



**Board of Directors Meeting**

**Agenda**

**Monday, March 10, 2025**

**1:00-2:30PM**

**Zoom:**

<https://us02web.zoom.us/j/84448218971>

**Board members:** Anna Scott, Amanda Greenberg, Jennifer Kreitz, Kris Kuntz, Patricia Robertson, Stormie De Haven

1. Call to Order/Roll Call	Anna Scott
2. Approval of Agenda	Anna Scott
3. Approval of Minutes	Anna Scott
4. Public Comment	Anna Scott
5. State ESG	Amy Wyatt
6. Housing Authority Update	Amy Wyatt
7. HHAP Update	Anna Scott
8. Strategic Plan Update	Thurmond Consulting
9. Review of Governance Charter	Amy Wyatt
10. Funding Review	Amy Wyatt
11. Round Table	



**Board of Directors Meeting Agenda**  
**February 10<sup>th</sup>, 2024 | 1:00-2:30pm**  
**Meeting Location:**

<https://us02web.zoom.us/j/84448218971>

**Board members:** Anna Scott, Amanda Greenberg, Jennifer Kreitz, Kris Kuntz, Patricia Robertson, Stormie De Haven

**Attendees:** Anna Scott, Amanda Greenberg, Jennifer Kreitz, Kris Kuntz, Patricia Robertson, Stormie De Haven, Danielle Murray, Amy Wyatt, Melissa Best Baker, Gina McKenzie, Kara Fraki, Nathan Derr, Aaron Nousaine, Sara Alden, Morningstar Willis Wagoner, Eliana Arguleta, Laura Janoff, Kylee Andreas, Leng Kutil, Greg Wilkenson, Bernadette Reynolds, Jerrett Mendez

1. **Call to Order / Roll Call** *Anna Scott*
2. **Approval of Agenda** *Anna Scott*  
Review proposed Agenda. Make revisions/additions, as necessary  
Anna Scott moved to approve; Patricia Robertson and Amanda Greenberg seconded  
  
Ayes: Kris Kuntz, Jennifer Kreitz, Anna Scott, Amanda Greenberg, Patricia Robertson, Stormie De Haven  
  
Nayes: 0  
  
Absent: 0
3. **Approval of Meeting Minutes** *Anna Scott*  
Jennifer Kreitz moved to approve; Amanda Greenberg seconded  
  
Ayes: Kris Kuntz, Jennifer Kreitz, Anna Scott, Amanda Greenberg, Patricia Robertson, Stormie De Haven  
  
Nayes: 0  
  
Absent: 0
4. **Public Comment**  
Patricia Robertson: Innsbruck grand opening will be pushed to March 19 and lease up will be April 1. Clarification as previously had said February 19 for grand opening.

Amy Wyatt: Please put your name and email address in chat for a survey. ESG update- State program is delayed. The portal is not working, not sure how far back that will be pushed. Will send out more info soon. If interested in applying for ESG funds, submit a statement of interest via email to Amy. Funds can be applied for legal services to remove barriers around rapid rehousing.

5. **PIT Count debrief**

*Stephanie Rubio*

Melissa Best-Baker: Stephanie is out. 124 surveys were completed- 44 in Mono, 80 in Inyo, 0 in Alpine. Several veterans responded to the survey. The system gave good demographic information. How did PIT count go at different locations? Lessons or suggestions?

Sara Alden: PIT count in Inyo went well, more volunteers than ever, some finnicky things with app, appreciate everyone who volunteered.

Melissa Best-Baker: Was told taking food out is better than the backpack.

Amanda Greenberg: Went smoothly, replicated what we did in past years.

Jennifer Kreitz: issues with the app. Sat at the snow creek athletic club and introduced myself to front staff and they were not aware I was coming. I interviewed one person. He was surprised that I did not have a sign that said, "interviewing people living in their cars", did not seem like snow creek staff was communicating. Woman who filled in after maybe had a better system. In the future it could be helpful to have a whiteboard or sign that says what we are doing.

Amanda Greenberg: That is a great idea

Melissa Best Baker: In Lone Pine had a client who rounded up people and brought them to the wellness center. When we went to one of the parking lots, they guided the interviewer car to car in the parking lot.

Jennifer Kreitz: Personally did not have the same experience, no word of mouth, I was hoping there could be that kind of warm handoff.

Melissa Best-Baker: There was one town we could not find the person we were looking for.

Anna Scott: The night we went out was dark and the moon went down early, hard to navigate and see off to the side of the road. We had a flashlight but were worried we looked like law enforcement. Good part is that you learn your own lessons- the training was great but for people who were new we were thoughtful about getting scripts to them and messaging around the community. We will continue to improve our process.

Jennifer Kreitz: Can feel a little funky and it's a vulnerable situation for both sides. Rapid rehousing - Looking at possible safe parking location in Mono, I don't know where it's going to go under the current conversation, not progressing as quickly as some would like. If that doesn't work out, would rapid rehousing like ESG or other funds be available to fund and staff a safe parking place? Just want to put on everyone's radar in case it does not work out between town, county, and mountain.

Amy Wyatt: Safe parking is not eligible under ESG grant, with rapid rehousing- model is for unsheltered homelessness, those in emergency situations. That is rapid rehousing. Safe parking could be eligible under HHAP, which is much more flexible. Safe parking is not considered emergency shelter. That can be brought into HHAP conversations.

Kylee Andreas: SS Director at Bishop-Paiute tribe, question about funding- we have different locations where we place individuals into RV's- would that funding cover rent for RV space?

Amy Wyatt: Would have to look into it, state may have some pushback of whether or not it is a permanent location (RV park may not be permanent location). Hotel vouchers are under emergency shelter.

Kylee Andreas: What does outreach cover?

Amy Wyatt: Engagement activities, going out to talk to those experiencing homelessness, anything going out to where they are located and providing them with resources

Kylee Andreas: Lots of overcrowding in Bishop reservation, is this homeless?

Amy Wyatt: No, but there is funding for homeless prevention, must have a legal notice that individual could not stay in the location. Individuals would be eligible under HHAP, better than using ESG.

Amanda Greenberg: Wondering when you are using RV's, is that long term housing or emergency shelter?

Kylee Andreas: Individuals transitioning out of hotel rooms, they have succeeded in program, offer opportunity to live in RV's pay rent for one year, case manage them and come up with budget so they can sustain rent after the one year. Only pay for space rent and electricity, sewer, water, RV comes free.

Amy Wyatt: Main focal point is getting connected to utilities which would be considered "permanent"- will ask state.

## 6. HHAP Youth Assistance

*Melissa Best-Baker*

Melissa Best Baker- One of the requirements for HHAP is that it is spent on youth. Currently working on rounds 1,2,3,4 and then 5 potentially still coming out. Youth set aside. I worked with Sara from Inyo and Patricia and Jarrett from Mono- we all identified within in a week several youth who needed assistance. Proposing guidelines and definitions of what homeless youth is and how to assist. Took information out of HHAP allocations and definitions of homeless youth and what assistance we can pay for at this time. The proposal is to run through COC, we need to be able to use money out of COC budget- You would read it, fill out first page, put basic demographics on page, what eligible criteria they meet, assistance required and who is referring them. Email to Inyo housing email with invoice or rental agreement. Will track all expenditures in HMIS project and report back to state. Inyo as administrator of HHAP funds will be paying.

