



Partnership to End Homelessness Board

December 12, 2017

CALL TO ORDER The quarterly Partnership to End Homelessness Board meeting was held at the Everett Public Schools Community Resource Center, Board Room B, in Everett, WA on December 12, 2017. The meeting convened at 3:00 pm.

MEMBERS IN ATTENDANCE:

Attick, Janinna	✓	Kohl, Elizabeth	EX
Banker, Candy	✓	Mathison, Rachel	✓
Barrett, Sarah Jayne	✓	McCrary, Rebecca	AB
Brell-Vujovic, Mary Jane	✓	Mezaraups, Liga	EX
Boe, Marilyn	AB	Morrow, Todd	✓
Dean, Jim	✓	Napeahi, Misty	AB
Dillon, Mary Anne	✓	Reese, Robert	✓
Foss, Nataya	AB	Richardson, Mark	✓
Gordon, Elizabeth	✓	Simonelli, Faith	✓
Harris-Shears, Emily	✓	Smith, Mark	✓
Hart-Anderson, Cammy	EX	Strand, Jan	✓
Haslam, Benjamin	AB	Wilder, Tarah	✓
Hilty, Vicci	✓	Woolery-Toonstra, Wendy	✓
Hull, John	✓	Zarn, Julie	AB
Jones, Cynthia	✓		

STAFF IN ATTENDANCE: Jackie Anderson, Robin Hood, Nicole McMurray, Sam Scoville, and Debbi Trosvig

GUESTS IN ATTENDANCE: Tom Gilginas, Susan Ramstead, and Bo Kendall (all from Leadership Snohomish County)

WELCOME

- Introductions/Housekeeping
- Candy Banker presented Robert Reese with a certificate of thanks for his service as a PEH Board Member. This will be Robert Reese's last meeting as a PEH Board Member.

APPROVAL OF MEETING MINUTES

***ACTION ITEM:** *Mark Smith made to approve the September 12, 2017 meeting minutes as written. Todd Morrow seconded the motion and it passed unanimously.*

COMMITTEE REPORTS

Strategic Planning Committee – Mary Anne Dillon

- Three people from Leadership Snohomish County are assisting the strategic planning committee with the communications plan for the PEH. The strategic planning committee and the Leadership Snohomish County team will be meeting in January with a goal to present ideas to the PEH board at its March meeting.
- The Leadership Snohomish County team might be reaching out to other PEH board members to get more information about their work.

Resource Development Committee – Vicci Hilty

- Tarah Wilder was introduced, representing the new PEH stakeholder group, LGBTQ+.

Systems Coordination Committee – John Hull

- The Systems Coordination and Resource Development Committees had a joint meeting and concluded that the best path forward is to dissolve both of the committees (and their current membership) and create two new committees: a Legislative Advocacy committee and a Communications and Outreach Committee.
- John Hull will chair the Communications and Outreach Committee. Membership will be opened after the PEH re-branding and communications plan are complete.
- Vicci Hilty will chair the Legislative Advocacy Committee and Mark Smith will co-chair. The Legislative Advocacy Committee will work towards the 2019 legislative agenda.
- Candy Banker added that the proposed changes in the committee structures was presented at the November Executive Committee meeting and that they were open to discussion. It was asked for any concerns/comments to be raised. There were none.

****ACTION ITEM: A motion was made to dissolve both the Strategic Planning Committee and the Resource Development Committee, and to create a Legislative Advocacy Committee and a Communications and Outreach Committee. The motion was seconded and passed unanimously.***

Data & Analysis Committee – Update as an Action Item - Discussion of Systems Performance Measures below

UPDATES/ANNOUNCEMENTS

SOAR TA Application – Jackie Anderson

- The SOAR TA application was successful. SOAR assists with the process of applying for SSI/SSDI. The goal is to launch a local program in 2018.
- The TA will be awarded to the CoC and will need to be integrated. A SOAR Steering Committee will have to be established and will need to include PEH members.
 - Sam Scoville will send an email to PEH Board Members regarding recruitment for steering committee membership sometime around February 2018.

PEH Branding Update – Sam Scoville

- There is an ad hoc committee working on a new logo. The goal is to have the new logo and branding materials produced by February 2018.

