SPOKANE REGIONAL
Continuum of Care

BOARD AGENDA

November 22nd, 2023

Spokane Housing Authority
25 West Nora Ave 99205
&
Virtual (Click Here for Teams Link)
3:00PM-5:00PM

3:00-3:10: Roll Call of Board Members

3:10-3:15: Approval of Minutes from September/October 2023 & Current Agenda

3:15-3:30: Board Approval/Vote for Scott Ferguson (Philanthropic Board Position)

3:30-3:45: County Update and City of Spokane Valley Updates

3:45-4:00: Update from Collaborative Applicant

- Governance Charter Update
- PIT Update
- Policies and Procedures
- System Improvement Plan Update

4:00-4:30: Regional Authority Governance Presentation (Shannon Boniface)

4:30-4:50: Sub Committee/Workgroup Updates

4:50-5:00: Update from CMIS Committee (Adam Schooley and Matt Anderson)

NEW BUSINESS/UPCOMING DISCUSSION ITEMS:

4:50-5:00: SHA Update re Permanent Supportive Housing (PSH); MTW; FSS

Continuum of Care Board

September 20, 2023
Meeting Minutes

Meeting called to order at **3:00 PM.**

Attendance/Introductions

- **Board Members Present:** Robert Lippman, Arielle Anderson, Shannon Boniface, Matt Anderson, George Dahl, Jenn Cerecedes, Jen Morris, Pink, Samantha Hennessy, Aaron Riley, Audrie Meraki, Jennifer Wilcox, Marilee Roloff, Reese McMullin, Jen Morris
- **Staff Present:** Kim McCollim, Adam Schooley, Chris McKinney, Zoe Hjelm, Ted Colley **Guests:** Nicolette Ocheltree, Jasmine Bower, Rose Stark, Fawn Schott, Dale Briese, Alex Jordan, Heather Wallace, Jen Haynes, Heather Eddy, Suzanne Phillips, LaKedia Davis, Flor Castaneda

  The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtually meeting platform

Approval of the Agenda:

> **MOTION** by Marilee Roloff, seconded by Jenn Cerecedes, **to approve the September Agenda; unanimously approved.**

Approval of the July Board Minutes:
Approved.

Public Comment:
None.

Collaborative Applicant and Sub/Committee Updates:
Singles - Arielle Anderson: Arielle gave an update on Permanent Supportive Housing (PSH) vouchers and Coordinated Entry policies and procedures. The Committee is reconnecting with United Way staff to re-visit implementing the Built for Zero (BFZ) program.
Diversion – Jasmine Bower: The Centralized Diversion Fund (CDF) training will be held November 13-14 at Spokane County Resource Center. She will send invitations to agencies. Also please let her know of anyone in other networks who may like to attend.
Veterans - Jennifer Wilcox: Updates were given for the Contract Emergency-Residential Services (CERS) transitional housing program and Goodwill Supportive Service to Veterans and Families (SSVF). Ten more beds will be added to the CERS program which will increase the capability to serve women Veterans. Through SSVF, a new Healthcare Navigator (HCN) position has been added. HCN will assist Veterans, including those experiencing homelessness, access healthcare at the VA medical center and also through community partners. The HCN is newly embedded in the outreach teams.

Families - Amber gave an update Spokane Public Schools (SPS) Homeless Education and Resource Team (HEART) program. The program enables students to sign up for bus passes. There are currently problems with accessing the passes since the students are required to call customer service first before registering online.

Youth - Alex Jordan: Alex discussed; Youth and Young Adult (YYA) CE system coordination. He noted it is a necessity to develop a separate system to directly serve the demographic since there is not equitable representation in the singles system (where they are currently located). He discussed three assessment tools. He noted a plan is being developed for presentation at the October CoC Board and a vote to accept it.

CA update – Kimberly Babb was not in attendance and Adam Schooley presented in her place regarding the update and vote on the 2024 PIT Count Methodology. Adam spoke about the draft 2024 PIT Count Methodology and gave a presentation. He requested a vote from the Board. Marilee motioned for a vote, Arielle seconded, and the Board unanimously approved it.

Spokane Regional Authority - Robert: Robert updated the Board on the most recent meeting which covered jurisdictional representation and Spokane Unite's resolution document presented at the July 18th public meeting and is contained in their proposal package. He noted the meeting will be held on Thursdays, bi-monthly, 3:30pm - 5:30pm at location announced by Spokane Unite on their website or via Spokane Homeless Coalition emails. The meetings are open to the public. He noted the CoC will send two representatives. He and Shannon were selected by the Board to attend.

CMIS Update - Adam Schooley and Matt Anderson: A new data standard for race and ethnicity is being added. Data sharing is merged with Notre Dame project (previously addressed at past meetings). Training support for service provider who don't have service knowledge of the CMIS system is being developed. The City of Spokane Valley is going to be set to correlate to separate housing system.

New Business:

Racial Equity Workgroup – Reese: It's currently listed as "Racial Equity Workgroup" in the CoC Governance Charter. A request for a name change to "Equity Workgroup" is being submitted to Kimberly Babb. The change will be voted on in November. Reese has two asks: 1. Who wants to be in the workgroup? 2. Who is volunteering for outreach? She will send an email to the Board with her asks.

New Board Applicant – Scott Ferguson from Innovia was submitted as a Philanthropy candidate.

Meeting Adjourned at 5:00 PM.

The next COC Board Meeting is scheduled for **October 25, 2023 from 3:00-5:00 pm.**

Continuum of Care Board

October 25, 2023
Meeting Minutes

Meeting called to order at **3:01 PM.**

Attendance/Introductions

- **Board Members Present:** Arielle Anderson, Shannon Boniface, Gage Spicer, Matt Anderson, Audrie Meraki, Pink, Judge Logan, Samantha Hennessy, Christopher Dorcheus, Aaron Riley, Daniel Klemme, Jennifer Wilcox, Marilee Roloff, Arne Woodard
- **Staff Present:** Adam Schooley, Zoe Hjelm, Ted Colley**,** Kimberly Babb, Kimi Clifton
- **Guests:** Nicolette Ocheltree, Jasmine Bower, Rose Stark, Fawn Schott, Dale Briese, Alex Jordan, Heather Wallace, Jen Haynes, Heather Eddy, Suzanne Phillips, LaKedia Davis, Flor Castaneda

  The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtually meeting platform

Approval of the August and September Board Minutes:
MOTION by Jennifer Wilcox, seconded by Arielle Anderson, **to amend the August minutes where it talks about the minutes and to correct the Agenda Approval to August; approved unanimously.**

MOTION by Arielle Anderson, seconded by Jennifer Wilcox, **to approve the August Minutes; approved unanimously.**

September minutes will be approved in November along with the October minutes.

Approval of the Agenda:

> **MOTION** by Jennifer Wilcox, seconded by Shannon Boniface, **to approve the September Agenda; unanimously approved.**

Collaborative Applicant and Sub/Committee Updates:
Spokane Valley Update: Eric Robison provided a brief history and overview of the Housing and Homeless Assistance Act (HHAA) Funds the Valley will start managing in January as well as the Task Force that helped make this happen for the Valley. Arne Woodard also provided some of the perspective of the Spokane Valley City Council. Some discussion followed.

County Update: Chris McKinney provided a brief update on the Eviction Prevention Funds and the resolution should be presented on November 14th.

Youth - Alex Jordan provided an overview of the Youth and Young Adult (YYA) Coordinated Entry system and the Policies and Procedures that will be voted on later today. Some discussion followed.

MOTION by Gage Spicer, seconded by Arne Woodard, **to approve the Youth and Young Adult Coordinated Entry Policies and Procedures; approved unanimously.**

CA update – Kimberly Babb provided an update on the PIT. The dates for 2024 are Monday, January 22nd is the sheltered count date with January 23rd through January 27th as the unsheltered count/outreach dates. The PIT information and volunteer sign-up link is on the CHHS Department website https://my.spokanecity.org/endinghomelessness/point-in-time-count/. Kimberly is hoping that Ted Colley with CMIS can review the new app that will be used with the CoC Board at the next meeting. Volunteer Headquarters will be at the philanthropy center downtown. There is a youth-specific plan in the works. Other details like connecting with Homeless Connect and the questions are being looked at but are not finalized yet.

Kimberly then provided an update on the Governance Charter updates for the Committees, recruitment schedule, and lived experience stipends. She also called for any other suggestions from anyone else who sees something in the Charter that should be changed/updated.

Kimberly also provided information from the Unified Funding Agencies (UFA) quarterly meeting HUD. A topic during that meeting was UFA's feeling frustrated with this year's NOFO process because the detailed instructions and e-snaps wasn't opened early enough for people to get a good start. HUD accepted the criticism and will be looking at updating their policies and procedures for the future. There was also discussion around shared housing and Kimberly would like to have a discussion for our area to provide insight from our experience in a future UFA meeting. Some discussion followed. Kimberly would like to review performance measures and improvements at the next meeting.

Spokane Regional Authority: Shannon Boniface provided a brief update on the Regional Authority. There is still much discussion around governance and funding breakdowns. Nothing is really agreed upon at this time. Shannon reminded the board members of a meeting with Gavin Cooley about the CoC in relation to the Regional Authority.

Diversion: Jasmine Bower provided a brief update focusing on a training at the Resource Center in November on the 13th and 14th.

Families: Heather Eddy provided a brief update that at their last meeting they had Alex join to provide info on the Youth Coordinated Entry and how that would work with the Family system. She also mentioned that the Heart Program has some vouchers for gas for adults driving kids to school. Some discussion followed.

Singles – Eric Robison provided an update on the Built for Zero Coordinator position with United Way. Kaiser Permanente wants to see a finalized MOU before funding the position. There will be

a small presentation next month on Built for Zero. For now, it's just in a hold. Kimberly confirmed that a new MOU draft has been sent and the City is just waiting for it to be accepted or to receive a request for changes.

Veterans: Jennifer Wilcox provided an update that the Veterans Stand Down was held on October 7th with about 60 vendors and 150 participants. It is similar to Homeless Connect but for all veterans and their families. Jennifer also let the Board know that the Patient Access Care Team (PACT) will be holding monthly meetings at the Carlyle and there will be a shelter selected for these meetings with veterans as well.

Young Adult: Gage Spicer provided a small update about Rose being on leave so LaKedia is going to fill in for her.

Coordinated Entry: Shannon Boniface provided an update on developing a universal tool to replace the SPDAT and the tool could be used for all populations in our community. A workgroup is scheduled for tomorrow as there is still some work to be done before finalizing it including having a vetting process for it among providers.

Youth Advisory Board: Pink reminded that YAB wants to move organizations and is developing an RFP for applicants. There is a meeting with Better Health Together regarding the process to keep YAB running during this change. A brief discussion followed.

Equity Workgroup: Jennifer Wilcox provided a brief update on the name change from the Racial Equity Workgroup to just the Equity Workgroup and Reese McMullin is the Chair. The first meeting was held October 10th. They would like to expand from BIPOC to all equity needs. They will meet on the second Tuesday of the month at 4:00pm.

CMIS: Matt Anderson provided an update about the CMIS Committee wanting to move from CMIS back to HMIS. The HMIS system has improved over the years and so the base system may be all that is needed for accurate, quality data. CMIS is more cumbersome and may be unnecessary. There is more to look at before committing to ask for a board vote, but it is being looked at. Arielle suggested bringing David Lewis in for some of this conversation. Kimberly asked for a chart to help show the differences between CMIS and HMIS. Arielle wants this to be an hour-long standalone item to be discussed at the next CMIS meeting.

CAPER/APR Updates: Adam provided a brief update that extensions have been requested but HUD has not given a time yet.

Eviction Prevention and Coordinated Entry: Chris McKinney provided some additional information on the award and how it differs from other funds within CHG. Eviction Prevention is basically a more restrictive fund. Discussion followed around Coordinated Entry being used for Eviction Prevention and that increasing the load on our system without having additional staff in

place. There is going to be a conversation about this at the coordinated entry workgroup meeting tomorrow.

YHDP Referrals: Shannon asked if there was an issue with YHDP Referrals. Adam responded that it was the City's understanding that VOA did not want to take referrals from the current system. More clarification will be done offline.

Meeting Adjourned at 5:05 PM.

The next COC Board Meeting is scheduled for **November 22, 2023 from 3:00-5:00 pm.**

DRAFT

SPOKANE REGIONAL
Continuum of Care

WA 502 Spokane City-County Continuum of Care
2023 Governance Charter Updates

4.5 Board Member Terms

Terms for Board positions shall be staggered to ensure continuity for the CoC Board while maintaining experienced Board Members who can mentor new Board Members and assist in the on-boarding process. Staggered terms shall work as follows:

Year 1: (Recruit Fall 2023)
Person with lived homeless experience, Family Rep
Behavioral Health / Chemical Dependency Rep
Healthcare Provider or Hospital Rep
K-12 Education Rep*
Philanthropy Rep*

Year 2: (Recruit Fall 2024)
TBD current vacancies

Year 3: (Recruit Fall 2025)
TBD current vacancies

Year 4: (Recruit Fall 2026)
Person with lived homeless experience, Veterans
Landlord Association/Private Landlord
Law & Justice Community
Veteran Service Agency

Year 5: (Recruit Fall 2027)
Person with lived homeless experience, Youth
Homeless Provider – Temporary Housing
Homeless Provider – Permanent Housing

Year 6: (Recruit Fall 2028)
Person with lived homeless experience, Single Adults
Business Community
Higher Education
At Large (2)

Staggered Board terms shall begin with the nomination process in the fall of 2023. All currently open positions will be filled with the above staggered schedule in mind. For instance, if there are 2 openings for persons with lived homeless experience, the City recommends waiting to fill the positions until the

next year so that staggered terms can begin. Some Board positions may be asked to serve an extra year to fit the staggered schedule.

4.8.4. Election and Term

The Board will elect the officers from nominations received by the Executive Committee at the first Board meeting of the calendar year. The person receiving the majority votes for each officer position will be selected. If there is a tie, there will be a re-vote between only the persons receiving the same number of votes. If there is another tie, the outgoing Chair will break the tie.

Each officer will hold office for a term of two years or until a successor has been elected and qualified. No person may hold more than one office.