Amanda Greenberg: Say there is a youth we know of, we fill out form, the idea is that we provide an invoice to you all? How do we know if they meet criteria?

Melissa Best-Baker: Provider would need to determine if they are eligible- criteria is on form. Really important thing is the case manager from the agency making sure they are in coordinated entry and HMIS so we can track expenses- Inyo can put in expenses as they pay rental/shelter costs.

Sara Alden: Any participant that is being referred needs to be in coordinated entry before referral is sent.

Jennifer Kreitz: Who has access to enter in CES?

Melissa Best-Baker: We have user and agency agreements. Right now, ESCH has agreements.

Sara Alden: Inyo county is admin, only person who enters in someone is Sara. Lily is also now helping. Melissa and Stephanie Rubio can oversee but cannot enter anyone in. Mono County has quite a few users but they do not utilize the system. Jarrett from ESCH can.

Jennifer Kreitz: How many people in Mono have it? All the people that are permitted could but don't?

Sara Alden: 4 people in Mono who have access.

Anna Scott: We don't have any other agencies?

Sara Alden: That is all that we have currently.

Patricia Robertson: Jerrett is coordinating for any assistance Mono and Alpine needs.

Jennifer Kreitz: If someone in your department, Amanda, needs to be entered how would that work?

Amanda Greenberg: We do a warm hand off to ESCH, my understanding is whole person care grant funded this, and Kathy Peterson managed it and pushed it forward. The reason we don't do it at this time is related to HIPAA and concerns related to SUD CFR 42- asking lots of personal questions when doing VISPDAT.

Amanda Greenberg: One thing that has come up with us, thinking of scenarios of people who are about to be homeless, does that meet criteria for these funds?

Patricia Robertson: That might be covered by at risk of homelessness which can be someone who has 30% AMI, if employed part time would probably qualify.

Amy Wyatt: At risk would fall under prevention, would need legal notice that they have to leave their current residence.

Patricia Robertson: Eviction notice? What if parents are terminating lease where no legal notice is required?

Amy Wyatt: With how HCD operates, they would have to wait until 30 days are up and then they would meet the definition of homeless and would be eligible under rapid rehousing.

Anna Scott: May have to transition to an emergency housing situation like a hotel.

Amanda Greenberg: Are there any creative ways to work around this? The possibility of youth taking over lease but would need rental subsidy to do so.

Melissa Best Baker: Let me talk with Amy to see if we can come up with wording we need.

Amanda Greenberg: How do foster youth get into this?

Melissa Best-Baker: There is extended foster care money that is available. There are also Independent Living Programs for foster youth. We would want to be the payer of last resort for foster youth.

Anna Scott: Good scenarios to discuss while going through planning process. Our HHAP 1 funding must be expended by the end of this fiscal year. Want to prioritize recently identified youth so we can use that funding for them

Patricia Robertson: Thank you for putting this together so quickly, Jerrett has the forms he needs and will be submitting two different requests

Melissa Best Baker: Stephanie is working with a contractor for website and hopefully next board meeting we can show a demonstration.

## 7. HMIS Policy and Procedures (Action Item)

Amanda/Melissa

Melissa Best Baker: Started with coordinated entry then moved to HMIS, did a good job going page by page. Patricia's team provided a lot of support, Amanda and Amy were very helpful. We used all of our "hats" to answer questions. At one point HUD gave us TA. They reviewed coordinated entry and HMIS.

Amanda Greenberg: We probably need to update the final version and the date.

Patricia Robertson: Thanks to everyone for working on this, teamwork was impressive. Love that it is explained that it is a living document at the beginning.

Patricia Robertson moved to approve; Amanda Greenberg seconded

Ayes: Kris Kuntz, Jennifer Kreitz, Anna Scott, Amanda Greenberg, Patricia Robertson, Stormie De Haven

Nayes: 0

Absent: 0

## 8. Service Provider Focus Group

*Thurmond Consulting*

Amy Wyatt: Thurmond team in town hosting community meetings and focus groups. Flyers in chat in Spanish and English. Want to identify and gather information from service providers. Gather feedback on what you see as being barriers to secure housing. Have a quick poll.

Leng Kutil: Important as we produce this document for the community, want wide and diverse opinions. There is a formal survey that will be sent out. Those on call today can take survey as well. Lived experience survey and community wide survey. Ask participants on this call to help share link.

Amanda Greenberg: Lack of housing is not available on the survey?

Amy Wyatt: Broken down a little more in the formal survey, for the sake of time this poll was brief but other survey will be more in depth.

Amy Wyatt: Wide variety of service providers in the meeting. Type of services provided- Care coordination is one of major services as well as transportation. 43% other services- if you take the actual survey you can expand on this.

Leng Kutil: This type of information is helpful because we can see gaps in services. Looking at where there is duplication in services.

Amy Wyatt: How many clients access services in a normal day? In between- 5-10 upwards of 60. Barriers to stable housing? At 75% housing costs are not affordable, lack of adequate housing units, landlord not willing to accept tenants with poor rental or credit history. Most needed services- want to have open discussion.

Anna Scott: Use raise hand feature to provide input to question.

Amy Wyatt: More HUD vouchers for veterans, more affordable housing and market interventions to stabilize housing, development of affordable housing, needing more coordination among housing providers.

Patricia Robertson: Was just thinking about coordination. We do a great job at COC level, but we have

other partners that are not always here like Section 8 vouchers. Working hard to lift COC and access resources for these communities. Big gap between homelessness intervention and permanent affordable housing. Not a lot of operating funds for shelters, limited ongoing rental subsidies, programs are temporary and once they end the clients struggle with stability.

Amanda Greenberg: Interesting things we saw with lease up at Sawyer. Folks in Mammoth who are working two jobs or more end up making more money which puts them over AMI cut offs for affordable housing. Had people interested in moving into Sawyer who wanted people to move in with them, not allowable. So many regulations- funding pots with limited definitions, too restricting for small counties.

Amanda Greenberg: Safe parking would be amazing to see. Master leasing- Inyo may not have master leases but the relationships you cultivate with local hotels are amazing and that would be great to see in Mono County.

Anna Scott: Disbursed camping, in city of Bishop ordinance passed around camping and we are identifying how that impacted individuals who are unhoused. Bringing people who are living outdoors into housing solutions; however, some do choose to live outside and finding ways for that to happen safely is important. Safe parking would be helpful. Using hotels means spending emergency funds faster than if we had more organized emergency shelter.

Amy Wyatt: With this region do you see an increase in homelessness in the winter seasons? Summer versus winter? Or is it a steady rate?

Anna Scott: That is different depending on what region you are in.

