County Continuum of Care

*A collaborative effort to end homelessness*

<b>GOAL</b>	<b>ACTION</b>
<p><b>Provide housing options for those at the encampments.</b></p>	<ul style="list-style-type: none"> <li>• Re-entry Assistance Program (RAP)</li> <li>• Identify providers willing to house homeless sex offenders.</li> <li>• Partner willing provider with other CoC services and possibly West Care (CA Dept of Corrections Division).</li> <li>• Apply for all grant opportunities to create successful project.</li> </ul>
<p><b>Focus on services and housing for foster youth that are aging out of the system.</b></p>	<ul style="list-style-type: none"> <li>• CoC Coordinator will research unmet need for foster youth aging out of the system.</li> <li>• Power of Partnerships Program – collaborative effort including the Human Services Agency, Merced County Office of Education, Community Action Agency, City of Merced, Merced College, and Worknet. Three tier program to provide 141 foster youth the tools to become self-sufficient.</li> </ul>
<p><b>Create a hospital discharge plan.</b></p>	<ul style="list-style-type: none"> <li>• Hospital created a draft discharge-planning document at one point. CoC will work with hospital, via a discharge planning committee, to finalize a planning document.</li> </ul>
<p><b>Increase HMIS participation.</b></p>	<ul style="list-style-type: none"> <li>• Quarterly HMIS training</li> <li>• Monthly report sharing</li> <li>• Request jurisdictions require HMIS data entry if they are funding homeless services/projects/housing</li> </ul>
<p><b>Improve weekly One Stop Shop.</b></p>	<ul style="list-style-type: none"> <li>• Part time staff member has been assigned to project.</li> <li>• Bi-weekly meetings with stakeholders.</li> </ul>
<p><b>Build public and leadership buy-in regarding homeless service.</b></p>	<ul style="list-style-type: none"> <li>• Educate local political appointees, Board of Supervisors, City Councils, Service Providers, etc. on chronic homelessness and the depth of the problem in our community.</li> </ul>
<p><b>Adopt Policies &amp; Procedures for the CoC</b></p>	<ul style="list-style-type: none"> <li>• <b>DONE: Adopted by the Executive Council Nov. 2009</b></li> </ul>

**MERCED CONTINUUM OF CARE  
EXECUTIVE COUNCIL MEETING  
Merced County Association of Governments  
369 West 18<sup>th</sup> Street, Merced, CA  
Wednesday, January 13, 2010  
8:00 a.m.**

**MINUTES**

**MEMBERS PRESENT**

Kiley Carrillo, Rainbow Valley Group Homes  
See Lee for Mae Pierini, Merced County Office of Education  
Terry Tatum, Faith-based Representative  
Leona Welker for Herb Opalek, Merced County Rescue Mission

**MEMBERS ABSENT**

Su Briggs, Community Action Agency  
Masoud Niroumand, City of Merced  
Fred Risard, Concerned Citizen  
VACANT, Business Representative  
VACANT, Government Representative

**OTHERS PRESENT**

Lori Flanders, MCAG

**1. Welcome**

Due to no present Chair and the absence of the Vice Chair, Continuum of Care Coordinator Lori Flanders called the meeting to order at 8:03 a.m.

**2. Oral Communications**

None.

**3. Minutes of the November 13, 2009 Executive Council Meetings.**

So noted.

**4. Elect Chair for the 2010 CoC Planning Year**

Lori informed the Council that in November Terry Nichols was recommended as the Chair for 2010. She informed the Council that Terry had resigned as Government Representative for health reasons. Lori further explained that the Bylaws state a Government Representative must serve as Chair due to the last Chair was from the private sector. Eligible nominations include Mae Pierini and Masoud Niroumand.

Item will be tabled to February.

## **5. Executive Council Membership**

Lori explained that the Council had requested this item be added to the agenda for discussion to possibly expand the Executive Council. She informed the Council that it is vital this group take on more leadership of the CoC Program in order for it to be successful.

Terry Tatum commented that county representation is needed. She recommended staff contact members of the Board of Supervisors and City Council for possible nominations for both the Government and Business Representation.

See recommended Council Member Carlisle and/or Mayor Spriggs be contacted to possible serve.

Lori informed the committee that MCAG staff would conduct an extensive outreach campaign for new members and report back in February.

## **6. Policies & Procedures for 2010 Process**

Lori explained that this item is a result of an email following the November Executive Council meeting. Terry Tatum had recommended that the Policies and Procedures document not include specifics of annual priorities.

The Council discussed and it was agreed by those present to not include specific populations in our policies and procedures document when selecting funding priorities. The document will read, "On an annual basis the CoC will establish goals or priorities in recruiting projects for future HUD funding. Examples include but are not limited to: permanent supportive housing, projects inline with the CoC's annual goals/priorities, renewals...etc."

## **7. General Collaborative**

Lori reviewed the annual goals established by the CoC. She asked for the Council's direction on how to begin tackling these goals.

Terry recommended establishing a committee to specifically address the goal to provide services and housing for the foster youth population.

See commented that a committee already exist called TAY. She will follow up with staff to provide a potential contact.

Lori will follow up with the contact provided for a possible presentation at next weeks CoC meeting. Intention is to possibly partner members of the CoC with TAY to avoid duplication.

Kiley also recommended a possible discussion regarding the TIP Program through Mental Health. Staff will follow up with Christina Kraushar for more information.

**8. Executive Council / Coordinator Announcements?**

Lori provided an update regarding the January 28, 2010 Street Count/Survey.

Lori announced that she has accepted another position with MCAG, and Jeanette Garcia will soon takeover as CoC Coordinator.

See asked if there are any efforts to transition individuals staying at the D Street Shelter. She recommended the One Stop Shop committee present their services during the evening hours at the shelter.

Kiley recommended that money management classes during the evening at the shelter would be a huge benefit for those that are interested.

Lori will speak with the One Stop Shop Coordinator regarding the above comments.

**9. Adjourned at 9:00 a.m.**