6.3.2 Work Groups

6.3.1.d Funding and RFP Committee

This Committee meets quarterly to review project progress and makes recommendations to the CA regarding monitoring plans and funding allocations/reallocations. The committee oversees the Request for Proposals (RFPs); including reviewing all applications for funding, evaluating, and assessing proposals, ranking all projects, and making a recommendation for a slate of projects to be funded in order of priority and by tier in accordance with HUD funding criteria to the full CoC board for a formal vote.

6.3.2.d Equity Workgroup

Engaging in research, data analysis, community engagement, and understanding related to equity in the region, including providing ongoing input and monitoring of racial equity and other impacted groups within our homeless crisis response system and designing an-equity strategy that is implemented across the CoC and the broader homeless crisis response system. This includes garnering buy-in and support across systems, partners, people with lived-experience, and stakeholders to address critical gaps and needs to address equity.

WA-502 Spokane City & County CoC PLE Stipend Policy

The Spokane Regional Continuum of Care is committed to ensuring homelessness is rare, brief, and non-recurring across Spokane County. The CoC recognizes the importance of having voices of persons who have experienced homelessness or are currently experiencing homelessness to inform the community's response to homelessness.

The CoC has designated funds from the CoC Planning grant awarded to the Collaborative Applicant for the four LE representative seats on the board, Family, Single Adults, Veterans, and Youth. The CoC will also provide from planning grant funds as available, stipends for specific subcommittee activities included in the program year's annual workplan.

Requirements

Activity paid from the HUD CoC Planning Grant must adhere to Section 578.39 of the CoC Program interim rule (see below).

In addition, the following criteria must be met for a board member with lived experience to be compensated for participation in CoC activities:

- Community resident lives or works in Spokane County
- Community resident has experienced or is currently experiencing homelessness
- Participation is outside the scope of the community resident's paid employment

Compensation Schedule

- Up and equal to one hour = $25
- Over one hour to equal to two hours = $50
- Over two hours to equal to three hours = $75
- Over three hours to equal to four hours = $100
- Over four hours to equal to five hours = $125
- Over five hours to equal to six hours = $150
- Over six hours to equal to seven hours = $175
- Anything over seven hours = $200
    - Stipend payments must include travel time.

Note: If a community member receives $600 or more in a calendar year, the Internal Revenue Service (IRS) requires a 1099-MISC form to be sent.

§ 578.39 Continuum of Care planning activities: https://www.ecfr.gov/current/title-24/section-578.39

(a) In general. Collaborative applicants may use up to 3 percent of their FPRN, or a maximum amount to be established by the NOFA, for costs of:
    (1) Designing and carrying out a collaborative process for the development of an application to HUD;
    (2) Evaluating the outcomes of projects for which funds are awarded in the geographic area under the Continuum of Care and the Emergency Solutions Grants programs; and
    (3) Participating in the consolidated plan(s) for the geographic area(s).

(b) Continuum of Care planning activities. Eligible planning costs include the costs of:

(1) Developing a communitywide or regionwide process involving the coordination of nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals;
(2) Determining the geographic area that the Continuum of Care will serve;
(3) Developing a Continuum of Care system;
(4) Evaluating the outcomes of projects for which funds are awarded in the geographic area, including the Emergency Solutions Grants program;
(5) Participating in the consolidated plan(s) of the jurisdiction(s) in the geographic area; and
(6) Preparing and submitting an application to HUD on behalf of the entire Continuum of Care membership, including conducting a sheltered and unsheltered point-in-time count and other data collection as required by HUD.

(c) Monitoring costs. The costs of monitoring recipients and subrecipients and enforcing compliance with program requirements are eligible.

Spokane City/County Continuum of Care
Governance Charter

Spokane City/County Continuum of Care
Governance Charter

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Spokane City/County Continuum of Care Governance Charter

1. Vision, Mission, Goals, and Responsibilities of the Continuum of Care (CoC)

1.1. Vision

The Vision of the Spokane City/County CoC is to bring together resources and resourceful people who create a community where everyone has a safe, stable place to call home.

1.2. Mission

The mission of the community-based Spokane City/County CoC is to make homelessness rare, brief, and non-reoccurring in our area by fostering shared responsibility among stakeholders and coordinating resources essential to the success of local plans to end homelessness.

1.3. Goals

The goals of the Spokane City/County CoC are the objectives of the 5-Year Strategic Plan to Prevent and End Homelessness of the Spokane City/County Continuum of Care. This plan follows guidance from the Washington State Department of Commerce, in association with HUD and the Spokane City/County CoC Board and Sub-Committees.

Goal 1: Quickly identify and engage people experiencing homelessness.

Goal 2: Prioritization of homeless housing for people with the highest need.

Goal 3: Effective and efficient homeless crisis response housing and services that swiftly moves people into stable permanent housing.

Goal 4: A projection of the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies.

Goal 5: Address racial disparities among people experiencing homelessness.

1.4. Responsibilities

The regulatory duties of a CoC are set forth in 24 CFR § 578, or as otherwise articulated by the U.S. Department of Housing and Urban Development (HUD). These include:

1) Hold stakeholder meetings at least semi-annually.
2) Invite new members by issuing a public invitation.
3) Adopt and follow a written process to select a CoC Board to act on behalf of the CoC.
4) Appoint additional committees, sub-committees, or work groups as needed.
5) Lead, develop, follow, and update a governance charter.
6) Establish performance targets and evaluate and act on outcomes.
7) Establish and oversee operations of a coordinated assessment system.
8) Establish and consistently follow written standards for providing CoC assistance.

9) Designate and oversee operations of a Homeless Management Information System (HMIS) and Collaborative Applicant (CA).
10) Develop a plan to prevent, reduce, and end homelessness.

2. Geographic Boundaries of the CoC

Spokane City and County CoC boundaries include the geography within the County of Spokane, including incorporated cities and unincorporated areas.

3. Structure of the CoC

3.1. Composition

A Continuum of Care Stakeholder is any individual or organization with an interest in understanding and addressing the issues related to homelessness and a desire to participate in some way in the Plan to End Homelessness.

The CoC is open to individuals and organizations and shall be broadly based with representatives from nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, colleges and universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and persons with lived homeless experience.

The CoC Board is the coordinating body for the CoC. Much of the work of the CoC will be carried out by the CoC Board, Workgroups, and Committees, with input from the CoC Stakeholders.

3.2. Stakeholder Meetings

The CoC will hold two semi-annual public meetings for all Stakeholders. The first semi-annual public meeting will be held concurrently with the Spokane Homeless Coalition meeting in April of each year. The second semi-annual Stakeholder Meeting will be held in October of each year.

3.3. Stakeholders

Interested organizations and individuals can join the CoC by attending a regularly scheduled meeting, requesting to be added to the Stakeholder roster, and committing to participate in the work of the CoC to achieve stated purposes and goals.

Ways to participate:

- Attend the semi-annual meetings.
- Participate in committee or sub-committee work.
- Help with outreach to the community.
- Serve as a liaison between the CoC and other community groups.

- Offer nominations of names to fill open Board Member positions.
- Help to update the Governance Charter by the full CoC.

4. Governance Structure of the CoC

The Structure Chart provides the general governance structure for the CoC (Attachment 2). It outlines the communication and coordination channels of the CoC Stakeholders, the CoC Board, committees, and sub-committees.

4.1. The CoC Board

The CoC Board is the governing body for the Spokane City/County Continuum of Care, and meets all requirements for HUD CoC funding.

4.1.2. Authority of the CoC

The CoC Board will provide oversight and accountability for all CoC responsibilities. The Board will be responsible for approval and implementation of all CoC policies and procedures and the CoC's Plan to End Homelessness. CoC Board Members are approved by the CoC Board.

4.2. Board Composition

The CoC Board will consist of no fewer than eleven and no more than twenty-five Members representing the community perspectives listed below. Competencies and representation will be reviewed annually.

Board Representation	
4 Representatives	Persons with lived homeless experience - 1 family representative - 1 single adult representative - 1 veteran representative - 1 youth representative
3 Representatives	Homeless services providers - Supportive Services - Permanent Housing - Temporary Housing
1 Representative	City of Spokane
1 Representative	City of Spokane Valley
1 Representative	Spokane County
1 Representative	Law & Justice Community
1 Representative	Behavioral Health/Chemical Dependency
1 Representative	Spokane Regional Health District
1 Representative	Workforce Development
1 Representative	Child Welfare
1 Representative	Spokane Housing Authority

1 Representative	Veteran Service Agency
1 Representative	Healthcare Provider or Hospital
1 Representative	Business Community
1 Representative	Landlord Association/Private Landlord
1 Representative	K – 12 Education /Ed
1 Representative	Higher Education
1 Representative	Chair of the Homeless Coalition (or Coalition Designee)
1 Representative	Philanthropy
2 Representatives	At-Large

26 Total Board Members

CoC Sub-Committee Chairs are not considered Board Members. However, in any case where the Chair of a CoC Sub-Committee is also a CoC Board Member, they maintain their voting right. In addition, the Chair of the CoC Board and the Chair of the CHHS Board will act as liaisons between the two committees and attend regularly scheduled meetings as a non-voting members. Each may appoint a representative to attend in their place when necessary.

There will be an allowance for alternates to serve on the CoC board. Board members must identify their alternate annually during the Conflict of Interest Signing process. All alternates must also sign a Conflict of Interest policy. Alternates may be modified mid-year in the event of a job change that no longer allows them to serve as an alternate. Alternates attendance does count for the attendance of the board member, the alternative is able to vote as a representative of the board member. The board member must inform the CoC chair and secretaries 24 hours (if possible in advance) before the meeting if the alternate will be in attendance in place of the board member.

4.3. Board Governance Responsibilities

The CoC Board provides oversight and leadership for the implementation of the Plan to End Homelessness, while ensuring accountability for results. The CoC Board shall organize to provide a system of housing and services to address the needs of people experiencing homelessness in Spokane County. The CoC Board will be led by a smaller Executive Committee.

The CoC governance charter will undergo an annual review by committee each year beginning in May. This review process is to be completed and recommendations/updates to the CoC charter are to be voted on in the August CoC meeting each year.

CoC Board responsibilities include:

1) Hold stakeholder meetings at least semi-annually.
2) Invite New Board Members by issuing a public invitation at least once annually.
3) Adopt and follow a written process to select a CoC Board to act on behalf of the CoC.
4) Appoint additional committees, sub-committees, or work groups as needed.

5) Participate in work groups of the board.
6) Lead, develop, follow, and update a Governance Charter.
7) Establish performance targets and monitor and act on outcomes.
8) Determine funding on an annual basis based on performance and established guidelines.
9) Establish and oversee operations of a coordinated assessment system.
10) Establish and consistently follow written standards for providing CoC assistance.
11) Designate and oversee operations of a Homeless Management Information System (HMIS) Lead and Collaborative Applicant.
12) Develop a Plan to Prevent and End Homelessness.

The Board will act on behalf of the CoC to fulfil the regulatory duties of a Continuum of Care (CoC) as set forth in 24 CFR § 578, or as otherwise articulated by HUD. The Board will be responsible for approval and implementation of all CoC policies and procedures including Coordinated Assessment and the Plan to Prevent and End Homelessness. In this endeavor, the Board will review the coordinated entry policies and procedures to ensure the following goals are able to be achieved as coordinated assessment is a key step to assessing need and providing services (Appendix Item 1):

1) Easier access to appropriate housing and service interventions for persons experiencing homelessness or a housing crisis;
2) Prioritization of persons with the longest histories of homelessness and the most extensive needs;
3) Lower barriers to program entrance or receipt of assistance; and
4) Ensuring persons receive assistance and are housed as quickly as possible.

4.4. Board Member Responsibilities

Board members are expected to share the vision of the Spokane City/County CoC to bring together resources and resourceful people to create a community where everyone has a safe, stable place to call home.

Together with the rest of the Board, all Board members should support and work to further the mission of the CoC is to make homelessness rare, brief, and non-recurring in our region by fostering shared responsibility among stakeholders and coordinating resources essential to the success of local plans to end homelessness.

Board members shall be familiar with the 5-Year Plan, as all the work of the CoC is based on the 5-Year Plan.

To the extent that CoC Board Members represent an entity or constituency, they are responsible for relaying information back to that constituency about what is discussed at Board meetings (unless that would violate someone's confidentiality), and should serve as conduits to relay the concerns and opinions of Members of their constituency back to the Board.

Committee members are expected to attend meetings (CoC and assigned sub-committee, committee, and/or work group) and be prepared to discuss matters presented for their deliberation. Members are required to attend no less than 75% of meetings (e.g., at least 9 of 12 monthly meetings) within a calendar year. Committee members must notify the Chair of the CoC of their excused absence and if they are sending a proxy from their organization. Failure to meet the attendance requirement or repeated failure to complete work assignments will be grounds for removal from the Board, work group, committee, and/or sub-committee assignments.

See Resignation or Removal below.

4.5. Board Member Terms

Jurisdictional Board positions shall not be time limited. These positions include:

City of Spokane	Spokane County
City of Spokane Valley	Spokane Housing Authority
Workforce Development	Spokane Regional Health District

.

All other Board positions will serve no more than one- 5 year term. These Board positions include:

4 People with Lived Homeless Experience	3 Homeless Service Providers
1 Law & Justice	1 Behavioral Health/Chemical Dependency
1 Child Welfare	1 Veteran Service Agency
1 Healthcare Provider/Hospital	1 Business Community
1 K-12 Education	1 Higher Education
1 Philanthropy	2 At-Large

The position for the Chair of the Homeless Coalition shall change as the Chair of the Coalition changes.

Terms for Board positions shall be staggered to ensure continuity for the CoC Board while maintaining experienced Board Members who can mentor new Board Members and assist in the on-boarding process. Staggered terms shall work as follows:

Year 1: (Recruit Fall 2020)
Person with lived homeless experience (1 position)
Homeless Provider – Support Services
Law & Justice
Healthcare Provider
Philanthropy

Year 2: (Recruit Fall 2021)
Person with lived homeless experience (1 position)

Homeless Provider – Permanent Housing
Behavioral Health/Chemical Dependency
Business Community
K – 12
At Large

Year 3: (Recruit Fall 2022)
Person with lived homeless experience (2 positions)
Homeless Provider – Temporary Housing
Child Welfare
Veteran Service Agency
Higher Education
At Large

Staggered Board terms shall begin with the nomination process in the fall of 2020. All currently open positions will be filled with the above staggered schedule in mind. For instance, if there are 2 openings for persons with lived homeless experience, the City recommends waiting to fill the positions until year 3 (Fall 2022) so that staggered terms can begin. Some Board positions may be asked to serve an extra year to fit the staggered schedule.