Patricia Robertson: Overall, it probably is steady- at least in Mammoth Lakes we see more in the summer and we require more workforce in the winter but we don't see homeless population in the winter. We also have a lot of couch surfing which does not qualify as homeless.

Amanda Greenberg: overcrowded households, see that in Mammoth too. Negatively impacts MH, not having private space to do virtual therapy appt, school performance, not being able to get a good night's sleep.

Amy Wyatt: In the survey the other option will be there to describe.

Patricia Robertson: We have crisis intervention for specific populations and situations. My point about prevention is that there isn't any- you have to be on the streets to qualify for HUD programs. There is nothing in the middle.

Amy Wyatt: HHAP does allow for homeless prevention activities. We could go over HHAP to determine if budget revisions are needed for HHAP funding for prevention- rental assistance and housing navigations. Can increase funding towards prevention.

Patricia Robertson: There is also a lack of legal aid, there is none here. Remote legal aid station funding has expired through ESCH, maybe that can be discussed at retreat.

Amy Wyatt: Can begin planning for HHAP 6, for 1,2,3, expenditure timeline is tight but should identify legal aid as a need. We can use HHAP if we provide justification to state. At board retreat this discussion is necessary.

## **Meeting Adjournment**

**Next meeting date:** March 10<sup>th</sup>, 2024 Zoom only

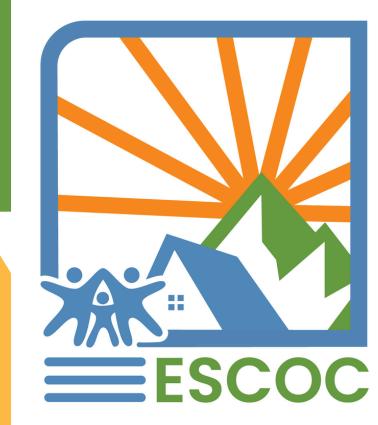
**2025 Agenda Items:**

Governance Charter  
Lived Expertise  
Funding Policy  
Housing Authority Presentation  
Community Meetings/ Focus Group

# ENCUESTA DE PLANIFICACIÓN ESTRATÉGICA

¡Ayúdanos a abordar la falta de vivienda en nuestras comunidades!

¡Tus comentarios son importantes! Estamos recopilando información que nos ayude a identificar oportunidades de mejora. Su participación es crucial para marcar una diferencia real.



Sierra Oriental  
Continuidad de  
la atención  
760-872-7453



## Nuestros objetivos:

- Evaluar las brechas en los servicios
- Clarificar los objetivos de la comunidad
- Identificar estrategias efectivas
- Establecer prioridades para la financiación de las inversiones



## Tres encuestas diferentes disponibles:

- \*\*Encuesta a proveedores de servicios\*\*
- \*\*Encuesta de Experiencia Vivida de Personas sin Hogar\*\*
- \*\*Encuesta comunitaria\*\*

Service Providers Survey/ Encuesta para proveedores de servicios



Preguntas de la encuesta comunitaria



Encuesta de la experiencia vivida por la falta de vivienda



# STRATEGIC PLANNING SURVEY

Help Us Address Homelessness in Our Communities!



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Your Feedback Matters!

We are gathering insights to help us identify opportunities for improvement. Your participation is crucial to making a real difference.



## Our Goals:

- Assess gaps in services
- Clarify community goals
- Identify effective strategies
- Set priorities for funding investments

## Three Different Surveys Available:



- \*\*Service Provider Survey\*\*
- \*\*Lived Experience Homelessness Survey\*\*
- \*\*Community Survey\*\*

Service Providers Survey/ Encuesta para proveedores de servicios



Lived Experience of Homelessness Survey



Community Survey Questions



# EASTERN SIERRA CONTINUUM OF CARE

## GOVERNANCE CHARTER

### 1. Organization

The name of this unincorporated organization is the Eastern Sierra Continuum of Care (hereinafter referred to as the ESCoC). The U.S. Department of Housing and Urban Development (HUD) designates this organization as the Inyo, Mono, Alpine Counties Continuum of Care (CA-530).

### 2. Geographic Area

The ESCoC provides services and implements homelessness response programs throughout Inyo, Mono, and Alpine Counties, in the State of California.

### 3. Purpose of Organization

The purpose of the ESCoC is to:

- Promote community-wide and regional commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers and local government agencies to house or re-house individuals, youth and families who are experiencing homelessness rapidly while minimizing the trauma and dislocation caused to individuals experiencing homelessness.
- Promote access to and effective utilization of mainstream programs by individuals experiencing homelessness; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

### 4. Responsibilities

The Eastern Sierra Continuum of Care is responsible for four major activities:

#### 4.1 Operation of the Eastern Sierra Continuum of Care

- Hold meetings of the full membership, with published agendas, at least quarterly (every three months);
- Issue a public invitation annually for new members to join within the geographic area;
- Appoint additional standing or ad hoc committees, subcommittees, or workgroups, as needed; for example, establishing an ad hoc committee to plan for HIC/PIT activities annually;
- Adopt, follow, and update annually a governance charter in consultation with the collaborative applicant and the HMIS lead;

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- For CoC administered grants--establish appropriate performance targets type in consultation with recipients and subrecipients consistent with grant requirements, and then monitor recipient and subrecipient performance, evaluate outcomes, take actions to address performance outcomes, and report to funding agency, such as HUD;
- Establish and operate a centralized or coordinated assessment system in consultation with recipients of funds; and
- Establish and follow written standards for providing CoC administered grants in consultation with recipients of funds. At a minimum, these written standards must include:
  - a. Policies and procedures for evaluating individuals' and families' eligibility for assistance;
  - b. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
  - c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive rapid rehousing assistance;
  - d. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance; and
  - e. Policies and procedures for determining which eligible individuals and families will receive permanent supportive housing assistance.

4.2 Designation and operation of a Homeless Management Information System (HMIS)

- Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS;
- Review, revise, and approve privacy, security, and data quality plans;
- Ensure consistent participation of recipients/subrecipients in HMIS; and
- Ensure that the HMIS is administered in compliance with HUD requirements.

4.3 Continuum of Care Planning

- Strategically coordinate implementation of a housing and service system for individuals who are experiencing homelessness or who are at risk of homelessness;

**EASTERN SIERRA CONTINUUM OF CARE  
GOVERNANCE CHARTER**

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- Conduct annually, a Housing Inventory Count (HIC) and sheltered Point-in-Time count (PIT) of homeless persons that meets HUD requirements;
- Conduct a bi-annual unsheltered Point In Time Count (PIT) of homeless persons that meets HUD requirements
- Conduct a tri-annual gap analysis of homelessness needs and services following the HIC/PIT count;
- Provide information to jurisdictions as necessary to complete Consolidated Plan(s);
- Consult with California State Funding Entities and local recipients of CoC administered funding in the service area on the plan for allocating and coordinating funding as well as reporting and evaluating performance of grants.
- If applicable, consult with Emergency Solutions Grant (ESG) recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.

