

# Continuum of Care Oversight Committee

## Meeting Minutes

February 15, 2017

3602 Pacific Ave., Soundview Conference Room 1

### Members Present

Ellie Ottey, Pierce County Housing Authority  
Jeff Rodgers, Pierce County  
Valerie Crout, AM  
Marilee Hill-Anderson, Sumner School District  
Sean Raybell, WSD of Corrections  
Deborah Howell, Workforce Central  
Keith Galbraith, Family Renewal Shelter

### Guests/Public Attendees

Al Ratcliffe

### Members Absent

Nick Bayard, The REACH Center  
Nhan Nguyen, City of Tacoma  
Laneta Able, DSHS Region 3  
Beatrice Dixon, Optum Health  
Connie Brown, Affordable Hsng Consortium  
David Bugher, City of Lakewood  
Sebrena Chambers, TPC Health Department  
Tammy Boros, AP4H  
Chris Baird, Veteran's Administration  
Courtney Casady, City of Lakewood

**Staff:** Anne Marie Edmunds and Elsa Jaramillo

The meeting was called to order by Ellie Ottey.

Al Ratcliffe inquired about the public comment rule that the public can only comment during the first five minutes of the meeting. He further asked that the group consider changing the rule to allow a brief comment period before each official decision is made in order to allow them to review the materials and participate in appropriate and limited ways as the decisions are made. It was agreed that this would be added to the agenda after Welcome and Introductions.

### Approval of Minutes

Ellie asked for a motion to approve the January 18<sup>th</sup> meeting minutes. Deborah Howell made a motion to approve the minutes with a 2<sup>nd</sup> by Keith Galbraith. Keith commented that it would be helpful if we did not use acronyms. It was agreed that they would be initially spelled out in each use. Motion approved. Ellie Ottey abstained.

### Welcome & Introductions

Introductions were made around the table.

The Operational Philosophy was reviewed. Jeff Rodgers made a motion to approve the document with a 2<sup>nd</sup> from Keith Galbraith. It was suggested that this document be included on the back of the agenda. Motion passed.



Ellie asked for a motion to reflect Al's suggestion that in order to have limited, meaningful input and to enable us to get through the agenda, to include a three minute public comment period before the approval of any action. Keith Galbraith made a motion to allow for a three minute public comment period before every decision that is going to be made. Jeff Rodgers expressed concern that there would be a rush to make a decision based on the information, suggesting that the decision could be delayed to allow more time to consider new information. If the comment period is available for action items and discussion/review items, then decisions could be deferred as needed to another meeting. Keith amended his motion to include the wording from Jeff Rodgers: There will be a standard public comment period of five minutes at the beginning, and then any discussion or action items on the agenda will have a three minute public comment period. Jeff Rodgers provided a 2<sup>nd</sup> to the motion. Motion carried.

### **Public Comment**

Marilee Hill-Anderson shared an invitation/handout for a Community Summit on Marth 7, 2017 from 4-8 p.m. at Calvary Community Church with James C. Hunter as a keynote speaker.

Al Ratcliffe shared a recent issue he ran across where a church offered to pay four months of rent for an apartment after the breadwinner died. The offer was turned down because of the State statute that says something to the effect of "whoever pays rent may acquire landlord tenant rights" implying the leasing company could be sued by the donor. He is suggesting that if such a law exists – it should be amended to shield non-profits and religious groups from acquiring the rights to sue a landlord that they have donated money to. Ellie Ottey indicated she would research this issue.

### **Progress Reports**

Updates were provided by those present on the first quarter benchmarks.

Valorie Crout reported that schedules have been difficult to coordinate and she was unaware that Nick Bayard was on the committee. Additional members from different sectors would be helpful.

Deborah Howell reported that the formal Workforce/Housing Navigators study will not be out until June 2017 but she may have some preliminary data for the next meeting.

Jeff Rodgers reported that the cost analysis has not begun. He will be meeting today with Nahn Nguyen and other city representatives.

Sean Raybell provided a report of Western State Hospital Discharges to Pierce County for 2016 and a report from WA State Dept. of corrections – Individual Releases to Pierce County for 2016. It was suggested that he provide an electronic document so that the information could be graphed in pie charts. He also reported that in Kitsap County the Point-in-Time count was given limited access to the jail inmates where they were able to get 75 surveys out of 200 inmates they were given access to. There other agency reports that he is attempting to get.

Al Ratcliffe noted that some of the money coming from the Medicaid waiver will be directed to support services for employment and housing. So please make this information available to the ACH along with a recommendation that the ACH fund a study to carry out that kind of navigation. It is an optional possibility at this point.

Recruitment endeavors are still underway and the committee should continue to provide names of possible members who fit into the categories outlined on the roster.

Ellie shared that in rebranding the CoC Oversight Committee, the Executive Committee has decided to go with “The Road Home”. It is familiar and has a broader application. There was some concern that this was too broad and could be mistaken for something else. Ellie will take this back to the Executive Committee and e-mail out another option.

### **Point-in-Time Count Update**

The data has been entered and by next week they expect to have the report finalized. There will be a State of the County address on March 15 and the Executive will be presenting the results there and it not expected that any information will be available prior to that date.

### **Membership Process**

A draft application was reviewed. Submitted applications will be reviewed by county staff and then brought to the Executive Committee for vetting before being referred to the Committee of the Whole for approval.

One suggestion was to include at large members to the membership that are not necessarily from the targeted areas of expertise. This discussion will be moved to the recruitment subcommittee.

Marilee Hill-Anderson moved to accept the application with some additional language about the time commitments and expectations and other noted changes. A 2<sup>nd</sup> for the motion was provided by Valerie Crout.

A blurb from the Governance Charter for CoC members could be included or with the adjusted tag line for the Road Home to clarify the purpose of the committee. Removal of the “Other volunteer commitments” question, and the adjustment of a question to “How does your organization interact with the homelessness.

Motion passed. Keith Galbraith abstained.

### **Strategic Plan One-Pager**

The document has been adjusted from the last meeting. There were no comments received by e-mail. Comments included minimizing rather than highlight the hiring of a consulting firm; the addition of a heading to identify what the document is; to add language to define the problem/need of homelessness in the community. This document will be worked on and resent out to the group for approval in the future.

### **Review Q2 Benchmarks**

Deferred to the March meeting.

It was suggested that the “buddy system” creates additional work for the members who routinely attend the meeting and the hope that it will end soon. There is concern that members will burn out more quickly with the extra burden of updated those less dedicated to attendance. The current rule is missing three unexcused absences and you may be removed but this has not been enforced.

A request for a roster list with names and phone numbers was made. Additionally a list of sub-committee members and when they meet would be helpful.

No buddies were assigned this time. There will be language included that if you missed the meeting you can contact a member for information.

Jeff Rodgers provided a brief announcement that the CHG (Consolidated Homeless Grant) Application has been received and there are new outcomes from the State. They have not been fully reviewed at this point but it is hoped that by the March meeting more information will be available on the impact of the changes.

Meeting adjourned at 10:25