4.6. Board Member Selection Process

4.6.1. Board Membership & Nominating Committee

The Executive Committee of the CoC Board will serve as the Nominating Committee. Each year in the fall, the Executive Committee will meet to discuss potential new Board members as needed, ensuring a balanced and representative Board. The CoC Board must represent relevant organizations and projects serving homeless populations and meet the requirements set forth in this Governance document.

4.6.2. Role in Soliciting Nominations for Open Board Positions

The Executive Committee will discern and solicit nominations for Board positions from the CoC Stakeholders. Individuals will be chosen as representatives from service providers, and others for at large board members. At the fall Stakeholder forum, nominations for potential Board members will be solicited. Nominations may be considered by the Executive Committee in their deliberation and discernment process.

4.6.3. Preparation of Slate of Candidates to Consider

The Executive Committee will ultimately prepare for approval a slate of Board member candidates for the Board to consider The Executive Committee will prepare brief bios that outline employment, board affiliations and other qualifications of candidates for the overall Board to review, discern, discuss and vote on. The Executive Committee will prepare a slate that is vetted with one name for each actual Board vacancy need.

4.6.4. Timing for Approval by the CoC Board

Approval of the Board slate will take place at the last meeting of the calendar year by a majority vote of the Board. Nominated candidates will be asked to accept the position by the Chair or Vice Chair of the Board.

4.6.5. Review of Selection Process

The CoC Board selection process must be reviewed and updated by the CoC Board at least once every five years.

4.6.6. Balanced and Representative Board

To ensure a balanced and representative Board, no more than one volunteer or staff of a particular organization may serve on the CoC Board at the same time. However, one Board Member may represent the interest of more than one homeless subpopulation.

4.7. Resignation and Removal

Unless otherwise provided by written agreement, any Board Member may resign at any time by giving written notice to the Chair. In addition, Board Members may be removed by a majority vote of the Board for repeated absence, misconduct, failure to participate, or violation of conflict of interest policies.

When a Board Member resigns, is removed from the Board, or cannot serve his/her full term for any reason, the Executive Committee will accept nominations or appointments from the CoC Stakeholders depending on the Stakeholder group of the vacant seat. The Board will elect the new Board Member from the slate of nominations presented.

4.8. Officers

The CoC Board will elect a Chair, Vice-Chair, Secretary and two to four additional Board Members to make up the Executive Committee. A City of Spokane, City of Spokane Valley, and Spokane County representative will serve on the Executive Committee; however, will not serve as Chair or Vice-Chair.

4.8.1. Chair and Vice Chair

The Chair is responsible for scheduling meetings of the CoC and Board, ensuring that the Board meets regularly or as needed, and for setting the agenda for these meetings in collaboration with the Executive Committee. The Chair governs and leads the Board. In the absence of the Chair the Vice Chair assumes the duties of the Chair. The Chair shall not be a person who has a current or potential conflict of interest (cannot work for a provider who does, or may eventually receive, CoC program funds).

4.8.2. Secretary

The Secretary will be responsible for overseeing the Collaborative Applicant's

duty to keep accurate records of the acts and proceedings of all meetings of the Board, which shall include the names of those in attendance. Meeting agendas, summaries, minutes, announcements, and notices will be posted on the CoC tab of the Collaborative applicant's website (https://my.spokanecity.org/endinghomelessness/about/coc/) to ensure public access. The Secretary will chair Board meetings in the case of the absence of the Chair and Vice Chair.

4.8.3. Executive Committee Members

The Executive Committee Members will participate in the development of Board agendas and will be responsible for coordinating, with designated Committees, the review of performance and designation processes for the Collaborative Applicant and HMIS Lead Agency.

4.8.4. Election and Term

The Board will elect the officers from nominations received by the Executive Committee at the first Board meeting of the calendar year. The person receiving the majority votes for each officer position will be selected. If there is a tie, there will be a re-vote between only the persons receiving the same number of votes. If there is another tie, the outgoing Chair will break the tie.

Each officer will hold office for a term of one year or until a successor has been elected and qualified. No person may hold more than one office.

4.8.5. Provisions for Resignation

Any officer may resign at any time by giving written notice to the Chair. Any such resignations will take effect at the time specified within the written notice or, if the time is not specified therein, upon its acceptance by the Chair.

4.8.6. Officer Vacancies

Vacancies among the officers may be filled for the remainder of the term by a vote of the majority of the Board at any meeting at which a quorum is present.

5. Board Rules of Governance

5.1. Quorum and Voting

A simple majority of the Board will constitute a quorum for the transaction of business decisions at any meeting. The Chair will only vote in the event of a tie.

At all meetings, every effort should be made for business items to be decided by consensus of the Board. Votes will be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum represented. Each representative seat will have one vote. No Board Member shall vote on any item that presents a real or perceived conflict of interest.

5.2. Meeting Frequency

The Board will meet no less frequently than six times per year (including two CoC stakeholder meetings) at such times and places as the Board will determine, and the twelve month calendar of regularly scheduled meetings will be set and approved during the first meeting of each year. The Executive Committee may call a special meeting of the Board provided it meets all notice and quorum requirements.

5.3. Open Meeting

Attendance at meetings of the CoC Board will be open to any interested person to observe.

5.4. Meeting Notification

The calendar of regularly scheduled meetings of the Board will be distributed to CoC Stakeholders. Special meetings may be called in situations when the Board must vote on decisions that need to be made off the regular meeting schedule. When such a meeting is called, the Board will distribute the meeting notice to CoC Stakeholders five business days in advance.

5.5. Communicating Information about Board Meetings

The Board shall take all reasonable and practical steps to keep CoC Stakeholders informed about upcoming Board meetings, pending matters before the Board, actions proposed for consideration by the Board, and decisions made by the Board; shall hold meetings in accessible and convenient locations; and shall expect CoC Committees to maintain those same standards of inclusiveness and transparency.

The Board will provide for the timely dissemination of notices about its upcoming meetings to all CoC Stakeholders. Minutes will be distributed to CoC Stakeholders within ten days of such meetings, including summaries of the decisions and actions taken by the Board.

5.6. Action without Meeting

The Board may take an action without a meeting, provided:

- The action is within its authority.
- At least three-business day notice is provided via CoC communication mechanisms outlined in this Charter.
- It is approved via email or conference call.
- It is approved by a simple majority of all then-seated Board Members who are entitled to vote on the matter and meet quorum requirements.
- The Board gives an explanation of the urgency of acting without a meeting.

5.7. Attendance

Committee members are expected to attend meetings (CoC and assigned subcommittee) and be prepared to discuss matters presented for their deliberation. Members are required to attend no less than 75% of meetings (e.g., at least 9 of 12 monthly meetings) within a calendar year. Committee members must notify the Chair of the CoC of their excused absence and if they are sending a proxy from their organization. Failure to meet the attendance requirement or repeated failure to complete work assignments will be

grounds for removal from the Committee and/or Sub-Committee assignments.

6. Committees and Work Groups

6.1. Formation

Standing Committees are designated in this Charter. Ad hoc working groups may be formed and given specific responsibilities based on the 5-Year Plan, as needed, by the Board. All Charter provisions governing the accountability, transparency, and general responsibilities of committees apply to ad hoc working groups. All committees will include a member of the CoC Board. Committees shall have member representatives of those with lived homeless experiences. Committees will bring any recommendations forward to the Executive Committee. Committees submit regular reports of their meetings to the CoC Board Chair.

In the first year of this Charter, the Board will ask each Committee to propose a set of responsibilities. In subsequent years the Board will review these proposed scopes of work based on the 5-Year Plan, and note and facilitate resolution of any overlapping tasks. Once the Board votes on adopting (or amending) a Committee's scope of work, that list of responsibilities would be proposed as a Charter amendment at the next CoC Stakeholder meeting.

6.2. Committee and Sub-Committee Leadership

All committees will include a member of the CoC Board. Chairs and Co-Chairs will be elected by Committee Members to serve as leaders for the Committee. Committee Chairs and Co-Chairs do NOT have to be CoC Board members and are NOT voting members of the CoC Board, however they will be the Committee's representative to the Planning and Implementation Committee (described below). Committee Chairs will serve no more than three (3) consecutive years. Committee leadership will be responsible for establishing the work plan for the Committee, ensuring adherence to Committee governance and voting rules, as well as Committee responsibilities set forth in this Charter. Committee Chairs will attend all Executive Committee meetings. They will also prepare and submit a CoC Sub-Committee Report on a monthly basis to the CoC Secretary, reporting on such at the CoC Board Meeting.

6.3. Standing Committees, Work Groups, and Sub-Committees of the Board and CoC

The Board has Committees, Work Groups, and Sub-Committees that serve as the implementation bodies of the system. These Committees and Workgroups are charged with establishing strategies, recommendations and work plans to achieve particular outcomes. They will establish processes for public comment where needed.

6.3.1. Standing Committees

6.3.1.a. Executive Committee

The purpose of the Executive Committee will be to assist with the functioning and leadership of the CoC Board. The Executive Committee meets monthly or as needed.

The Executive Committee provides Board leadership for ensuring:

- Clear and effective lines of communications between the Board and CoC Stakeholders;
- CoC planning and implementation consistency with requirements articulated by HUD in 24 CFR Part 578 and other directives, with applicable federal, state, and local laws, and with the strategic direction of CoC's Plan to End Homelessness;
- Implementation of nomination and selection process for Board and Committee members.
- Preparing and issuing letters of support and/or any other correspondence when requested of the CoC and approved by Executive Committee.

The Executive Committee is responsible for:

- Setting and timely dissemination of the agenda for CoC Board meetings;
- Timely dissemination of the agenda for the two CoC Stakeholder meetings; and
- Dissemination of updates on the work of Sub-Committees.

The Executive Committee will be responsible for setting and upholding process decisions that:

- Determine which issues go to the Board for official vote;
- Determine when the need for action is sufficiently urgent as to require either an unscheduled meeting, or a vote by the Board on a matter which was not included on the publicly disseminated meeting agenda, or action by the Board without a meeting.

The Executive Committee will lead the annual process of reviewing the performance of the HMIS Lead Agency and the Collaborative Applicant and the selection process when needed.

6.3.1.b Planning and Implementation Committee

This committee is comprised of the CoC Board's Executive Committee, as well as the Chairs from the CoC sub-committees, who act as key advisors (not Board members), and inform the community's strategic response to end homelessness for all populations. The Committee is tasked with being responsive to system needs, supporting best practice shifts and program design, and making researched and validated recommendations to the Board.

6.3.1.c HMIS and Evaluation Committee

The HMIS and Evaluation Committee focuses on data collection, HMIS coordination, and program evaluation.

This Committee provides recommendations to the HMIS Lead Agency on HMIS issues, including: project participation, policies and procedures for participant privacy, data security, data quality, and HMIS governance.

This Committee also performs program evaluation.

- Using Point-In-Time Count data to conduct an annual gap analysis that is presented to the Board.
- Develop a tool to evaluate performance of CoC-funded projects.

6.3.1.d Funding and RFP Committee

This Committee oversees the Request for Proposals (RFPs); including coordinating CoC program funding awards with other funding partners. The Committee reviews project and system performance data from the past award year and makes recommendations to the CA regarding monitoring plans and funding allocations/reallocations.

6.3.2 Work Groups

6.3.2.a Communications

Educate the community about homelessness, best practices to reduce homelessness, resources needed to reduce homelessness, and long-term savings that are achieved by providing permanent, stable housing

Engage the private and public sector in the work of the commission and communicate funding and partnership priorities to organizations, including, businesses, corporations, philanthropic organizations or foundations, and any municipal, state or federal government agencies to improve the City/County's ability to end and prevent homelessness.

Manage the CoC's website and take lead role in events planning and messaging, including messaging and marketing of special initiatives

6.3.2.b Data and Performance

Evaluate system performance, research best and future practice solutions to address changing needs in the region, and make data-driven recommendations for project shifts. This Work Group will work closely with the Chair of the HMIS and Evaluation Committee on its deliverables.

The Work Group will lead the Board in monthly discussions about performance and help in the design of tools to improve evaluative mechanisms.

6.3.2.c Community Outreach

This Work Group is responsible for public-facing work, including engagement in sharing information about the coordinated regional system, promoting key work products including successes, and supporting efforts related to the annual Point-in-Time Count.

Develop and sponsor educational and listening community/neighborhood listening events around homelessness. Reports on any educational or public

outreach activities undertaken during the preceding year. Align initiatives of the CoC with other work.

6.3.2.d. Racial Equity

Engaging in research, data analysis, community engagement, and understanding related to equity in the region, including providing ongoing input and monitoring of racial equity within our homeless crisis response system and designing a racial equity strategy that is implemented across the CoC and the broader homeless crisis response system. This includes garnering buy-in and support across systems, partners, and stakeholders to address critical gaps and needs to address equity.

This work group may be expanded to encompass all equity needs as determined by the CoC.

6.3.3 Sub-Committees

The following sub-committees have been established to focus on specific strategies:

Youth Experiencing Homelessness:
Create/Monitor/Assess a comprehensive, developmentally appropriate menu of services for youth who experience homelessness in order to prevent homeless youth from becoming the next generation of homeless adults.

Youth Advisory Board:
Composed of at least 3 members, age 24 and younger, two-thirds of whom will be homeless or formerly homeless. Advises the CoC on policies related to preventing and ending youth homelessness. The Chair of the Youth Advisory Board will sit on the Homeless Youth Sub-Committee.

Veterans Experiencing Homelessness:
Create, monitor, and assess a comprehensive menu of services for Homeless Veterans.

Families Experiencing Homelessness:
Create, monitor, and assess a comprehensive menu of services for Homeless Families.

Individuals Experiencing Homelessness:
Create, monitor, and assess a comprehensive menu of services for Homeless Individuals/Adults without Minor Children.