4.4 Preparation of a CoC Application for Local, State, and Federal Funds

- Establish priorities for funding projects, as applicable;
- Design, operate, and follow a collaborative process for the development of applications and approve submission of applications, in response to Federal or State notices of funding availability.
- Designate the collaborative applicant to submit the application; and
- The collaborative applicant must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities.

5. CoC Stakeholders

5.1 Open Opportunity

Participation in the ESCoC is open to all stakeholders within Inyo, Mono, and Alpine Counties, including but not limited to: homeless assistance providers, victim service providers, tribal members and/or organizations; Medi-Cal Managed Care Providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, veteran services providers, social service providers, mental health agencies, local housing authority, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve individuals who are currently experiencing or who have formerly experienced homelessness.

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Stakeholders may enroll at any time during the year by providing to the CoC their names, contact information, and any relevant affiliations.

### 5.2 Responsibilities of Members

Most of the responsibilities of the ESCoC will be carried out by its Board with input from stakeholders.

### 5.3 Annual Meeting

The final meeting of the year will be the Annual Meeting. The agenda for the Annual Meeting will include:

- The election of Officers to serve on the Board;
- A review of any proposed changes to the ESCoC Governance Charter followed by a vote on those changes; and
- Any other business the Board chooses to discuss or consider with stakeholders of the CoC.

### 5.4 Notice of Meeting

Notice of the place, date, and time of each Membership Meeting, including the Annual Meeting shall be sent to members by email or other reasonable means of communication at least three (3) business days before the meeting date, along with the agenda for the meeting.

## 6. ESCoC Board

The ESCoC shall be governed by a Board, which will provide oversight and accountability for all ESCoC responsibilities.

### 6.1 Responsibilities of the Board

The Board will act on behalf of the ESCoC to fulfill the regulatory duties of a continuum of care set forth in 24 CFR § 578. The Board shall be responsible for review, approval and implementation of all CoC policies and procedures.

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### 6.2 Board Membership

#### 6.2.1. Composition

The Board will consist of up to 11 ESCoC members, with representation from each county. The Board must be representative of the community partner organizations identified in paragraph 5.1 and include a representative of the CoC Collaborative Applicant and the HMIS Lead, as well as representatives of the following six groups: 1) Government; 2) Tribal Entity; 3) Faith-Based Provider; 4) Sub-Population Provider; 5) Healthcare Partner; and 6) General Advocacy Member. The Board must, at all times, include at least one individual who has recently experienced homelessness.

#### 6.2.2. Term of Office

Board Members shall serve staggered terms of three (3) years so that approximately one-third of Board Members will stand for appointment each year. There is no limit to the number of terms a Board Member may serve.

#### 6.2.3. Nomination and Voting

Each year the existing Board will solicit recommendations from CoC stakeholder and develop for membership approval a slate of candidates for appointment to the Board. The Board will vote for open positions at the Annual Meeting.

#### 6.2.4. Resignation and Removal

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chair. In addition, Board Members may be removed from the Board by a majority vote of remaining Board members for repeated absence, misconduct, failure to participate, or violation of conflict of interest policies. The Board will ensure that replacement is consistent with Section 6.2.1.

#### 6.2.5. Board Vacancies

When a Board Member resigns or is removed from the Board or cannot serve their full term for any reason, the Board may appoint another ESCoC member to fill the unexpired term in accordance with Section 6.2.1.

### 6.3 Officers of the Board

#### 6.3.1. Officers

## EASTERN SIERRA CONTINUUM OF CARE GOVERNANCE CHARTER

The officers of the ESCoC shall include a Chair, a Vice Chair, and may include a Secretary.

### 6.3.2. Election and Term

The officers shall be elected by the ESCoC Board Members annually, at the Annual Meeting. Each officer shall hold office for a term of one year or until their successors have been elected and qualified. No person shall hold more than one office.

### 6.3.3. Chair and Vice Chair

The Chair is responsible for scheduling meetings of the Eastern Sierra CoC, ensuring that the organization meets regularly or as needed, and for setting the agenda for meetings in collaboration with the Steering Committee.

In absence of the Chair, the Vice Chair assumes the duties of the Chair.

### 6.3.4. Secretary

The Secretary shall keep accurate records of the acts and proceedings of all meetings of the CoC Board, or designate another person to do so at each meeting, including documenting all actions taken without a meeting. Such records will include the names of those in attendance. The Secretary shall give all notices required by law and by these Regulations. The Secretary shall perform other duties as the ESCoC may designate, and shall chair CoC meetings in the absence of both the Chair and Vice Chair.

### 6.3.5. Officer Vacancies

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

# EASTERN SIERRA CONTINUUM OF CARE GOVERNANCE CHARTER

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## 7. Rules of Governance for the Board

### 7.1. Board Quorum and Voting

A number equal to a majority of the Board shall constitute a quorum for the transaction of business at any meeting.

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes shall 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 shall have one vote. No member may vote on any item which represents a real or perceived conflict of interest.

### 7.2. Absentee Voting

Board members may provide written vote of any action item discussed during a meeting where said board member is absent. The written vote must be sent to the Board Chair or Vice Chair at least 24 hours prior to the scheduled meeting.

### 7.3. Action Without a Meeting

Any action that may be taken at any meeting of the ESCoC Board may be taken without a meeting if that action is approved, in writing (e.g. letter, email) by a majority of all ESCoC Board members who would be entitled to vote if a meeting was held for such purpose.

### 7.4. Board Meetings

Board meetings shall be held at least quarterly (once every three months) during each calendar year. In addition, the Board may call emergency meetings to discuss and decide on urgent matters and special meetings to review issues of interest to members or Board Members.

The time and place of each meeting shall be determined by the Board. The Board shall diligently attempt to schedule meetings convenient to all Board Members. Meetings shall be held virtually to ensure equitable access across the service area. In-person meetings may be held at the Board's discretion and the Board will make every attempt to allow for virtual access to in-person meetings.

All meetings of the Board shall be open to the public. All votes taken during a virtual meeting shall be by roll call.

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## 8. Committees and Working Groups

The ESCoC may carry out its responsibilities through the work of a number of Committees and Working Groups. All CoC stakeholders may participate on Committees and Working Groups, with the exception of the Executive Committee, which must be made up of members of the Board.

