

## **MEETING NOTES**

### **HPAC Policies and Procedures Subcommittee Meeting**

Monday, May 2, 3 to 4 p.m.

HHSA, Gonzales Building

Williams Room

**Meeting attendees:** Isaac Blackstock, YCCC; Phalicia Chow, YCCC; Ryan Collins, City of West Sacramento; Tracey Dickinson, HHSA; Ginger Hashimoto, HHSA; Amara Pickens, Fourth & Hope; and Bill Pride, Davis Community Meals

#### **Welcome and Purpose**

- The Homeless Program Coordinator explained that the purpose of this subcommittee is to assist HPAC in developing, writing, and adopting a policies and procedures manual. The manual is meant to serve as a counterpart to HPAC's recently revised governance charter. Given this, one of the subcommittee's goals is to compose a manual that describes how HPAC complies with the mandates prescribed within 24 Code of Federal Regulations (CFR) 578 Subpart B.
- The Coordinator explained that in addition to the CFR mandates, the manual satisfies other mandates, such as a requirement to have written service standards for the Emergency Solutions Grant (ESG).
- The subcommittee also discussed the importance of creating a manual that documents HPAC's local vision. Thus, another goal is to write a manual that can be used as an educational and/or advocacy tool to engage members of the community.

#### **Review 24 CFR 578 Subpart B**

- The subcommittee members reviewed all sections of CFR 578 Subpart B. The members parsed the language into five categories:
  1. Addressed by the governance charter
  2. Must be included in the policies and procedures manual
  3. Should/could be included in the policies and procedures manual
  4. HMIS policies and procedures
  5. Not applicable

#### **Structure of Manual**

- After reviewing the language and discussing other components to incorporate beyond the CFR mandates, the members discussed the desired structure of the manual.
- Members agreed upon the following categorization, although the structure may change as the manual evolves.
  1. Overview\*
    - a. Background
    - b. Counterpart to the governance charter
    - c. Reviewed and re-ratified annually in conjunction with the governance charter
    - d. HMIS policies and procedures separate document
    - e. Description of what we do/advocacy

2. Annual gaps analysis of the homeless needs and services available within the geographic area
  - a. Annual summits
  - b. Engage all perspectives
  - c. HUD priorities
  - d. Local priorities
3. Consolidated plans
  - a. City input
4. Housing and services system description\*
  - a. Outreach, engagement, and assessment
  - b. Shelter
  - c. Housing
  - d. Supportive services
  - e. Prevention strategies
5. Coordinated entry\*
  - a. Placeholder
6. Written service standards\*
  - a. Street Outreach
    - i. Eligibility
    - ii. Prioritization
  - b. Transitional Housing
    - i. Eligibility
    - ii. Prioritization
  - c. Rapid Re-Housing
    - i. Eligibility
    - ii. Percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance
    - iii. Prioritization
  - d. Permanent Supportive Housing
    - i. Eligibility
    - ii. Prioritization
7. Performance standards and monitoring\* (monitoring still needs to be discussed)
8. CoC Funding\*
9. ESG Funding\*
10. Point-in-time count\*
11. Housing inventory count\*

### **Future Work Plan**

- Given the time sensitivity of certain categories, the members agreed to focus on the written service standards first as California plans to release the ESG Notice of Funding Availability (NOFA) within the next few weeks.
- The members also agreed that there were several categories indicated by an (\*) above that the County will write an initial draft. Thereafter, subcommittee members will review and provide comments. The remaining categories require further discussion.

- Lastly, the members decided that HMIS should have its own policies and procedures manual that will address security, privacy, and data quality.

#### **Future Meetings and Adjournment**

- The members agreed that late Monday afternoons work well and that the subcommittee will meet monthly.