Diversion:
Oversees the system's diversion strategy and is responsible for ongoing training for staff and service agencies, as well as integration of diversion strategies across the system.

6.4. Committee Leadership

Chairs and co-chairs will be elected by Committee Members to serve as leaders for the Committee.

6.5. Committee Process

Committees which make recommendations to change CoC systems or structures, or add to such systems and structures, will be asked to bring those committee recommendations to the CoC Executive Committee for discussion and, ultimately, to the CoC Board for ratification.

7. CoC Board Code of Conduct

7.1. Code of Ethics

Members of the CoC Board are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board. CoC Board Members pledge to accept this code as a minimum guideline for ethical conduct and shall:

1. Faithfully abide by the CoC Governance Charter.
2. Exercise reasonable care, good faith, and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest. Sign a Conflict of Interest Policy annually.
4. Act with honesty, integrity, and openness in all dealings as CoC Board Members and representatives of the CoC.
5. Promote an environment with staff, Committees, and CoC Stakeholders that values respect, fairness and integrity, and that promotes inclusiveness.
6. Exercise the duties of serving on the CoC Board for the good of all stakeholders of CoC consistent with the Conflict of Interest Policy.
7. Respect the sensitive information known due to CoC Board service.
8. Respect the diversity of opinions as expressed or acted upon by the CoC Board, Committees, and Stakeholders.
9. Attend 75% of all meetings and subcommittee meetings on an annual basis.
10. Members representing an organization or municipality shall communicate back to their constituents important information to keep all stakeholders fully informed.

7.2. Public Statements and Media Response

When making public statements or speaking to the media on CoC matters, CoC Board Members will make clear whether they are speaking in their own name, or if the CoC or CoC Board has empowered them to speak on the group's behalf.

7.3. Conflict of Interest

Board, Committee and staff members of the Spokane City/County CoC (individually and collectively the "Members") must exercise discretion, diligence and prudence when acting on behalf of the CoC. In order to: (i) promote public confidence in the integrity of the CoC and its processes; and (ii) avoid any actual or potential conflicts of interest, Members shall, at all times,

abide by 24 CFR §578.95, Conflicts of Interest. Failure to adhere to these rules is grounds for removal of the Member from the Board and/or any of its committees.

For purposes of the Conflict of Interest Policy a conflict of interest exists when a Member is unable, or potentially unable, to make an impartial decision on behalf of the CoC due to family or personal relationships, outside business interests, or financial gain, whether direct or indirect. Members with lived homeless experience who receive services from an organization that may directly benefit from a funding decision may vote or make recommendations on funding decisions.

All Members must sign the Conflict of Interest Policy form annually, affirming that they have: (i) reviewed the Conflict of Interest Policy; and (ii) disclosed any actual or potential conflicts of interest that they face or are likely to face in fulfillment of their duties as Members. Members will not be permitted to participate in any CoC meetings until their signed Conflict of Interest Policy is on file with the Collaborative Applicant.

The Conflict of Interest Policy form, which includes the complete Conflict of Interest Policy, is Attachment 1.

7.4. Review of Charges of Violation of the Code of Conduct

When an allegation of misconduct is received by the CoC Board, an Ad Hoc Ethics Review Committee will be assembled. This Committee may not exceed 5 members, and must include a minimum of two persons from the CoC Board. If requested by a majority, the Committee may also give guidance to the CoC concerning other aspects of conduct, including actions of staff, consultants or other persons charged with implementation of duties relative to the responsibilities of the CoC Board.

8. General Provisions of the CoC

8.1. Operating Year

The operating year of the CoC begins on January 1st of each calendar year and ends on the 31st day of December of that calendar year.

8.2. Review and Update of Governance Charter

The Charter shall be updated as necessary by the CoC Board in consultation with the Collaborative Applicant and the Homeless Management Information Systems (HMIS) lead. The Charter shall be reviewed and approved in full every five years by the CoC Stakeholders. All changes must be approved by the CoC Board.

8.3. CoC Policies and Procedures

Continuum of Care Policies and Procedures will be posted for public review on the Continuum of Care tab on the Collaborative Applicant's website at https://my.spokanecity.org/endinghomelessness/about/coc/

9. Attachment 1

Conflict of Interest Policy

Board, committee and staff members of the Spokane City/County CoC (individually and collectively the "Members") must exercise discretion, diligence and prudence when acting on behalf of the CoC. In order to: (i) promote public confidence in the integrity of the CoC and its processes; and (ii) avoid any actual or potential conflicts of interest, Members shall, at all times, abide by 24 CFR §578.95, Conflicts of Interest. Failure to adhere to these rules is grounds for removal of the Member from the Board and/or any of its committees.

For purposes of this policy a conflict of interest exists when a Member is unable, or potentially unable, to make an impartial decision on behalf of the CoC due to family or personal relationships, outside business interests, or financial gain, whether direct or indirect. Members with lived homeless experience who receive services from an organization that may directly benefit from a funding decision may vote or make recommendations on funding decisions.

I. General Rules:

1. Members may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
   (a) Any organization that they or a member of their immediate family represents or has represented during the previous year; or
   (b) Any organization from which they or a member of their immediate family derives, or has derived, income or anything of value (whether tangible or intangible) during the previous year.
2. Whenever a Member or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
   (a) Fully disclose the nature of the interest; and
   (b) Recuse themselves from discussing, lobbying or voting on the matter.

II. Disclosure:

Board and committee members must disclose any actual or potential conflicts of interest regarding any business included in the meeting's agenda at the beginning of each Board or committee meeting, or as soon as they become aware of any actual or potential conflict of interest.

III. Abstention from Decision Making:

Any matter in which a Member has disclosed an actual or potential conflict of interest will be decided only by a vote of the disinterested Members. The

minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested Member's actual or potential conflict of interest and their abstention.

IV. Annual Conflict of Interest Acknowledgement Form:

All Members must sign this Conflict of Interest Policy form annually, affirming that they have: (i) reviewed the conflict of interest policy; and (ii) disclosed any actual or potential conflicts of interest that they face or are likely to face in fulfillment of their duties as Members. Members will not be permitted to participate in any CoC meetings until their signed Conflict of Interest Policy is on file with the CoC Lead organization.

V. Conflict of Interest for the CoC Evaluation/Procurement Committee:

No Member with an actual or potential conflict of interest may serve on the CoC Evaluation Committee. For purposes of this Section V, a conflict of interest exists if:

1. The Member currently, or within the last year has been, or has a current agreement to serve in the future as, a board member, staff member or paid consultant of an organization making a proposal to the CoC for an award of a grant or other provision of financial benefit; or
2. The Member's employer or an organization on whose Board of Directors the person sits has now, or within the last year has had, a contractual relationship with an organization making a proposal for any award of a grant or other provision of financial benefit. However, if the Member's employer, or the organization on whose Board of Directors the person sits, is a funding entity or organization whose mission includes providing services an/or funding to other service providers, under this definition of "conflict of interest," no conflict exists; or
3. Any other circumstance exists which impeded the Member's ability to objectively, fairly and impartially review and rank proposals for funding.

VI. Exceptions:

Exceptions to any of the foregoing may only be granted by HUD in accordance with 24 CFR §578.95(d)(2), *Exceptions*.

AFFIRMATION:

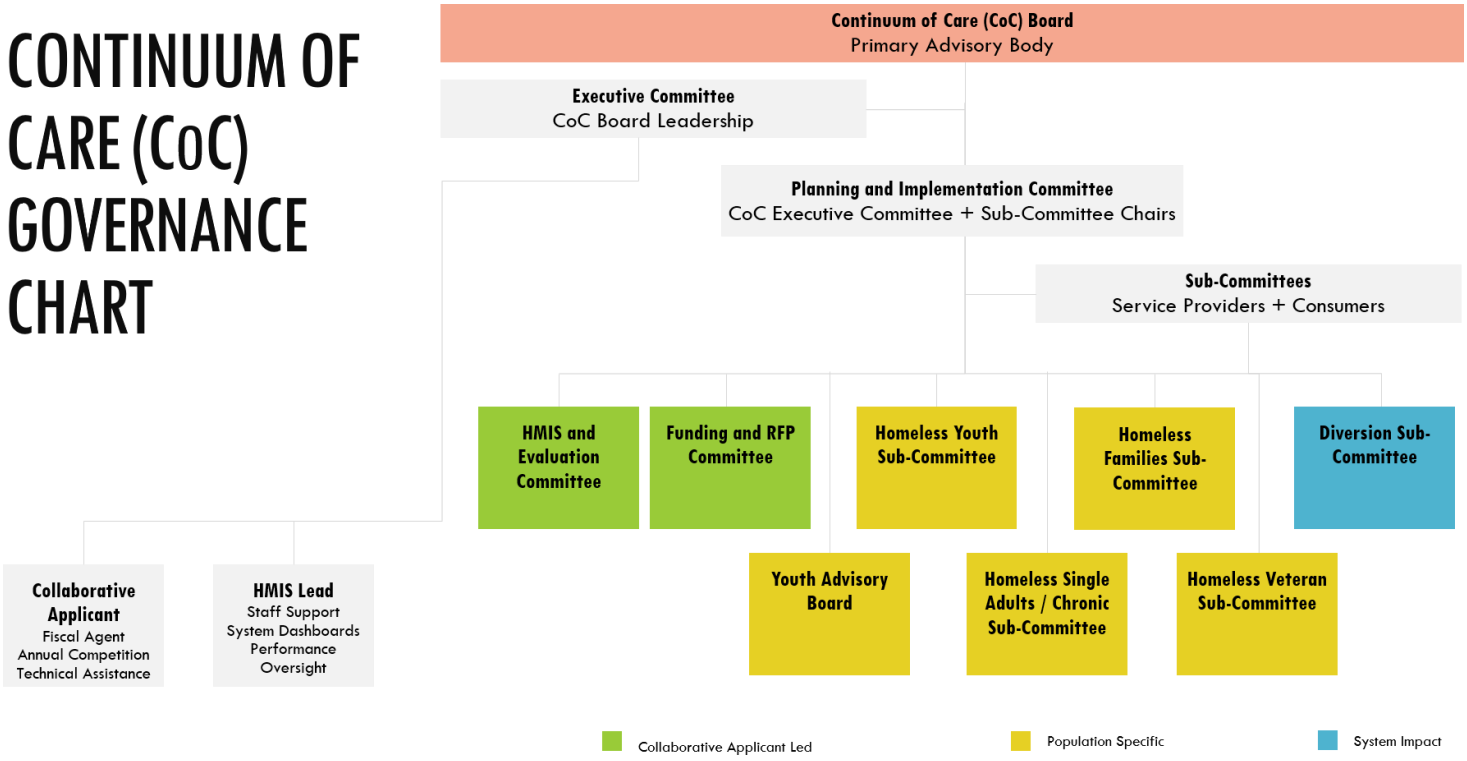
By my signature below I hereby affirm that I have reviewed, understand and agree to comply with this Continuum of Care Conflict of Interest Policy:

Printed Name: _____

Signature: _____ Date: _____

10. Attachment 2

CONTINUUM OF CARE (CoC) GOVERNANCE CHART



11. Attachment 3: Anti-Discrimination Policies

Equal Access Policy

The Spokane City/County Continuum of Care (CoC) has adopted these policies to ensure that all individuals and families experiencing homelessness have equal access, without discrimination, to all necessary housing and supportive services. The Spokane City/County CoC's Anti-Discrimination Policies apply to staff, volunteers, and contractors at all partner agencies. The Spokane City/County CoC's Anti-Discrimination Policies adhere to the Department of Housing and Urban Development HUD Equal Access Rule.

Providers of housing and services in the Spokane City/County CoC shall not discriminate on the basis of race, ethnicity, color, national origin, immigration status, language, ancestry, religion, sex, familial status, veteran status, age, gender identity or expression, sexual orientation, marital status, experiences of violence (including but not limited to domestic/interpersonal, dating, sexual, or hate violence), source of income, justice system involvement, disability (including sensory, mental, or physical disabilities), or any other discrimination prohibited by law, regulation, executive or court order.

The Spokane City/County Continuum of Care shall act in accordance with 24 CFR Part 5, which ensures equal access for individuals in accordance with their gender identity in programs and shelters funded by HUD's Office of Community Planning and Development. All eligible individuals and families (regardless of sexual orientation, gender identity or marital status) should be accommodated in temporary, emergency shelters and other facilities used for housing, in accordance with the gender identity in which the individual identifies (24 CFR 5.100).

More information about HUD rules pertaining to Equal access in accordance with individual's gender identity and sexual orientation can be found here: https://files.hudexchange.info/resources/documents/Equal-Access-Final-Rule-2016.pdf.

Housing for specific subpopulations. Recipients and subrecipient may exclusively serve a particular homeless subpopulation in transitional or permanent housing if the housing addresses a need identified by the Continuum of Care for the geographic area and meets one of the following:

(1) The housing may be limited to one sex where such housing consists of a single structure with shared bedrooms or bathing facilities such that the considerations of personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to one sex;

(2) The housing may be limited to a specific subpopulation, so long as admission does not discriminate against any protected class under federal nondiscrimination laws in 24

CFR 5.105 (e.g., the housing may be limited to homeless veterans, victims of domestic violence and their children, or chronically homeless persons and families).

(3) The housing may be limited to families with children.

(4) If the housing has in residence at least one family with a child under the age of 18, the housing may exclude registered sex offenders and persons with a criminal record that includes a violent crime from the project so long as the child resides in the housing.

(5) Sober housing may exclude persons who refuse to sign an occupancy agreement or lease that prohibits program participants from possessing, using, or being under the influence of illegal substances and/or alcohol on the premises.

(6) If the housing is assisted with funds under a federal program that is limited by federal statute or Executive Order to a specific subpopulation, the housing may be limited to that subpopulation (e.g., housing also assisted with funding from the Housing Opportunities for Persons with AIDS program under 24 CFR part 574 may be limited to persons with acquired immunodeficiency syndrome or related diseases).

(7) Recipients may limit admission to or provide a preference for the housing to subpopulations of homeless persons and families who need the specialized supportive services that are provided in the housing (e.g., substance abuse addiction treatment, domestic violence services, or a high intensity package designed to meet the needs of hard-to-reach homeless persons). While the housing may offer services for a particular type of disability, no otherwise eligible individuals with disabilities or families including an individual with a disability, who may benefit from the services provided may be excluded on the grounds that they do not have a particular disability.