Policies and policy recommendations made by Committees and Working Groups must be approved by the Board before taking effect. The ESCoC Board may create Adhoc Committees as necessary to address special or irregular needs (i.e. Point in Time and Housing Inventory Count)

### 8.1 Standing Committees

The ESCoC shall have four standing committees, as follows:

#### 8.1.1. Executive Committee

The Executive Committee shall set agendas for Board meetings and shall carry out the work of the ESCoC between Board meetings. The Committee may be made up representatives of the Collaborative Applicant, the Board Chair, the Board Vice Chair, and the Board Secretary

#### 8.1.2. HMIS Data, Evaluation and Outcomes Committee

The Performance and Outcomes Committee will collaborate with the CoC Collaborative Applicant, CoC-funded entities, and the CoC stakeholders to:

- Review data, conduct a gaps analysis, and make recommendations for Board approval related to the priorities to be used in ranking requests for CoC funding;
- Establish performance targets appropriate for population and program type in consultation with recipients and subrecipients, then monitor recipient and subrecipient performance, evaluate outcomes, and recommend to the Board actions to be taken against poor performers;
- Develop performance measures to evaluate the CoC's overall success in eliminating homelessness, using guidance available from HUD and making changes over time as necessary to incorporate new regulations or guidance available from state or local authorities;
- Establish written standards and performance measures for local, state and federally funded program (e.g. ESG, HHAP) assistance and providers;
- Evaluate outcomes of projects funded under the local, state and federally funded programs (e.g. ESG, HHAP) and CoC Program, and provide outcome data to the

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### GOVERNANCE CHARTER

Collaborative Applicant to report to HUD; and

- Consult with state and local government agencies, homeless service providers, private funders, and other relevant entities and organizations to evaluate available resources and reach agreement about how those resources can be allocated most effectively to implement plans to eliminate homelessness.
- Develop, annually review, and, as necessary, revise for Board approval a privacy plan, security plan, and data quality plan for the HMIS, as well as any other HMIS policies and procedures required by HUD.
- Annually review HMIS Policy and Procedures to ensure they are in compliance with HUD and other regulatory requirements.
- Develop for Board approval and implement a plan for monitoring the HMIS to ensure that:
  - Recipients and subrecipients consistently participate in HMIS;
  - HMIS is satisfying the requirements of all regulations and notices issued by HUD; and
  - The HMIS Lead is fulfilling the obligations outlined in its HMIS Policies and Procedures and Agreement with the CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization. Ensure these agreements are reviewed annually and are current.
- Oversee and monitor HMIS data collection and production of the following reports:
  - Sheltered Point-in-Time count (PIT);
  - Housing Inventory Chart (HIC);
  - Annual Homeless Assessment Report (AHAR); and
  - Annual Performance Reports (APRs).
  - Longitudinal Systems Analysis Report (LSA)

## EASTERN SIERRA CONTINUUM OF CARE GOVERNANCE CHARTER

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### 8.1.3 Services Coordination and Engagement Committee

The Services Coordination and Engagement Committee focuses on the needs of individuals experiencing homelessness, including special sub-populations. This includes outreach and engagement, emergency shelter, housing needs, and other service models

### 8.1.4 Lived Experience Committee

The Lived Experience Committee will be made up of individuals with current or recent experience of homelessness. The committee will work with the Board to identify gaps in services and make recommendations for future funding priorities.

## 9. Appointments of Agents and Designation of HMIS

### 9.1. Collaborative Applicant

Inyo County Health and human Services serves as the ESCoC Collaborative Applicant. Inyo is authorized to apply for designation as a Unified Funding Agency (UFA). ESCoC Board will vote to approve the collaborative applicant on a yearly basis.

### 9.2. HMIS Lead

County of Inyo serves as the ESCoC HMIS Lead.

### 9.3. HMIS Governance Charter

The duties and responsibilities of the Eastern Sierra CoC, the HMIS Lead, the HMIS/Data Committee and Contributing HMIS Organizations are set forth in further detail in the HMIS Policies and Procedures, approved simultaneously with this Eastern Sierra CoC Governance Charter.

# EASTERN SIERRA CONTINUUM OF CARE GOVERNANCE CHARTER

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## 10. Code of Conduct and Conflicts of Interest

### 10.1. Conduct and Attendance

Board Members, committee members, and other ESCoC agents and employees must exercise care, diligence and prudence when acting on behalf of the CoC. These individuals must complete work they have agreed to undertake on behalf of the ESCoC in a timely manner. In addition, they must attend Board and committee meetings and be prepared to discuss matters presented for their deliberation.

### 10.2. Conflict of Interest

#### 10.2.1. Rules Regarding Conflict

Board Members, committee members, and other ESCoC agents and employees must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor these rules will be grounds for removal from the Board and any of its committees.

- Board Members, committee members and other ESCoC agents and employees may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
  - Any organization that they or a member of their immediate family represents; or
  - Any organization from which they or a member of their immediate family derives income or anything of value.
- Whenever ESCoC Board Members, committee members, agents, employees, 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:
  - Fully disclose the nature of the interest; and
  - Withdraw from discussing, lobbying or voting on the matter.

## EASTERN SIERRA CONTINUUM OF CARE GOVERNANCE CHARTER

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### 10.2.2. Disclosure

At the beginning of every meeting of the Board or committee, Board and committee members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

### 10.2.3. Abstention from Decision-Making

Any matter in which Board Members or ESCoC committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested Board Members and committee members' actual or potential conflicts of interest and their abstention.

### 10.2.4. Annual Conflict of Interest Acknowledgement Form

ESCoC Board Members and committee members must sign a conflict of interest form annually, affirming that they have reviewed the conflict of interest policy and disclosing any conflicts of interest that they face or are likely to face in fulfillment of their duties as Board Members.

## 11. Approval of Governance Charter and Subsequent Amendments

This Governance Charter and every subsequent amendment to it must be approved by a majority of ESCoC Board members. In consultation with the Collaborative Applicant and the HMIS Lead, the Board will review the Governance Charter annually and recommend changes to improve the functioning of the ESCoC and maintain compliance with federal and state regulations. In addition, every five years, the Board will invite interested CoC stakeholders to participate in a review and discussion of the Governance Charter. Based on the consensus achieved in that discussion, the Board move to ratify the existing Governance Charter or approve changes to the Governance Charter at their next Annual Meeting

EASTERN SIERRA CONTINUUM OF CARE  
GOVERNANCE CHARTER

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**Date of Eastern Sierra Continuum of Care Governance Charter Adoption:**  
**October 30, 2013**

**Revisions:**

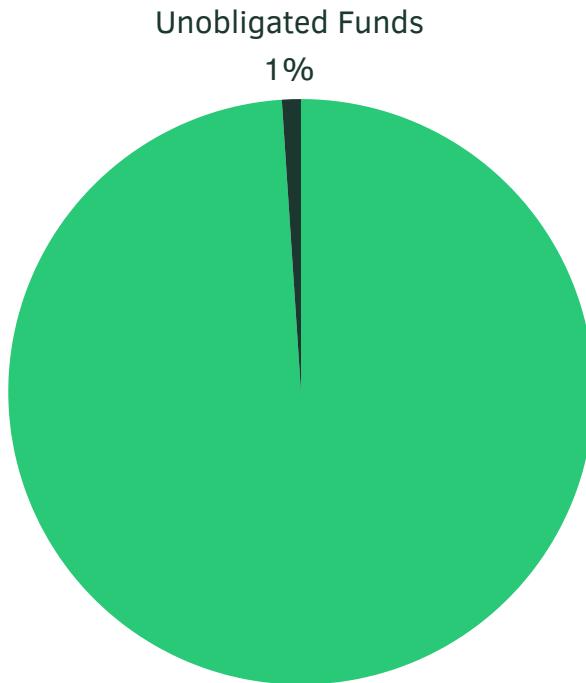
# CA-530 Funding Overview

Prepared by: Amy Wyatt  
Thurmond Consulting, LLC

## Overview

This report provides an overview of the available funding within Alpine, Inyo, and Mono Counties as it relates to homeless services. The funding listed below will help the Eastern Sierra Continuum of Care (CoC) establish priorities for future funding opportunities.