Coordinated Entry Policies and Local Standards VAWA Attachments to PEH Jan. 2018 – Debbi Trosvig

- In January, the PEH will be asked to vote on the coordinated entry policies and procedures update. HUD is requiring an update to Coordinated Entry policies and procedures and to update Local Standards to comply with VAWA requirements.
- HMIS policies have to be updated to be in compliance with HUD data quality standards.
 - The County will ask the PEH to vote electronically on the above in mid-January and will provide five days for board members to respond with concerns.

PRESENTATION – Snohomish County Legislative Agenda Process - Mary Jane Brell-Vujovic

Mary Jane Brell-Vujovic presented an overview of the legislative process in Snohomish County. Each year the Snohomish County Council establishes a legislative agenda for the legislative session, as well as legislative priorities. In June or July a call is made for areas of interest – the PEH Legislative Advocacy Committee could have areas of interest to present ahead of that call. Council approves the legislative agenda around December. The legislative session begins in January.

Mary Jane Brell-Vujovic passed out Handout #1, Snohomish County 2018 Legislative Agenda. This is a summary of a larger agenda, which could be shared with the Board Members under the expressed understanding that it is not designed as a public document. Some of the key items of relevance to the PEH: funding for the North Sound Behavioral Health Center; two housing developments - the new location for Cocoon House and Hope Works Station; Snohomish County's Diversion Center; and Investing in solutions to the opioid epidemic. The document recording fee that funds the Housing Trust Fund was set to sunset in 2019 and has been expanded to 2023.

As bills are dropped, the PEH could be making statements on them. The process can move quickly, and the PEH Legislative Advocacy Committee could be placed to act in response.

DISCUSSION

Point in Time (PIT) Count Methodology – Debbi Trosvig

The PEH board approves the methodology of the Point in Time count on an annual basis. Debbi Trosvig sent an email to the board with the proposed changes – all were HUD requirements. HUD asked to update data standards for the January 23, 2018 PIT count:

- Gender – provided categories changed to: male, female, gender nonconforming.
- Domestic violence survivors – HUD is now asking to report domestic violence when it is the cause of the person's current homelessness. The CoC will still capture the additional information around domestic violence, but will only report data as required by the HUD.
- Number of children in parent in youth families – HUD is now asking for a separate breakdown of parents aged below 18 and parents aged 18-24.

***ACTION ITEM: Mary Anne Dillon made a motion to approve the 2018 Point in Time count methodology as noted. Jim Dean seconded the motion and it passed unanimously.**

It was proposed that the PEH vote to amend Attachment B, Divisions and Responsibilities of the charter so that HUD-mandated changes to PIT methodology can take place without a vote of the PEH board. The charter currently states that the PEH board is responsible for approving PIT count methodology. Under the proposed amendment, the PEH board would still be informed of any updates.

- It was concluded that if the PEH board is going to look at amending the charter language, it would be most effective to examine the whole charter at once.

***ACTION ITEM: Mary Anne Dillon made a motion to table amending the Governance Charter. Jan Strand seconded the motion and it passed unanimously.**

Systems Performance Measures – Sarah Jayne Barrett

Sarah Jayne Barrett presented the 2017 systems performance data. On most measures, there was no improvement or progress was negative: Households exiting to permanent housing dropped 11%; there was an increase in numbers of returns; in rapid re-housing, days to rehousing grew from 30 days to 42 days, and for families, it moved from 35-60. These data were presented in detail by Jess Jorstad at the September 2017 meeting. Sarah Jayne Barrett presented staff capacity and a challenging rental market as possible reasons for the poor performance in 2017.

2015 is established as the baseline year for systems performance measures. Benchmarks are set against 2015 data. Due to the performance in 2017, it was proposed that the 2017 benchmarks be maintained in 2018.

Sarah Jayne Barrett proposed a motion for the PEH Board to approve protocols for adjusting the performance benchmarks rather than voting to approve the performance benchmark measures on an annual basis. Proposed protocols for adjusting performance benchmarks:

1. Only adjust the benchmark if meeting or exceeding it for 2 consecutive years, in order to account for anomalies;
2. Only adjust or introduce new bench marks if circumstances change;
3. Once the goal is met, the benchmark is to “maintain the goal.”