Involuntary Family Separation Policy

Involuntary separation is prohibited in CoC and ESG funded projects. The Spokane City/County CoC will work with providers to ensure shelter placement efforts are coordinated to avoid involuntary family separation. CoC and ESG funded projects may not deny admission to any household on the basis of:

- The age or gender of a child under the age of 18; or
- The gender of a parent or parents; or
- The marital status of a parent or parents.

The Spokane City/County Coc will work with provider to efforts are coordinated to avoid involuntary family separation.

AFFIRMATION:

By my signature below I hereby affirm that I have reviewed, understand and agree to comply with this Continuum of Care Anti-Discrimination Policies:

Printed Name: _____

Signature: _____ Date: _____

City of Spokane
Grantee Billing Form

Program Year 2023 Continuum of Care

City Clerk #	
Vendor ID #	
FMS Acct #	

SUBMIT BILLING TO:	GRANTEE INFORMATION:	PROJECT INFORMATION:
City of Spokane - CHHS Dept. 808 W. Spokane Falls Blvd, 6th Floor Spokane, WA 99201 chhsreports@spokanecity.org		Title: CoC Planning Grant Funds (15% of FY2022 Award) Term: 08/01/2023 - 07/31/2024 ICR: 10% MTDC

GRANTEE CERTIFICATION

Submit this form to claim payment for materials, merchandise, and/or services. Show complete detail for each item. Vendor/Claimant Certificate: I hereby certify under perjury that the items and totals listed herein are proper charges for materials, merchandise and/or services furnished, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veteran status. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Services performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other funding source.

Signed By:_____ **Title:** _____ **Date:**_____

Printed Name:_____ **Telephone:** _____ **Email:** _____

EXPENSES — **Expense Period:**

Categories:	A Grant Budget	B Current Expense Request	C Total Previously Requested	D Grant Balance (A-B-C)
COC PLANNING				
CoC LE Board Representatives	$ 13,807.90	$ -	$ -	$ 13,807.90
CE LE Focus Group Stipends	$ 1,000.00			$ 1,000.00
Equity Workgroup Stipends	$ 1,000.00			$ 1,000.00
Equity Workgroup Trainings	$ 1,200.00			$ 1,200.00
Annual Board Retreat	$ 1,500.00			$ 1,500.00
	$ -	$ -	$ -	$ -
Subtotal	$ 18,507.90	$ -	$ -	$ 18,507.90
GRAND TOTAL	**$ 18,507.90**	**$ -**	**$ -**	**$ 18,507.90**

Contract Amount (auto populated)	$ 18,507.90	% Expended:	0.00%
Total Expended to Date (auto populated)	$ -		
Contract Remaining Balance	$ 18,507.90	% Remaining:	100.00%

☐ ← Check box if final request.

CHHS Approval:

Additional activities for Q3&Q4 unspent funds:

- Equity Work group Stipends - $1,000
- Equity Work group Trainings - $1,200

WA-502 Spokane City/County Continuum of Care (CoC)
Board Member Application

Vision: The Vision of the Spokane City/County CoC is to bring together resources and resourceful people who create a community where everyone has a safe, stable place to call home.

Mission: The mission of the community-based Spokane City/County CoC is to make homelessness rare, brief, and non-recurring in our area by fostering shared responsibility among stakeholders and coordinating resources essential to the success of local plans to end homelessness.

The Objectives of the Spokane City/County CoC are the objectives of the 5-Year Strategic Plan to Prevent and End Homelessness of the Spokane City/County Continuum of Care. This plan follows guidance from the Washington State Department of Commerce, in association with HUD and the Spokane City/County CoC Board and Sub-Committees.

Objective 1: Quickly identify and engage people experiencing homelessness.
Objective 2: Prioritization of homeless housing for people with the highest need.
Objective 3: Effective and efficient homeless crisis response housing and services that swiftly moves people into stable permanent housing.
Objective 4: A projection of the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies.
Objective 5: Address racial disparities among people experiencing homelessness.

Board Responsibilities:

- Board members are expected to share the vision of the Spokane City/County CoC to bring together resources and resourceful people to create a community where everyone has a safe, stable place to call home.
- Board members should support and work to further the mission of the CoC to make homelessness rare, brief, and non-recurring in our region, by fostering shared responsibility among stakeholders and coordinating resources essential to the success of local plan 5-Year Plan to Prevent and End Homelessness ("5-Year Plan").
- Board members shall be familiar with the 5-Year Plan, as all the work of the CoC is based on this plan.
- To the extent that CoC Board Members represent an entity or constituency, they are responsible for relaying information back to that constituency about what is discussed at Board meetings and should serve as conduits to relay the concerns and opinions of Members of their constituency back to the Board.
- Board Members are expected to attend meetings and be prepared to discuss matters presented for their deliberation. Members are required to attend no less than 75% of meetings within a calendar year.

Spokane City/Spokane Continuum of Care
Board Member Application

8/17/2023
Date Completed

Scott	E	Ferguson
First Name	M.I.	Last Name

He/Him
Preferred Pronouns

sferguson@innovia.org	5038815899
Email	Preferred Phone Number

818 W Riverside Ave Suite 650
Street Address

Spokane	WA	99201
City	State	Zip Code

Continuum of Care Seats
The CoC has seats that are required by HUD, WA State Dept. of Commerce, and the local entities. Please select which seat(s) you would be qualified to fill (enter yes for all that apply):

Lived Homeless Experience – Single Adults	Law & Justice
Lived Homeless Experience - Youth	Workforce Development
Lived Homeless Experience - Families	Healthcare Provider
Lived Homeless Experience - Veterans	Veteran Agency
Homeless Provider –Permanent Housing	Business
Homeless Provider – Temporary Housing	Education K-12
Homeless Provider – Support Services	Higher Education
Behavioral Health/Chemical Dependency	Child Welfare
Philanthropy	At-Large

1. Describe your current participation in the homeless crisis response system and/or how it impacts your daily life or work.

I am currently not participating in the homeless crisis response system, but I am interested in learning more about it and how I can support these efforts at the strategic level. I have been a part of several community conversations with several cross-sector organizations regarding how to positively impact systemic change at the policy level to increase access for individuals who face housing insecurity. In my current role at Innovia Foundation, I have been connected to initiatives and collaborative philanthropic projects to address both the immediate and long terms issues of homelessness in Spokane. Also, I serve as the Vice Chair of the Board of Director for the non-profit Priority Spokane which is currently considering research regarding how to address similar issues. I have participated in volunteering at a organization's such as Crosswalk, Union Gospel Mission, and have advocated for policies that will help to prevent homelessness. I have seen firsthand the impact of an individual who can call a safe place a home and want to contribute to these efforts.

2. Describe how you currently partner to address community needs.

Within my role at Innovia Foundation I work alongside organizations that pool together donations from individuals, families, and businesses to support local causes. They are a vital part of the philanthropic landscape, and they play a significant role in addressing community needs. Some specific ways that I contribute to address community needs are through making grants to nonprofit organizations who are working to address specific community needs such as Homelessness. Our organization supports community collaboration that address homelessness by providing physical space and opportunities for key stakeholders to develop initiatives such as the Spokane Regional Authority for Homelessness, Housing, Health and Safety. This group has been charged with leading to the development of a government identity committee to address the homelessness issue. Their goal once the regional authority is established is to reduce homelessness by 40% in Spokane over the next two years. These are just a few examples of the many ways I can address community needs.

3. Describe how the mission of the CoC fits with your personal and/or professional goals.

The mission statement of the Spokane City/County CoC aligns with my professional and personal goals in the following ways: Professionally as a philanthropic professional, I am passionate about working to prevent and end homelessness. The CoC's mission statement aligns with my professional goals because it focuses on making homelessness rare, brief, and non-recurring. I believe this is the best way to address the issue of homelessness, and I am committed to working towards this goal. Likewise, I care about making a difference in my community. I believe that everyone deserves a safe and stable place to live, and I want to do my part to help those who are experiencing homelessness. The CoC's mission statement aligns with my personal goals because it is focused on helping people who are experiencing homelessness.

4. Please share any affiliations you have and your participation with that group or organization (e.g. as a volunteer, board member, or staff).

Vice Chair, Board of Directors of Priority Spokane
Board Member At-Large, Greater Spokane Valley Rotary

5. Describe your interest in and/or experience with preventing and ending homelessness in Spokane City/County

I am interested in preventing and ending homelessness in Spokane City/County because I believe that everyone deserves a safe and stable place to live. I am also concerned about the impact of homelessness on our community. Homelessness can lead to health problems, mental health problems, and substance abuse problems. It can also make it difficult for people to find jobs and get back on their feet. I am willing to learn and get involved. I am confident that I can use my skills and knowledge to make a difference at the strategic board level. If selected as a member of this board of directors I would represent the philanthropic sector in our area and would be responsible for relaying information back to that philanthropic partners about what is discussed at Board meetings. I would also be a conduit to relay the concerns and opinions of Members of their constituency back to the Board. Also, I would ensure to effectively share progress and updates regarding the CoC 5-year plan with my professional colleagues to inform and develop opportunities of engagement and collaboration.

6. How would you define equity?

I define equity as the fair and just distribution of opportunities and resources. This means everyone has the same chance to succeed, regardless of their background or circumstances. Additionally, I believe equity is different from equality. Equality focuses on the main concept that everyone is treated the same, regardless of their differences. On the other hand, equity recognizes that people have different needs and experiences, and it seeks to address those differences to create a level playing field. I have utilized implementing equitable practices professionally with the goal of removing barriers that prevent people from succeeding and creating a more inclusive and welcoming environment for everyone.

7. Give us an example of when a situation brought racial equity concerns to you and then explain what you did as a result?

I was working as a volunteer at a teen homeless shelter in Portland, Oregon. I was talking to one of the residents, a young woman named Maria, who was originally from Mexico. She told me that she had been living in the shelter for several months, and she was struggling to find a job. She said that she had been discriminated against by employers because of her accent and her immigration status. I was really concerned about Maria's situation. I knew that she was facing many challenges, and I wanted to help her. I talked to the other volunteers at the shelter, and we decided to start a mentoring program for homeless people who were facing discrimination. We matched Maria with a volunteer who could help her with her job search and her immigration paperwork.
I am glad that I was able to help Maria. I learned a lot from her about the challenges that people of color face in our society. I am committed to working for racial equity, and I will continue to do whatever I can to help people who are facing discrimination.

8. What do you believe are the causes of homelessness?

I believe homelessness is a complex issue, and there is no single cause. It is often the result of a combination of factors such as individuals who are living in poverty are more likely to experience homelessness. This is because they may not be able to afford rent, food, or other essentials. Individuals who are unemployed are also more likely to experience homelessness. This is because they may not have the income to afford housing. Additionally, people with mental illness are also more likely to experience homelessness because they may have difficulty finding and keeping a job, or they may not be able to afford housing due to their medical expenses. All these factors contribute to individuals becoming challenged with housing insecurity.

9. Describe how you will share your expertise and your requested seat/position/sector's role in the homeless crisis response system with the rest of the CoC Board and its stakeholders.

I believe that my expertise as a philanthropic professional can make a valuable contribution to the CoC Board and its stakeholders. I am committed to sharing my knowledge and experience, providing insights and recommendations, building relationships, and advocating for change. I am confident that I can help the CoC achieve its mission of making homelessness rare, brief, and non-recurring in our area.
Here are some specific examples of how I would share my expertise as a philanthropic professional in the homeless crisis response system:
- I would share my knowledge of the different funding streams that are available to support homelessness prevention and intervention programs.
- I would provide insights into the challenges that organizations face in fundraising and resource allocation.
- I would recommend best practices for developing and implementing effective homelessness prevention and intervention programs.
- I would build relationships with key stakeholders, such as government officials, business leaders, and community members.
- I would advocate for policies and programs that will help to end homelessness.

I believe that my expertise and experience can be an asset to the CoC Board and its stakeholders. I am committed to working with them to achieve our shared goal of ending homelessness in our community.

10. What else would you like us to know about you?

Here are few additional items I believe would be helpful to know about me. I am a hard worker, and I am dedicated to my work. I am confident that I can commit the time and effort necessary to be an effective board member. I am a creative thinker, and I am always looking for new solutions. Finally, I can work to raise awareness about the issue of homelessness and to promote policies and programs that will help to end homelessness. I believe that my skills, experience, and dedication make me an ideal candidate for this board position. I am confident that I can make a valuable contribution to the CoC Board and its stakeholders.

11. What days or times of the day/evening are you available?

I am available to meet during the following dates and times: Tuesday business daytime or evening Wednesday business daytime or evening Thursday business daytime or evening

Signature

8/17/2023

Date

WA-502 Point-In-Time Count 2024

SPOKANE REGIONAL
Continuum of Care

PIT 2024 Survey Date: January 22

Sheltered Count: Monday, January 22
Unsheltered Count (street outreach): Tuesday, January 23 – Saturday, January 27

General information and volunteer sign up link on the City of Spokane website:
https://my.spokanecity.org/endinghomelessness/point-in-time-count/

- Direct link to PIT Volunteer Sign Up: https://www.signupgenius.com/go/10C0C4BADAA2BA0F8C43-45527100-2024
- Looking for experienced team leads
- PIT information session for general community questions: Friday, December 8, 1:00PM-2:00PM

ARCH GIS Survey 123:

- New survey app, timeline for committee testing is December 11

Virtual Training Dates/Times:

- Tuesday, January 9 from 12:00PM - 1:30PM
- Thursday, January 11 from 2:00PM - 3:30PM
- Recording Thursday's session

Volunteer Headquarters:

- The Philanthropy Center**,** 1020 W Riverside Ave, Spokane, WA 99201
  - Tuesday, January 23-Friday January 26, 9:00AM – 4:00PM
- Spokane Public Library, Central
  - Saturday, January 27, 10:30AM – 5:00PM
- Headquarters cell phone: 509-867-8539

Spokane Public Library Events:

- **Resource Studio**
- **Coffee Connect**

Homeless Connect:

- January 25 from 10am – 3pm at the Spokane Convention Center

City of Spokane PIT Team Contact Information:

Kimberly Babb, PIT Coordinator, Ph: 509.625.6048, kbabb@spokanecity.org
Ted Colley CMIS Business Systems Analyst II, Ph: 509.625.6781, tcolley@spokanecity.org
Brian Walker, Communications Manager, Ph: 509.625.6765, bwalker@spokanecity.org
Zoe Hjelm, Program Specialist, Ph: 509.625.6707, zhjelm@spokanecity.org
Adam Schooley, Program Manager, Ph: 509.625.6053, aschooley@spokanecity.org

Spokane Continuum of Care Sub Committee Monthly Report June 2023

Name of Subcommittee: Singles

Name & Role of Person Submitting Report: Eric Robison, Co-chair

Subcommittee's Scope of Work: Singles Homeless Population

If Subcommittee did not meet please check here: ☐ Reason for not meeting:

Date & Location of Meeting(s) Held: 10/16/23 - virtual meeting

In Attendance: See Notes

Absent: NA

We have also invited additional partners to the table:

Empire Health, and Schools all invited as well, but did not attend this meeting.