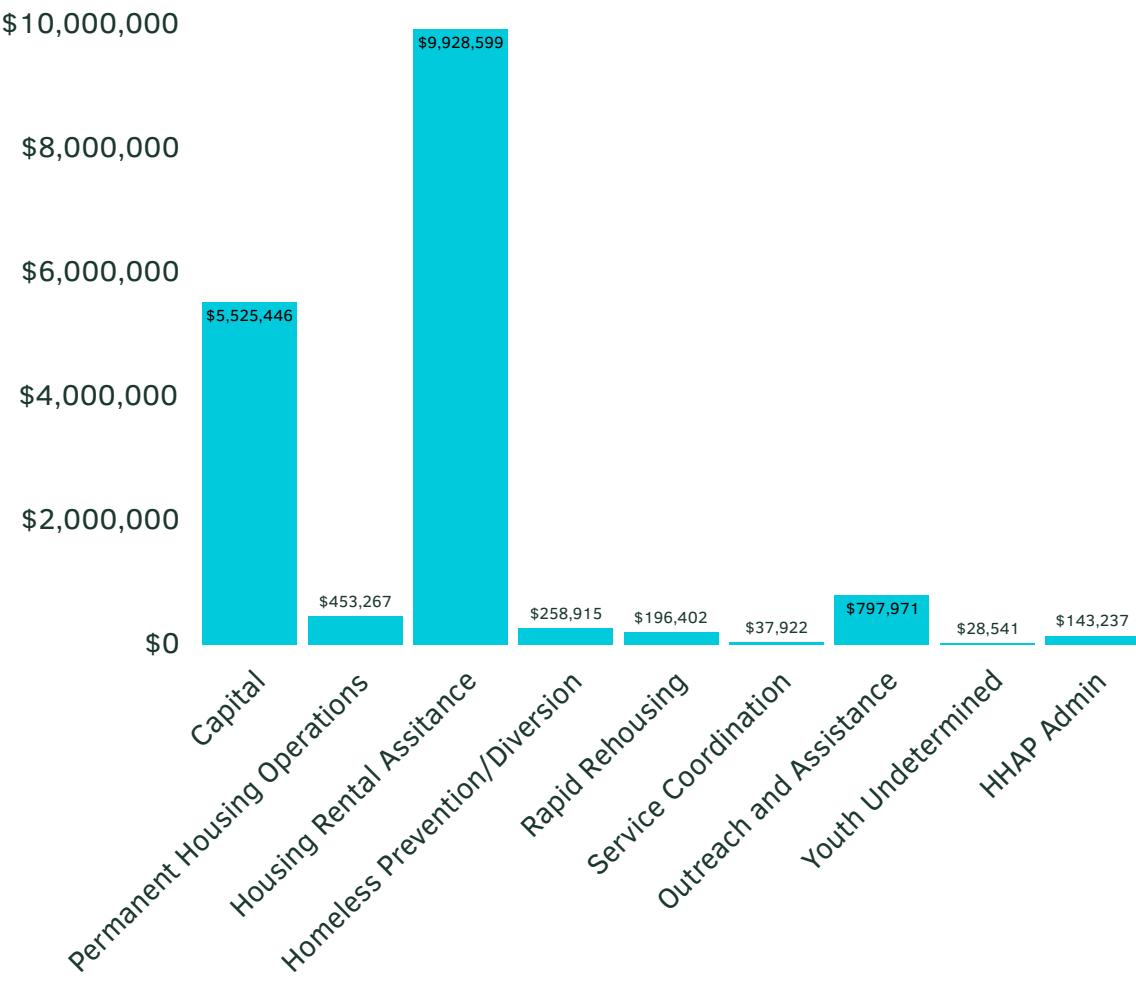
## Obligation of Funding



Obligated (Agencies have been awarded funding/began expending funds)  
99%

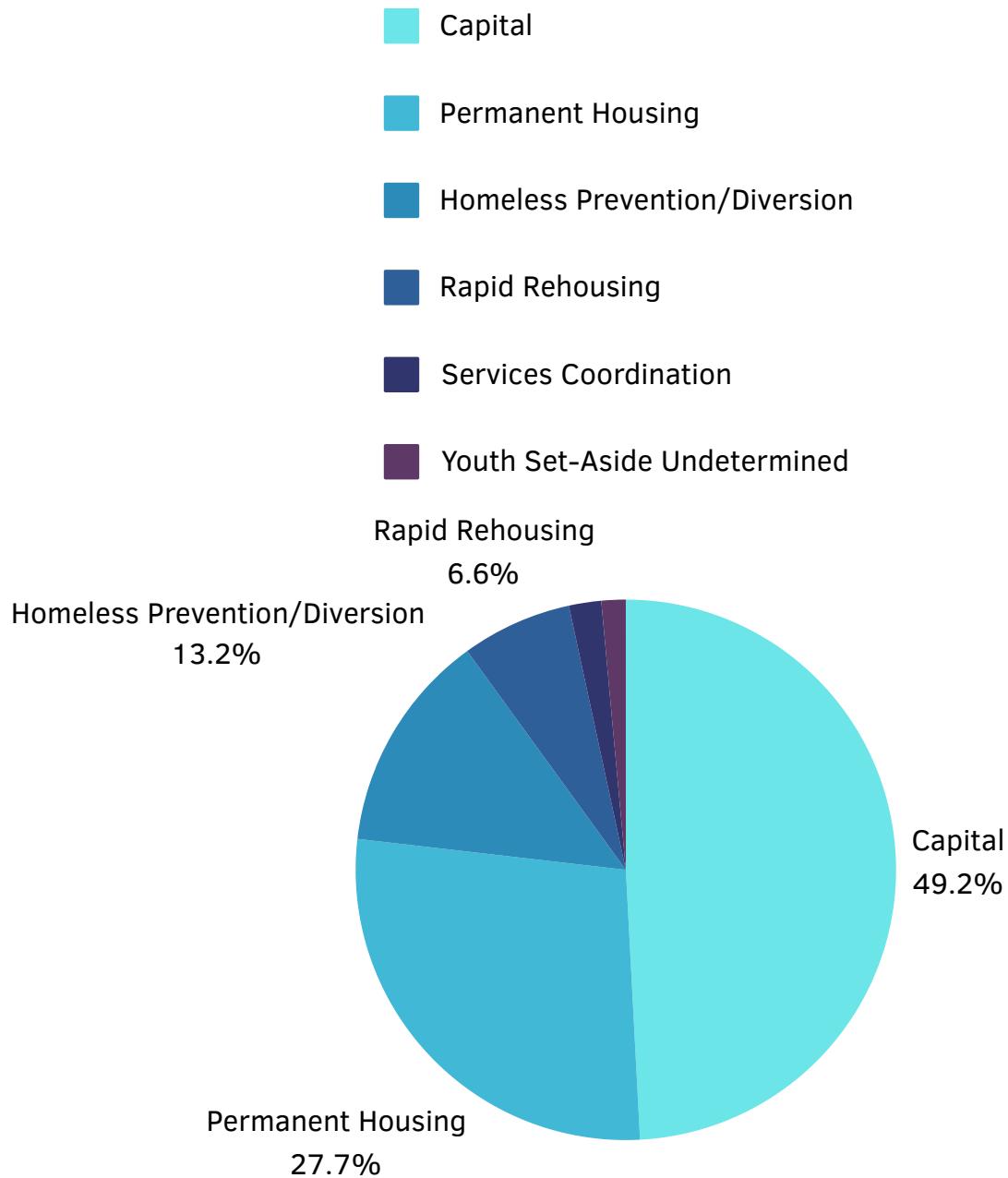
*Approximately \$17,188,815.69 has been allocated/awarded to agencies within Alpine, Inyo, and Mono Counties for Capital Development, Permanent Housing, Rental Assistance/Rapid Rehousing, Outreach/Assistance and HHAP Administration. The remaining \$181,483.85 has not been allocated under Permanent Housing Operations, Homeless Prevention, Rapid Rehousing, or Service Coordination*