PEH wanted clarification of definition of “circumstances” changing. Circumstances could include HUD requirements for introducing new benchmarks, natural disasters that could impact system performance, or a recommendation from a committee, such as the Data and Analysis Committee. PEH proposed adding language to allow the PEH to approve recommendations for adjusting or introducing new benchmarks due to circumstantial factors.

***ACTION ITEM: Mary Jane Brell-Vujovic made a motion to table the discussion of protocols for Systems Performance Measures. Cynthia Jones seconded the motion and it passed unanimously.**

***ACTION ITEM: Cynthia Jones made a motion to approve the 2018 systems performance benchmarks. Jim Dean seconded the motion and it passed unanimously.**

Annual Updates to the Governance Charter – Sam Scoville

Sam Scoville presented the Board Composition (Attachment A) and asked for any edits. Three edits were made and it was noted that the two committees being dissolved will need to be removed from the composition list.

***ACTION ITEM: Mary Anne Dillon made a motion to approve the 2018 Governance Charter, Attachment A, Board Composition. The motion was seconded and passed unanimously.**

Sam Scoville presented revisions to the HEARTH Local Standards to be effective December 2017. Below is a summary of changes:

- *Removed* Appendix B – Rent Reasonableness Policies & Procedures and replaced with Attachment B – Rent Reasonableness Policies and Procedures;
- *Removed* Appendix D – Comparison of Rapid Rehousing Under ESG & CoC; refer to the Office of Community & Homeless Services (OCHS) Rapid Rehousing Guide;
- *Added* Attachment B – Rent Reasonableness Policies and Procedures to include additional detail;
- *Added* requirements to comply with the Equal Access in Accordance With an Individual’s Gender Identity in Community Planning and Development Requirements, “CPD Equal Access Rule,” (81 FR 64782), pages 7-8;
- *Revised* Admission requirements for Rapid Rehousing projects for consistency with adopted Orders of Priority, pages 14-15;
- *Revised* Admission requirements for Permanent Supportive Housing projects for consistency with adopted Orders of Priority, pages 15-17;
- *Added* requirements for compliance with the 2013 reauthorization of the Violence Against Women Act, page 17;
- *Revised* Mobility requirements for participants of tenant-based rental assistance to comply with the HUD amendment to the CoC Interim Rule, 24 CFR 578.51(c), pages 18-19;
- *Revised* requirements for Determining Income to be consistent with the ESG and CoC Interim Rules, pages 43 and 45;
- *Revised* requirements for providing Utility Reimbursements consistent with HUD’s Notice CPD-17-11, Determining a Program Participant’s Rent Contribution, Occupancy Charge or Utility Reimbursement in the Continuum of Care (CoC) Program when the Program Participant is Responsible for the Utilities, page 47;
- *Revised* Lead-Based Paint Requirements for consistency with the Lead-Based Paint Poisoning Prevention Act of 1973 and the regulation at 24 CFR 35, pages 51-53;

- *Revised Appendix B: Step-by-Step Guide to Compliance with Lead-Based Paint Visual Assessment Requirements for consistency with the Lead-Based Paint Poisoning Prevention Act of 1973 and the regulation at 24 CFR 35, pages 64-65.*

***ACTION ITEM: Cynthia Jones made a motion to approve amendments to attachment G. Todd Morrow seconded the motion and it passed unanimously.**

***ACTION ITEM: Mark Smith made a motion to approve the 2018 Governance Charter. Elizabeth Gordon seconded the motion and it passed unanimously.**

WRAP UP

Cynthia Jones distributed Handout #2, 2018 Replacement Levy Replaces Expiring One, about a levy for the Everett Public Schools.

Robert Reese mentioned the National Homeless Vigil, Longest Night of the Year, on December 21, 2017, beginning at 5 p.m. On the Snohomish County Campus, 3000 Rockefeller Ave, in front of the court house.

Mary Jane Brell-Vujovic will be the guest speaker at the Housing Consortium breakfast on Thursday, December 14 at 7:30a.m. 127 people are registered and tickets are still available for \$20.

Next Meeting: March 13, 2018, 3 p.m. – 5 p.m.

ADJOURNMENT

Meeting adjourned @ 4:46 p.m.

Nicole McMurray, Sr. Secretary, Snohomish County Human Services

Date of Approval:

Date Amended:

SPS

Feb. 12, 2018