Representation: *(What populations, organizations, etc. were represented during your meeting(s)? If you have a formal sign-in sheet please provide a copy.)*

- City
- HMIS
- Spokane Housing Authority
- Service providers: shelters and transitional housing
- DV specialists
- Spokane Public Schools
- Coordinated Entry/Diversion
- Family Specialists

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Spokane Continuum of Care Sub Committee Monthly Report June 2023

Review of Meeting(s): *(Please provide a brief overview of the meeting(s) including if goals were identified and if they were or weren't met. Please include your formal agenda if one was produced.)*

- **See agenda/notes (below)**

Outcome of Meeting(s): *(Was information shared? Were educational/training opportunities provided? Were goals set? Is follow up needed? Etc.)*

Project Updates: See notes (below).

Singles Sub-Committee Meeting Agenda & Notes (10/16/23)

Introductions/program updates

- Eric Robison, City of Spokane Valley – Moving forward with creation of a homeless program for first time – on track to begin administering own HHAA funds starting 1/1/24. Valley representatives continue to be involved in on-going community conversations around potential regional homeless authority.
- Dave Sackmann, CCEW
- Alex Jordan, VOA (YYA CE lead) - Close to having youth-specific program go live (!!), upcoming vote at CoC meeting to move forward. Crosswalk 2.0/Young Adult shelter ribbon cutting today at 1pm, new location on Mission (yeah!!). For HPDF/YDIP requests to Alex. Youth Case Conferencing every Thursday (ajordan@voaspokane.org)
- Jennifer Wilcox, CoC, Vets – Racial Equity Workgroup starting up again – email with next meeting time forthcoming. 4th Spokane-area Veterans Stand-Down just happened (!!)
- Tammy Meyers, SRHD, Outreach – New Outreach case conferencing meetings going well (!!). Email Tammy/Amy Johnson if you want to be involved/on the email list moving forward. Health District got Commerce dollars to help get people IDs.
- Amy Johnson, SNAP & CE – Working with singles providers to keep up to date on new CE hours, etc
- Darren White, HOC – 5-6 beds open each night
- Dale Briese, community member – Additional funds awarded to Spo. AIDS Network to help those that are traditionally hard to make progress with. Questions about regional group's plans for structure, don't ignore structures that already are working (CoC's sub-population committees, etc)
- Steven Cutter, United Way – BFZ update (see below)
- Flor Castaneda, United Way – Working on details around finding a new Host Agency for the Youth Advisory Board – reach out to Flor if you have ideas!

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Spokane Continuum of Care Sub Committee Monthly Report June 2023

- Jenn Snow, (Goodwill) HEN – Changed walk-in hours/process for Workforce & Family Services Department at Goodwill, now includes Eligibility Specialists to hep people navigate service options when they first come through the door. Walk-in hours: 8am -11:30am, M-F.
- Sabrina StClair, CHAS outreach – Just posted for another Community Health worker position.
- Melissa Morrison, BHT – For those that are justice-involved: resource fair next week in Colville; Training on Nov 3rd on creating equity through affirming gender identities (flyer at end of these notes).
- Arielle Anderson, CoC & SHA – PSH referrals – ongoing work to help make sure this is effective. MUST have documentation of Chronic Homelessness BEFORE referrals can be sent out to housing providers (this is now required by HUD, and not the same as we are used to with CE). This includes: 1) proof of disability, and 2) proof of chronic homelessness. This is a traditional, static wait list (not a priority pool like for standard CE referrals) - easier to tell people what place they are in, *about* how long it might take to get them in a unit.
- Kimberly Babb, CHHS – Working on Annual Work Plan now that the NOFA is done. Looking to incorporating BFZ activities in the work plan. Annual reporting gearing up for the year as well. CoC approved the PIT plan for 2024.
- Keri Cederquist, CHHS – CMIS team working on project data cleanup for end of year reporting (thanks for your patience!). HUD released new cohort for HMIS data on-demand data analysis course (https://www.hudexchange.info/trainings/hmis-data-analytics-on-demand-course/). Beginning reviews of applications for most recent funding round.
- Gerriann Armstrong, TSA, The Way Out – Placed 12 in program last week (!), 18 from TRAC in September. 3 placed in housing last week as well. Working with partners (VA, courts, Housing Authority, street outreach meeting, etc) to get people housed. More clients ready for move-ins when units identified. Still taking apps for a few openings. Needing a foster home for a dog (medium size, very nice:).

NEW BUSINESS

- Built For Zero discussion (Steven Cutter (United Way), Kimberly Babb (CoS))
    - What do people already know about BFZ?
        - Presentation next month as a refresher on what BFZ is/how it works in our community
        - BZF is written into the 5-Year Plan already
        - BFZ approach already being used effectively for Veterans sub-population
        - Direct connection/support for case conferencing work going on now

    - Status update on BFZ Coordinator/Data Lead positions
        - KP wants to see new MOU between UW and CoS before funding Coordinator position. Making progress working together to get this done.
        - Position would be part of the CoC work plan, have access in CoS
        - Update Work Plan next
        - Data Support position on hold at the moment until we get other details worked out about what we are doing with BFZ in our community
            - But do have access to Data Coaches through Community Solutions in the meantime

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  - Future of BFZ Coordinator/Singles Sub-Committee integration – focus on which populations?
    - Singles only?
    - Singles/Vets/Youth (18-24yo) because of population overlap?

- Coordinated Entry review/update of policies & procedures ongoing
  - Is part of the work for the 5-year plan update
  - CE leads talking about using a universal assessment tool (possibly) in the future
  - Working on getting client feedback now (focus groups), actively being worked on.
  - This group will be asked to give input as well, but not at that point yet.

- TRAC shelter RFP – update
  - Current contract is through Dec 31
  - RFP review committee recommended new contract be with JHH
  - BUT no money allocated in 2024 budget (so far) for operation of the shelter ($9 million for operating, not including rent and other related costs)
    - CHHS has decided NOT to move forward with a new contract unless/until money to run the shelter is identified
  - No new information as of 10/16/23

- 2024 Homeless Connect and PIT planning both in full swing

- Outreach-focused regional Case Conferencing meeting
  - Next meeting is Monday 10/23, 3-4pm at the Spokane Resource Center

FOLLOW-UP

- Anything this group wants the Singles Sub-Committee to follow up on?:
  - Possible to get ongoing updates/snapshots of CE sites, access for those that need it?
  - List of all satellite CE sites? With population-specific considerations?
    - This list is growing all the time (yeah!)
  - Amy will share the list with Eric to share with the committee email list

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Spokane Continuum of Care Sub Committee Monthly Report June 2023

Please submit th **s e-mail is: Arielle Anderson,** aanderson@spo

October 17th, 2023

Attendance
Chris Harbert, Alex Jordan, Heather Eddy, Sarah Miller, Serena Graves, Chandler Dean,Christy McReynolds, Toni Burke, Ariel, Zoe Elm

1. Welcome a. Introductions		Minutes: Small Talk while waiting for everyone to join the meeting Introductions are made Chris: FPS Assistant Director of Family services Co Chair for the Family sub committee Heather Eddy: Assistant Director of St Margarets programs at Catholic Charities Co chair for the sub committee Serena: FPS Family Services Director Alex Jordan: VOA youth young adult coordinated entry lead Chandler Dean: Housing outreach manager with the YWCA Christy McReynolds: Work with Sarah Miller, in the office for Spokane Public Schools Sarah Miller: Mckinney Liaison for Spokane Public Schools Toni Burke: FPS Emergency Program Manager Zoe Elm: Program Specialist at the City of Spokane

2. Agency Updates		Chandler: No Updates Sarah and Christy: Zoom is catching up on transportation Starting bus routes on Tuesdays consistently, routes are all online. Trucking along Heather: Staying busy and full, no updates Serena: No updates Chris: Still working in the process of exciting the prevention money/rental assistance part of the CHG grant. Not able to spend that money, do not send folks are way since we cant help them on that front. HAve $1.5 total granted from the city. Working with teh city and CC to get that rolled out and when people can access it. This will all be through Coordinated entry. Zoe: Eviction prevention contracts they are trying to get started. The county has reached out to get so eviction prevention contracts started in CMS. Chris: Legislation talking about the Eviction prevention is in House bill 1277 Successful to have discussion points every month after Alex to plan the discussion points for the next six months Alex: Background- Original a singles and family system, used to work together now there is singles, youth amd young adult and Family system. Youth is 13-24. Kust had a vote at the youth subcommittee that got passed, will be at the COC executive meeting to get the youth coordinated entry system voted on. Will be voted on at the COC Board meeting next Wednesday. Centralized at

		the young adult shelter and spread outward to Odessey Karls Maxy center ect. Start centralized and foundation set. Beginning stages of assessment three different assessment tools taySPDAT for 18-24, Family SPDAT and Washington Balance of state for 13-17. Huge steps in the creation of a universal assessment toll, overall goal to quickly take the three assessments and create a streamlined and trauma informed universal assessment. Questions Does that mean that heads of household or families with a head of household older that 18 will they need to take both assessments? Family assessment should go between both assessments. Only have to do the one assessment. Confusion that the YHDP projects would be the only projects through the young adult coordinated entry? That is correct. If you want the RRH through the youth coordinated entry system? You would have to go through the youth coordinated entry program? You can still do youth assessments through other programs to get to the full spread of services. Once it is set up Most people will have to get two assessments if they are youth and family however. Recommendations will be made to consider this situation more closely. See what projects are available an how to get them, working backwards to see how to get into those programs. A very confusing process with multiple coordinated entries and assessments for people who do not understand the systems and projects. Sarah is willing to wrote a statement on this. The idea of a single assessment or tool for coordinated entry is something that would be really great and Chris would be willing to be a stakeholder in that.

		Why three separate systems instead of one? Harder to filter people out in one stream rather than three. Having singles and family separated makes it easier. Idaho had it in one and it was a mess. Different resources for families and singles so easier to keep it separated. Easier to work with one speciality, singles or families. You cant be an expert on every single thing. VOA is youth and SNap has always done singles.Might be the logical answer as why. Separating in the services perspective makes sense but doesn't seem inclusive when someone is looking for help. No conversation on the different projects when someone is looking for help. Assessors should know what project the client could be placed in. Most permanent supportive housing has been taken out of coordinated entry. It is more kind to explain the different projects that someone is eligible for. Would love to see this process incorporated in the singles system. Someone taking the assessment might not know all the projects available that they can be "sorted" into should filter down based on age, housed, family or not and filter down into what projects they would qualify for so that the client will not get false information or projects that they are not eligible for. ONly be told about projects they can get placed into. Chris: Next month lets have an ongoing conversation about this and what wee would like to see in an assessment and coordinate entry assessment. Having a strong voice in this conversation and invite someone from the COC board. Everyone is in favor of this being a topic in the November meeting, Tuesday the 21st. Sarah: That is the last day of school before the Thanksgiving break.

		Chris: Okay so that is November what should we discuss in December on the 19th-5ht this year Sarah: That break is the 25th through the Chris: Any ideas for December? Maybe Holiday resources? All right January? The 16th. Sarah: I was wondering if we could bring in resolution dispution folks to explain that Chris: I will reach out to the eviction unit at NJP and resolution court, Northwest mediators to see if they are able for that meeting. Chris: Okay so that brings us into spring time, March and April Sarah: We can talk about school registration and graduation. We won't have information about food resources but that will be an email once it is decided. Registration usually opens around march. Chris: Ok so that gets us through November: Coordinated Entry and youth perspective Next six month schedule- December: Holiday Resources January: EPU and Mediation and Eviction prevention Resources March/April: School Stuff ONe update I didnt say we do have a housing case manager working at the spokane school district schools and they just housed their first family. At Shadle and North Central so let isu know if you have kids there. Ariel has entered the meeting.

		Chris updates Ariel on what was discussed. Ariel: No updates from SHA other than going through the software excursion, might not see getting to people in the ten day time period. Reach out after ten days not before. If you have rent slips they are the last support. Chris: Any Case Conferencing needs? Someone asks if this meeting can go through the city website as well. Got to have the collaborative always have access to the meeting. Will be using teams instead of Zoom. End of the subcommittee meeting.

Spokane Continuum of Care Sub Committee Monthly Report October 2023

Name of Subcommittee: Racial Equities Workgroup

Name & Role of Person Submitting Report: Reese McMullin, Co-chair

Subcommittee's Scope of Work: BIPOC persons experiencing Homelessness

If Subcommittee did not meet please check here: ☐ Reason for not meeting:

Date & Location of Meeting(s) Held: 10/10/23, 4pm - virtual meeting

In Attendance:

- **Flor Casaneda**
- **Kimberly Babb**
- **Heather Wallace**
- **Reese Mcmullin**
- **Jennifer Wilcox**
- **Chris Harbert**
- **Melissa Morrison**
- **Pink Varela**
- **Dennis Swennumson**
- **Duaa-Raheemaah Hunter**

Absent:

Representation: *(What populations, organizations, etc. were represented during your meeting(s)? If you have a formal sign-in sheet please provide a copy.)*

- Better Health Together

Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Jennifer Wilcox, jcode.wilcox@gmail.com

- Family Promise
- City of Spokane, CHHS
- Youth Action Board
- United Way
- Community Representative
- Spokane Regional Health District
- Resident Action Project

Review of Meeting(s): *(Please provide a brief overview of the meeting(s) including if goals were identified and if they were or weren't met. Please include your formal agenda if one was produced.)*

- **See agenda/notes (below)**

Outcome of Meeting(s): *(Was information shared? Were educational/training opportunities provided? Were goals set? Is follow up needed? Etc.)*

Project Updates: See notes (below).