## Funding Categories



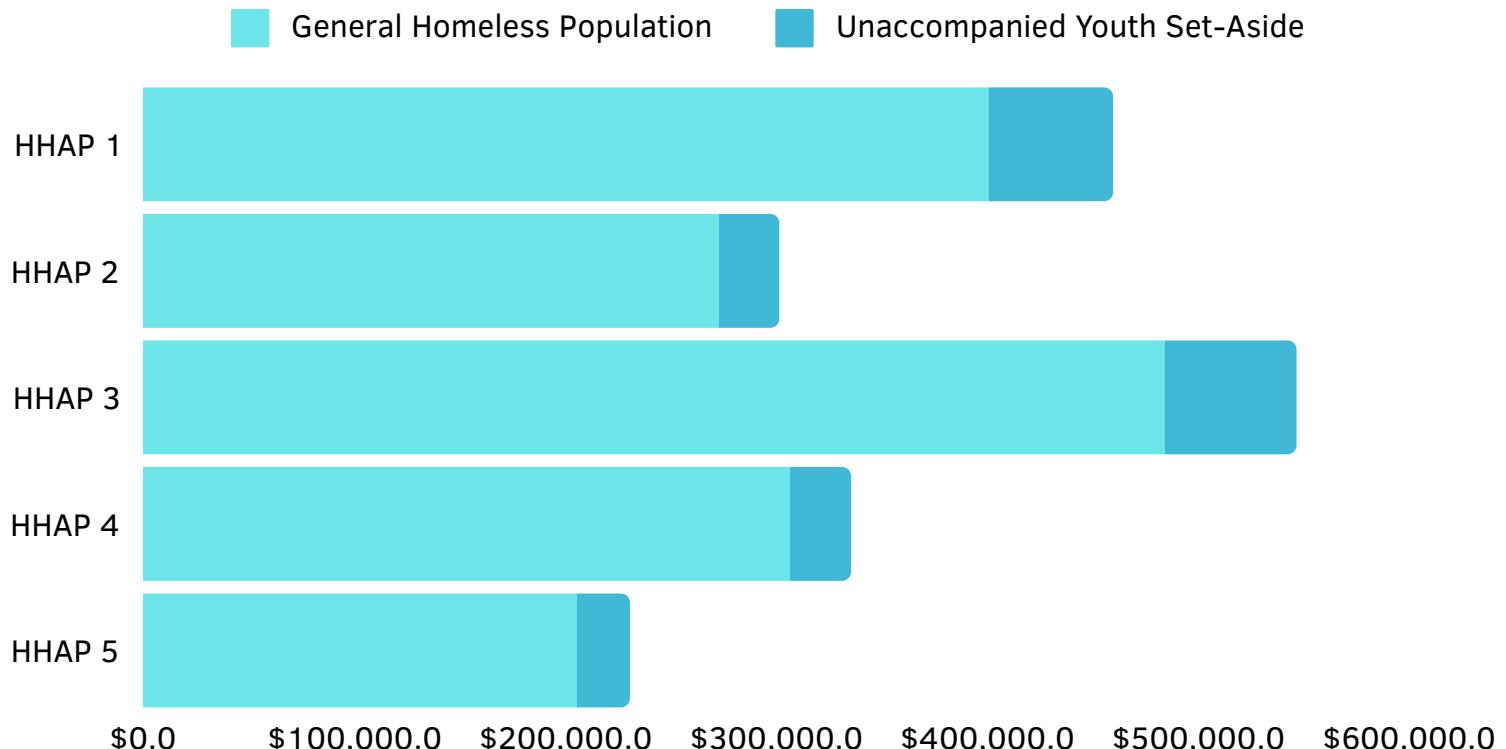
*Alpine, Inyo, and Mono Counties have approximately \$17,370,299.54 funds dedicated for homeless services. The majority of funds are dedicated to Housing Rental Assistance through the following programs: HomeSafe, Housing Support Program, Bringing Families Home, and the HOME Investment Partnerships Act.*