Racial Equities Workgroup Sub-Committee Meeting Agenda & Notes (10/10/23)

Introductions/program updates

NEW BUSINESS

- Meeting cadence
- Work Group Name and Focus
    - 6.3.2.d. Racial Equity - Engaging in research, data analysis, community engagement, and understanding related to equity in the region, including providing ongoing input and monitoring of racial equity within our homeless crisis response system and designing a racial equity strategy that is implemented across the CoC and the broader homeless crisis response system. This

includes garnering buy-in and support across systems, partners, and stakeholders to address critical gaps and needs to address equity. This work group may be expanded to encompass all equity needs as determined by the CoC.
    - https://static.spokanecity.org/documents/ending-homelessness/coc/spokane-city-county-coc-governance-charter-20223-01-11.pdf
        - Pages 16-19

- Who should be invited to join our work group?
    - Spectrum
    - NAACP
    - Carl Maxey Center
    - PICA
    - Peer Spokane
    - MIA
    - Spokane Vet Center
    - SERA
    - Filipino Americans Northwest
    - Native Project
    - AICC
    - Latinos en Spokane
    - Thrive
    - Manzanita House
    - INDex
    - Spokane Alliance
    - Alex Gibilsco
    - Lived Experience Matters Group
    - Hispanic Business Professional Association (Nuestras Rai´ces)
    - SCAR, AHANA, Global Neighborhood

- Review of NOFO language
    - Identified steps to help COC be representative of the population it serves

Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Jennifer Wilcox, jcode.wilcox@gmail.com

  - Outreach fliers, geography
  - Available trainings? Budget?

- 2024 Homeless Connect planning starting – reach out to Reese for connection to the planning group

- Other items, for this meeting or next?
  - Coordinated Entry: Should we invite a representative to start this conversation?

FOLLOW-UP

Reese

Request a name change in Governance Charter to be more reflective of intersecting identities and a broader equity focus

Budget for trainings from CoC – How much?

- Request a budget allocation from Executive Committee
- The next CoC Executive Committee meeting is 10/18/2023 11:00am and is virtual.

Reach out to the following potential partners:

Spectrum, NAACP. AICC

Work Group Members are assigned the following partners to reach out to about membership and outreach to clients with lived experience:

Kimberly

Carl Maxey Center, Native Project, Nuestras Rai´ces

Dennis

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Spokane Continuum of Care Sub Committee Monthly Report October 2023

Peer Spokane

Heather

PICA, SERA, Latinos en Spokane

Chris

MIA

Jennifer

Spokane Vet Center, Filipino Americans Northwest , Spokane Alliance, Lived Experience Matters Group, Thrive

Melissa

Alex Gibilsco , InDEX

Duaa-Raheema

Manzanita House, AHANA, SCAR, Global Neighborhood

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Spokane Continuum of Care Sub Committee Monthly Report October 2023

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Spokane Continuum of Care Sub Committee Monthly Report October 2023

Limit 2,500 Characters

1D-10b. Implemented Strategies that Address Racial Disparities.
NOFO Section V.B.1.q.

Guidance–Element **12 Other** is optional–you can provide additional information if you choose to. You must enter information in the other field in *e-snaps* and save the page, then select the appropriate response.

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1. The CoC's board and decision making bodies are representative of the population served in the CoC.	Yes–No
2. The CoC has identified steps it will take to help the CoC board and Decision making bodies better reflect the population served in the CoC.	Yes–No
3. The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes–No
4. The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes–No
5. The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes–No
6. The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes–No
7. The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes–No
8. The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes–No
9. The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes–No
10. The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes–No
11. The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes–No
12. Other	Yes–No

Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Jennifer Wilcox, jcode.wilcox@gmail.com

Spokane Continuum of Care Sub Committee Monthly Report October 2022

Name of Subcommittee: Diversion

Name & Role of Person Submitting Report: Jasmine Bower, Committee Chair

Subcommittee's Scope of Work:

If Subcommittee did not meet please check here: ☐ **Reason for not meeting:**

Date & Location of Meeting(s) Held: Microsoft Teams meeting October 11th, 2022

In Attendance:

1. Morgan Smith, United Way
2. Tim Blessings, Zone
3. Jasmine Bower, SHA

Absent:

Zoe Hjelm, SNAP
Isaac Fall, VOA
Kevin Galavis, Catholic Charities
Jenn Snow, Goodwill
Leah Rempfert, YWCA

We have also invited additional partners to the table: Mercedes Carney, Hope House Shelter

Representation: *(What populations, organizations, etc. were represented during your meeting(s)? If you have a formal sign-in sheet, please provide a copy.)*

- City
- HMIS
- Spokane Housing Authority

Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Arielle Anderson, aanderson@spokanehousing.org, **Shannon Boniface,** shannonboniface@cceasternwa.org

- Service providers: shelters and transitional housing
- DV specialists
- Spokane Public Schools
- **Coordinated Entry/Diversion**
- Family Specialists

Review of Meeting(s): *(Please provide a brief overview of the meeting(s) including if goals were identified and if they were or weren't met. Please include your formal agenda if one was produced.)*

- **See attached agenda (below) & Meeting minutes.

Outcome of Meeting(s): *(Was information shared? Were educational/training opportunities provided? Were goals set? Is follow up needed? Etc.)*

Project Updates: **See minutes.**

CoC Sub Committee Meeting: May 19, 2020

Name of Sub-Committee: Diversion
Name & Role of Person Submitting Report: Jasmine Bower, Committee Chair

Those in attendance: Morgan Smith, United Way. Tim Blessings, Zone. Jasmine Bower, Spokane Housing Authority

1. Welcome • Introductions	1:00-1:05am	***Minutes:*** ***Tim Blessings is a new member of the group and introduced himself and the Zone's Diversion program.***

Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Arielle Anderson, aanderson@spokanehousing.org, **Shannon Boniface,** shannonboniface@cceasternwa.org

Spokane Continuum of Care Sub Committee Monthly Report October 2022

2. Review from last meeting	1:05-1:15	***Last meeting held in May of 2022 and majority of the group at that time has moved on to other positions or were not in attendance.***
3. Diversion funding-CDF a. Adult/Vet CDF b. Youth CDF c. New ask for Avista	1:15-1:25	***New Adult CDF funding starts in June. $120k to spend.*** ***Morgan discussed a new ask for Avista to increase CDF funding. Needs data and request written by committee. Further discussion needed.***
4. Diversion training a. CDF P&P Training	1:25-1:35	***Tim asked about training for CDF funding. Recommended to reach out to Zoe to sign up.***
5. Moving Subcommittee meeting date	1:30-1:40	***Jasmine will send out a doodle poll committee member to get a consensus of what day to move the future meetings to. Will be discussed in further meetings if time can be set as the new monthly meeting.***
6. Meeting Adjourned	1:40	***Due to missing members meeting was adjourned 1:40***

Please submit this report via e-mail to the COC Secretary by the last day of each month. The COC Secretary's e-mail is: Arielle Anderson, aanderson@spokanehousing.org, **Shannon Boniface,** shannonboniface@cceasternwa.org

Name of Sub-Committee: Veteran Leadership

Name & Role of Person Submitting Report: Kimberly Nguyen SSVF Program Manager

The Scope of Work:

1. Identification of all Veterans experiencing homelessness.
2. Promotion of HMIS participation as the means to generate the Master By-name list, coordinate efforts, and identify Veterans within the Continuum of Care (CoC).
3. Provide input to the CoC Board about Coordinated Entry and statewide strategic planning.
4. Evaluate system capacity to ensure resources are in place should any Veteran become homeless or be at risk of homelessness in the future.
5. Move Veterans quickly into permanent housing and ensure supportive services are in place to reduce recidivism.
6. Ensure service-intensive transitional housing is provided in limited circumstances only.
7. Ability to shelter any Veteran experiencing unsheltered homelessness immediately.
8. Prevent Veterans from entering the homeless crisis response system using the Diversion First approach as an effort to prioritize resources.
9. Monitor active recruitment of landlords.
10. Report back to the CoC Executive Committee.

If sub-committee did not meet, please check here: ☐ Reason for not meeting: _____

Date & Location of Meeting(s) Held:10/10/2023: Microsoft Teams Video Meeting

In Attendance:

Shannon Dunkin
Halie Akre
Cailin Carpenter
Jami Warner
Kimberly Nguyen
Daniel Klemme
Matthew Miller
Jennifer Wilcox

Representation:

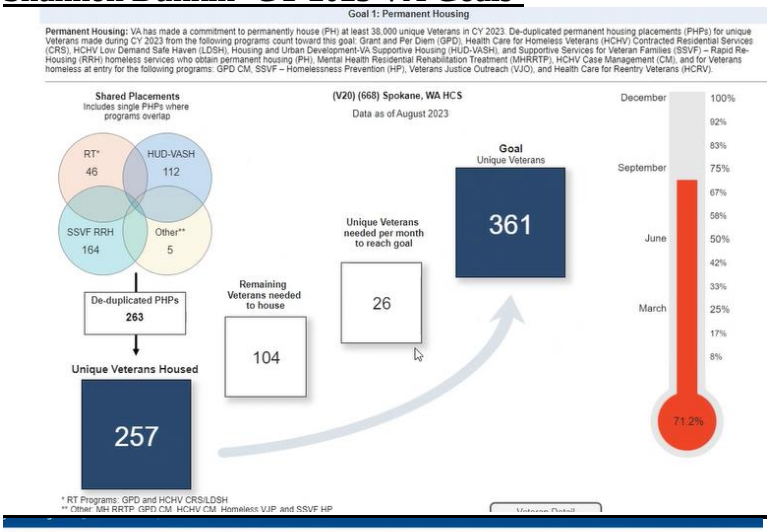
Goodwill SSVF, City of Spokane, Healthcare for Homeless Veterans (HCHV), WDVA, Volunteers of America, City of Spokane Valley, Work source, GPD, SHA and CoC Board, ESD, HUD

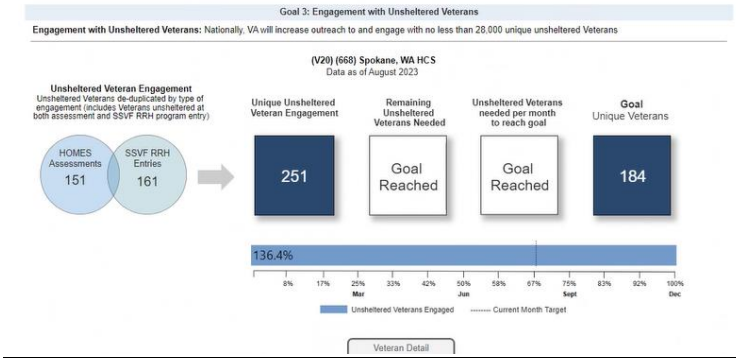
Review of Meeting:

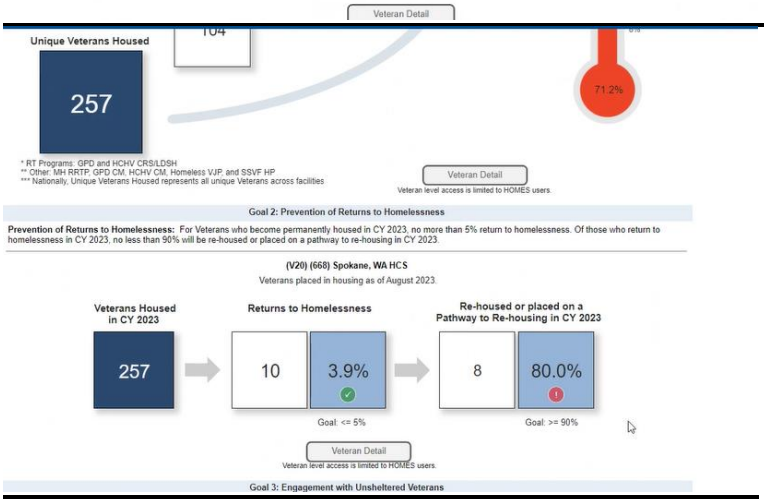
1. Call to order.

- **Shannon Dunkin/Halie Akre**

Shannon Dunkin- CY 2023 VA Goals-







Kimber Nguyen- USICH and By Names List Update

Built for Zero Metrics	Column6		USIC	Unnai	Benchmark	Result
Unnamed: 0	Value		0	0	Benchmark A	22
Number on List	42		1	1	Benchmark B	57 days 20:14:27.469879518
Prior number on list	51		2	2	Benchmark C	-56
Average Time to House	41 days 00:00:00		3	3	Benchmark D	8.5
Outflow to PH	2		4	4	Benchmark C in flow	119
Outflow to Inactive	10		5	5	Benchmark C out flow	175
Outflow to Loss of Criteria	0		6	6	Benchmark D in flow	119
Inflow - newly identified	4		7	7	Benchmark D to Transition Housing	14
Inflow - returns from PH	7					
Inflow - returns from unknown	7					
Number of Active Chronic	19					

Benchmark Definitions-

Benchmark A- Chronic and long-term homelessness among Veterans has been ended.

Benchmark B-Veterans have quick access to permanent housing.
The community has a system in place to connect Veterans experiencing homelessness to permanent housing in an average of 90 days or less, measured from the day they are identified as experiencing homelessness to the day they enter permanent housing (with the exceptions described below).

Benchmark C.- The community has sufficient permanent housing capacity.
The number of Veterans exiting homelessness and moving into permanent housing is greater than or equal to the number of Veterans entering homelessness.

Benchmark D.- The community has sufficient permanent housing capacity. The number of Veterans exiting homelessness and moving into permanent housing is greater than or equal to the number of Veterans entering homelessness.

Partner Updates:

Shannon Dunkin-

- Has another HUD-VASH case manager starting this week.
- Getting another 125 VASH vouchers! Which will likely require more staff members.
- PACT team is very close. Doing well with walk-ins. Did a site visit in Seattle observed what worked well for them. The Spokane team will begin going to The Carlyle monthly (date TBD) and one of the shelters in town.
- Must be Healthcare Eligible with the VA.
- Next month, Shannon, Halie, and Kim will be out at various HUD and SSVF conferences so VLS meeting will be cancelled unless VLS members would like to hold the meeting.

Halie Akre-

- Had a site visit with Katie Morsette Regional Coordinator SSVF. Complimented all VA systems ability to work together in supporting our Veterans. SSVF received an Outstanding comment for the work that is accomplished between the VA programs!
- Matthew Miller moved into the Assistant Program Manager position.
- Working on the FY 2024 budget

Jennifer Wilcox: Had the standdown this weekend. A few new vendors.

COC update- Spokane Regional Homeless collaborative is having bi-monthly meetings. COC will have representation no there. They will confirm soon who will go into those. This is open to the public. Thursdays 3:30-5:30. Still discussing formats and funding flow.

Starting racial equity work group. Open to the public.

Spokane Valley is starting a task force to develop plans for money from the department of commerce. Eric Robinson developed a plan for this. They will temporarily use CoCs' plan until end of year and then will start their own plan beginning of the year.

Cailin Carpenter- Now fully staffed.

Next Meeting: Cancelled

Meeting Minutes for the Spokane Youth Action Board

I. Meeting Details

Chairperson: Pink Varela
Secretary: Jorand Pingitore

Date: September 26, 2023
Time: 3:10pm

Location: Central Library and Virtual option on Teas

II. Attendees

Board: Pink Jordan, Anthony Rankin Espur, AJ Sanchez
Other: Heather Wallace (BHT), Flor C. (ACI Coordinator)

III. Absences

Noteworthy: Casey, Finn

IV. Call To Order

Meeting called to order by Pink Varela - 3:10pm
Introductions and ice breaker - 3:12

V. Old Business

Plan moving forward away from BHT 3:15pm
- Pink presented what has happened so far (9/11 Meet, Future Meet, CoC email
- Heather explained what BHT has been up to since
- AJ asked clarifying questions

VI. New Business

Spokane Planning Meeting introduction/explanation - 3:33pm
- Flor C. presented the assumed goals for this meeting
- Goals for the YAB: youth voice, YHPD transition, and stipends

YHDP Feedback open floor - 3:40pm
- Pink opening up floor to YHDP complaints from YAB
- People echoed past feedback of it just not being voice led, and confusion

A Way Home America's State of the Movement intro - 3:41pm

Pink gave brief explanation as stated in the Youth Network Newsletter
Link to registry

https://us02web.zoom.us/meeting/register/tZwvf-mhqDIvGNUWnIiHiZk-xMsIqTBWfx3S#/registration?eType=EmailBlastContent&eId=7bb83350-721b-425e-8cff-50a5149117fa

Team Child YAB Recruitment Ask - 3:43pm
Pink presenting the ask, looking for juvenile incarceration, Thurston or Yakima
AJ asked for clarity, directed towards Quincy (Team Child YAB Coordinator)
Work Source Spokane Introduction
Pink gave a small synopsis of who they are and what they do, plus resources of free and virtual finance classes
Link to calendar

https://worksourcewa.com/microsite/Content.aspx?appid=WAWORKSHOPS&pagetype=simple&seo=workshops-calendar&webname=worksource-thurston&area=Olympia

VII. Other Items

Community Updates
Discussion on WAP, YAS and YAB voting event
Heather brought up Triumph's event and sent flier out for it
Pink shared to watch out for our candidates opinions on important subjects to you

VIII. Adjournment
Meeting adjourned by Pink - 3:58pm

Pre-Meeting Notes:

- No longer utilizing google meets, COC youth subcommittee meetings will now be transferred from good meets to teams under CHHS email for consistency, today's meeting will be under Adams email.
- Gage to forward the teams invite and will cancel all google calendar invites to allow transition from google.

  Join on your computer, mobile app or room device
  Click here to join the meeting
  Meeting ID: 246 041 280 680
  Passcode: FvVo4P
  Download Teams | Join on the web

- Gage and Rose are the chairs of this subcommittee – Rose is out on leave until the first of the year.
- LaKedia, Gage, Pink and Flor got together to create today's agenda.

-Attendees:

- LaKedia Davis [VOA YAS Program Manager, interim Youth Subcommittee co-chair]
- Gage Spicer [Youth Subcommittee chair]
- Arielle Anderson [Director of Housing Assistance Programs SHA, Co-Chair COC]
- Bridget Cannon [SVP of shelter services, VOA]
- Alexi Castilla [DCYF Junior Homeless Specialist]
- Zoe Hjelm [program specialist CHHS]
- Mabel Elsom [Missing and Exploited Youth Liaison for Ewa]
- Elvis Montiel [VOA YAS Diversion Case Manager & HPDF Fiscal Admin]
- Heather Wallace [Senior Program Manager of Equity and Engagement, BHT]
- Jennifer Giammona [VOA, YAS Supervisor]
- Jolie' Knight [Founder, MHA Speak out Speak up, Host Homes Program]
- Melissa Morrison [BHT, HST Program Manager]
- Adam Schooley [Program Manager, CHSS]
- Monica Larson [MHA Speak out Speak up, Host Homes Case Manager]
- Flor Castaneda [ACI coordinator, United Way]

-C.E. Policies and procedures

- Lakedia Davis: Coordinated entry policies and procedures were voted on and approved at the last COC meeting. Working on a date to go live, hopefully by next month and will be able to enroll YYA into the new CE system.

-Active referrals moving forward

- LaKedia Davis: As of now, Snap and Catholic Charities will be going down their own lists - within the next 90 days both agencies will work down these lists and collaborate with VOA so when they begin pulling, they will start off with those lists as well as the new enrollments. Referrals are being placed and pulled; people are getting housed.
- Jolie' Knight: Will that also include the host homes getting referrals through that process?

    - Lakedia Davis: the host homes project will be getting pulled from the YYA coordinated entry system.
- Arielle Anderson: can we confirm the date for the official rollout for YYA CE?
    - LaKedia Davis: Potentially the beginning of December. Training should begin next week, that will provide some time to start playing around with it and collaborate with both Snap and Catholic Charities to make sure their lists are still being worked through.
- Bridget Cannon: is there a process for young folks that are still showing up at Snap or contacting Snap or Catholic Charities – are they going to refer over to YAS or will they continue to function as a satellite site.
    - It was discussed to go down their lists for 90 days and going down the list, and moving forward all the YYA will be coming through the YYA CE
    - As far as satellites for YYA CE, it was talked about getting MHA Speak up Speak out, Family Promise, Alex House, Crosswalk since majority of the youth go since it is the only youth teen shelter, getting all agencies on board and potentially trained with the assessment to provide services to the young people coming through those doors.
- Arielle Anderson: Follow up on that to make sure SNAP front line staff is aware of the possible changes – in terms of the walk-in hours for SNAP and Crosswalk. Its kind of the opposite of what is happening now that VOA is empowered to get these strategies down, and so we make sure that we are not ping ponging people back and forth and the communication is put out to organizations but particularly SNAP since they are lost of folks that walk in.
- Zoe Hjelm: These projects are listed in the city of Spokane website, there is a COC portion, and there is information about coordinated entry and how to access that information as well as a list of all the places someone can go to, satellite sites, walk in hours and how to access
    - Spokane Regional Continuum of Care - City of Spokane, Washington (spokanecity.org)

-Housed for the holidays

- Last year AWHWA assisted with hosting “housed by the holidays”, what impact it had for the community and the YYA.
- LaKedia Davis: Last year there was a big push by the ACI – is this something we are interested in doing again. We have been having a lot of young people getting housed though diversion and with the new RRH and TH a lot of people will be getting housed. Does the community want to strive for this?
- Bridget Cannon: Flor is there a way to get the numbers from last year, rather than compete with the state compete with what we did last year, create a little competition and maybe an incentive. Not necessarily win an award aside from the fact that we know we are housing more young people.
    - Flor Castaneda to reach out to AWHWA and see if they have those numbers and have them potentially by the next core meeting. AWHWA does not have the capacity to help host this event as they are still in the inflection and planning period.
        - Housed by the Holidays | Tableau Public

    - Lakedia Davis: we housed about 32 young people last year in just one month, we can do it. Focus as a community and come together to get more young people housed.
- Jolie Knight: We can get together as a community and raise our own bar by housing more young people.

-AWHWA Data clean-up

- FC: Alex and FC have been working on and understanding the complexity of the data behind the dashboard. The active number of YYA experiencing homelessness is 390. The last conversation we had with the AWHWA data coach was that there might be some duplicates, so doing our due diligence and having conversations with agencies about data clean up and are vigilant on dual enrollments and making sure we are having the exit interviews and know where the YYA are going. The data is not updated due to not receiving new data from the city since June, we have access to January to June, now we need June to present. Alex has already developed a relationship with Dan in the city and we are on our way to understanding those numbers.
    - the resource hub password is yestoyes2022 Spokane Data — ACI Resource Hub (awayhomewa.org)
    - Spokane May 2022 Yes to Yes Plan - Google Sheets
- Adam Schooley: we are just trying to make sure we are pulling good data out at this point with the data standards clean up and some of the errors running into, we have been reaching out individually to service providers. There should be an update shortly, Adam to touch base with Dan to see if there's additional information to present to the group.
- Zoe Hjelm: Which projects are being utilized to gather the data, since there isn't an ACI or AWHWA specific project.
    - LaKedia Davis: it is an unrestricted data that we are trying to pull, before it was pulling too much data – Daniel Ramos was able to fix this because it was giving us way too much information over 100 points, where we only need about 30 points. We don't know where that tool is, but now we are back to pulling the 100 points. Tammy Myers at AWHWA may have reached out to Dan Parker to get the information that we need so we can have up to date data. Dan has all the information at hand that we need to be able to pull. The data that we have was able to match with the data tool that was utilized by AWHWA.
    - Zoe Hjelm: which report is it?
    - LD: a CMIS v6 report of some sort that is unrestricted – so we can send that info to AWHWA so they can receive it via tableau so we can be up to date on the dashboard.
    - Zoe Hjelm: if were pulling project specific data for YYA projects the data is not correct at this time, want to be specific if we need to focus on certain projects to get that clean data and what reports are being used to get this data so we can make sure its as accurate as possible. Will reach out to Dan: What is the name of the report and what do we do to fix it? Dan has the list of the 32 points that we need for the dashboard.

-HPDF/YDIP training coming up

- LaKedia Davis: Two-day training on flexible funds to utilize towards housing our YYA via Diversion
    - A Way Home WA Diversion Projects Certification Training (YDIP and HPDF) Tickets, Tue, Dec 5, 2023 at 10:00 AM | Eventbrite
- Gage: Do we know where we are with these funds?
    - Bridget Cannon: We still have plenty of money to get us through the end of June.

-ACI youth and young adult survey

- Pink couldn't make it today to talk about this.
- FC: Melissa and BHT have been taking the lead on this survey
- Melissa Morrison: The survey should hopefully be ready to go out next week, budgeting for about 200 gift cards, as soon as the link is ready to go live it will be sent out to everyone to push out to every network working with YYA.
    - Gage Spicer: what type of gift card?
        - Melissa Morrison: there will be a choice between virtual or physical gift cards.
    - Lakedia Davis: is this the health survey that they are doing.
        - Melissa Morrison: This survey is the one being done through YHDP dollars to understand people's experience in the system.
    - Gage Spicer: On the back end, will BHT put together a report to share with the YHDP programs.
        - Melissa Morrison: Yes, it is being done with SRHD, it went through the IRB process, the SRHD will be analyzing the data and putting together a report at their data system.

-Upcoming holiday events

- FC: United Way worked with The Fig Tree to create a list of resources for folks to access as needed.
    - 2023 Holiday Resources | Spokane County United Way (unitedwayspokane.org)
- LaKedia Davis: Crosswalk has their thanksgiving luncheon and cup of cool water potentially hosts something like this as well. We were thinking about putting something out for the young people to access in the community.

-community updates

- Homeless Youth Connect [18-24 years old] every Wednesday from 12:30pm-2:30pm: Contact Monica Larson at MHA Speakout Speakup. Working on a flyer
- Jolie' Knight: Created an art group at the hive December 1st 2pm-4pm, limited seating, anyone can attend.

-Closing

- Bridget Cannon: Crosswalk groundbreaking and YAS grand opening, LaKedia did a great job with her speech. Expecting 15 people and had over 50 people show up. VOA will be moving out of downtown and transitioning into crosswalk 2.0 new building, potentially next month.

Admin and the shelter will all be moving to the new building, there will be a second floor that will have a 16-20 shelter license, but it will be a TH model, who are engaged in education and or employment activity and they will have their own bedroom, almost like dorm rooms with communal spaces and it wont be a *come and go shelter* as there are expectations and accountability that comes with it. It was driven by the realization from state and nationally that a lot of young people under the age of 18 especially 16 and 17 year olds are not going into foster care, they can't go home and they cant sign a lease, so it doesn't give them very good options of where they will be living and growing up in a night by night shelter is not the best scenario for them and so that was the motivations for the second floor. 18 bedrooms total, single, their own room and closet.

- Arielle Anderson: Update on SHA continues to see an uptick in FUP referrals coming from DCYF and other pipelines. New legislation has since passed that has opened up pipelines, want to make clear that there is no requirement that somebody must go through coordinated entry through HFCA In order to obtain a FUP referral, this can be done directly through the case managers at DCYF, one less thing that families and young people have to do. EHV is done, ended September 30th – except for those folks that are out on the street that are looking for housing, they're still good and the vouchers will be honored. Referral voucher partner programs are going well, a couple of agencies have reached out asking for an increase in vouchers, definitely not going to happen right now because of the software conversion. Maybe at the first of the year, quarter one SHA will potentially look into increasing vouchers for organizations.
- Gage Spicer: How is the Host Homes Program going?
    - Jolie' Knight: it's doing amazing, will be pulling some data to present at one of the meetings. Just enrolled in the fourth individual as of yesterday. Working on getting additional homes and adults. Have some scheduled for the month of November, those are potential screenings that will most likely qualify. Creating community connections and getting the word out

Meeting adjourned: 3:45pm

Next Meeting: December 14 at 3:00pm