## HHAP Funding Breakdown



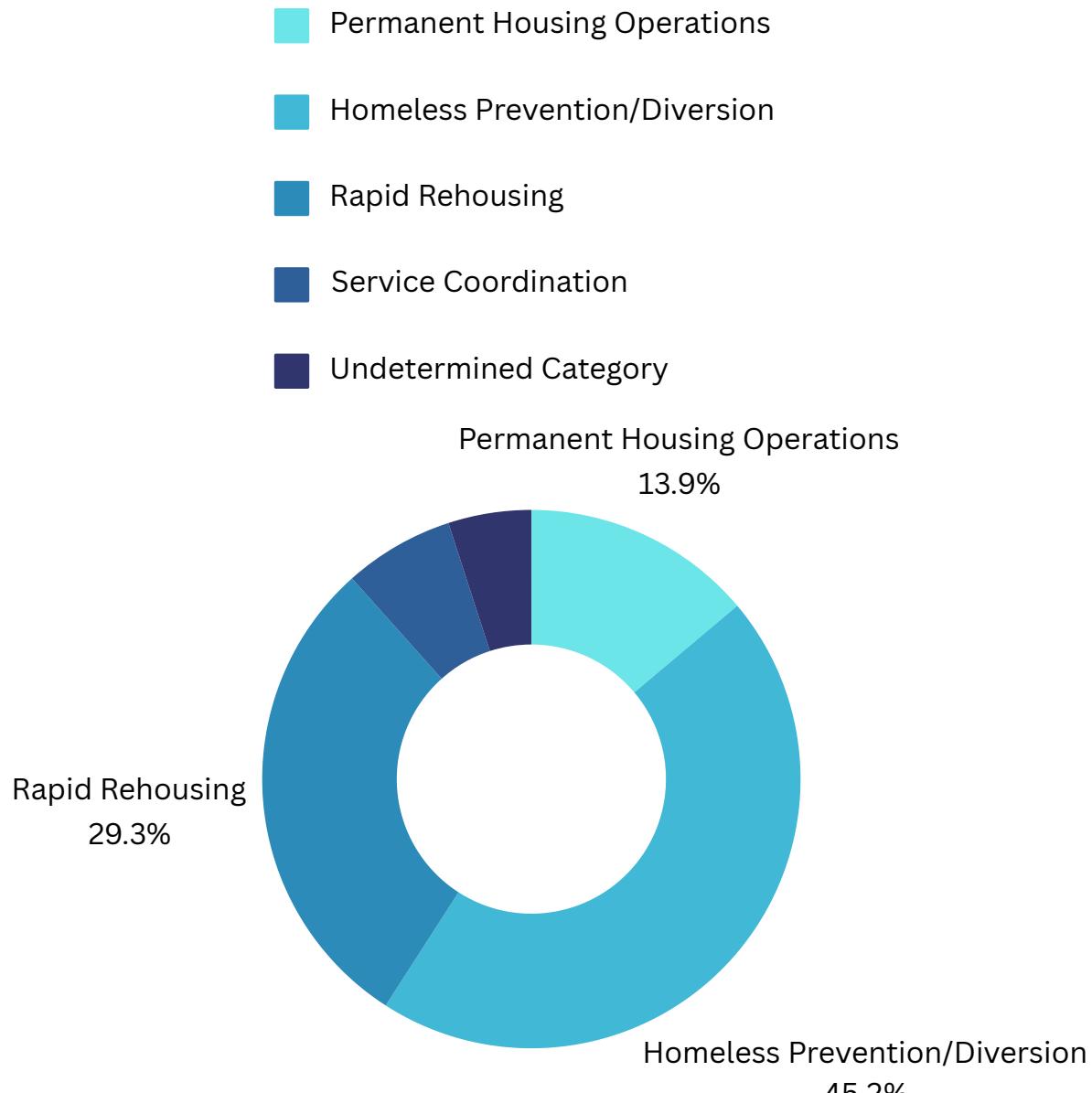
*The majority of HHAP funding is utilized for Capital Development projects, followed by operating subsidies for permanent housing, homeless prevention, rapid rehousing, services coordination, and a youth set-aside that has not been allocated to a specific category.*

## HHAP General VS Youth Set-Aside



*Approximately \$202,799.03 is available for Unaccompanied Youth services, with the remainder being utilized for general homeless services.*

## Un-Obligated HHAP Funding



*Of the un-obligated HHAP funding, 45% of the funds are categorized under Homeless Prevention, followed by Rapid Rehousing and Permanent Housing Operations. Service Coordination and Undetermined Category are at 6.6% and 5% respectively.*

# Funding Detail

## Capital Development

Program	Amount	Detail
<b>Homekey Program</b>	<b>\$4,560,000.00</b>	<b>Mono County - Town of Mammoth Lakes PH project - Capital</b>
<b>HHAP 1 Delivery of Permanent Housing</b>	<b>\$370,984.78</b>	<b>Construction costs for Silver Peaks, Innsbruck and Access Apartments</b>
<b>HHAP 1 Delivery of Permanent Housing</b>	<b>\$15,000.00</b>	<b>Replacement Reserve for Access Apartments</b>
<b>HHAP 2 Delivery of PH</b>	<b>\$272,865.40</b>	<b>Construction costs for Silver Peaks, Innsbruck and Access Apartments</b>
<b>HHAP 4 Delivery of PH</b>	<b>\$306,595.89</b>	<b>Construction costs for Silver Peaks, Innsbruck and Access Apartments</b>

# Operating Costs for Permanent Housing

Program	Amount	Detail
HHAP 1 Youth Operating Reserve	\$58,683.70	PH operating reserve for Youth
HHAP 1 Operating Subsidies PH	\$15,000.00	Additional Operating Reserve for Valley Apartments
HHAP 3 Youth PH Reserve	\$20,682.12	PH operating reserve youth
HHAP 3 Operating Subsidy	\$358,900.88	Operating Reserve for PH - Silver Peaks

## Housing/Rental Assistance

Program	Amount	Detail
HomSafe	\$958,246.00	Housing related services for individuals involved in Adult Protective Services experiencing homelessness - Rental Assistance
Housing Support Program	\$250,000.00	Financial assistance and housing-related wraparound services to families experiencing or at-risk of homelessness
Bringing Families Home	\$720,353.00	Financial assistance and housing-related wraparound services to families in the child welfare system
HOME Investment Partnerships Act	\$8,000,000.00	Mono County and Mammoth Lakes - Access Apartments, down payment assistance

## Homeless Prevention/Diversion

Program	Amount	Detail
HHAP 3 Youth Prevention	\$20,621.00	Youth Homeless Prevention
HHAP 3 Prevention/Diversion	\$108,569.00	Homeless Prevention
HHAP 4 Youth HP	\$14,428.04	Youth Homeless Prevention
HHAP 5 Prevention	\$115,296.80	Homeless Prevention

## Rapid Rehousing

Program	Amount	Detail
HHAP 4 Youth RRH	\$14,428.04	Youth RRH
HHAP 5 RRH	\$90,501.80	RRH
HHAP 5 Youth RRH	\$24,795.01	Youth RRH
California Emergency Solutions Grant Program	\$66,677.00	Eastern Sierra Community Housing RRH

## Services Coordination

Program	Amount	Detail
<b>HHAP 3 Service Coordination</b>	<b>\$17,302.00</b>	<b>Services Coordination</b>
<b>HHAP 3 Youth Services Coordination</b>	<b>\$20,620.00</b>	<b>Youth Services Coordination</b>

## Outreach and Assistance

Program	Amount	Detail
<b>Homeless Housing Disability Advocacy Program</b>	<b>\$100,000.00</b>	<b>Outreach, case management, disability benefits advocacy, and housing assistance for people experiencing or at risk of homelessness who are likely eligible for disability benefits</b>
<b>Community Corrections Partnership</b>	<b>\$697,971.00</b>	<b>Mono County - multidisciplinary re-entry team and assistance with behavioral health and substance abuse services</b>

## Youth Undetermined Category

Program	Amount
<b>HHAP 2 Youth Undetermined</b>	<b>\$28,541.12</b>

## HHAP Administration

Program	Amount
<b>HHAP 1 Admin</b>	<b>\$34,598.70</b>
<b>HHAP 2 Admin</b>	<b>\$22,686.51</b>
<b>HHAP 3 Admin</b>	<b>\$43,346.17</b>
<b>HHAP 4 Admin</b>	<b>\$25,249.07</b>
<b>HHAP 5 Admin</b>	<b>\$17,356.51</b>