

**LONG BEACH CONTINUUM OF CARE
POLICIES AND STANDARDS SUBCOMMITTEE MEETING MINUTES
THURSDAY, MAY 4, 2023
12:00 PM – 1:30 PM**

CALL TO ORDER

Meeting via teleconference was called to order at 12:06 PM by Chair Luther Richert.

ROLL CALL

Members Present

Chair: Luther Richert, Mental Health America of Los Angeles
Vice Chair: Mark Ruckdaeschel, Mental Health America of Los Angeles
Puzant Chiranian, PATH
Maria Martinez, PATH
Heather Filbey-McCabe, Mental Health America of Los Angeles

Members Absent

Secretary: Ben Espitia, Goodwill, Serving the People of Southern Los Angeles County
Janice Guevara, Goodwill, Serving the People of Southern Los Angeles County
Jina Lawler, The Children's Clinic Family Health
Maureen Rivas, Linc Housing
Brandi Brown-Stock, House of Haven

City Of Long Beach Staff Present

Paul Duncan, Homeless Services Bureau Manager
Jeffrey Proctor, Administrative Operations Officer
Alexa Dixon-Griggs, Homeless Services Administrative Coordinator
Michelle Lim, Contracts and Grants Specialist
Angela Diaz, HMIS Coordinator

REVIEW AND APPROVE MINUTES FROM FEBRUARY 2, 2023 MEETING

A motion to approve the minutes as submitted was made by Chair Luther Richert and seconded by Vice Chair, Mark Ruckdaeschel. The motion passed.

REGULAR AGENDA

- **Discuss review and development of Program Manuals**
 - Provided overview of outline, research, table of contents.
 - Request feedback from program staff or work group. Share agency policies in person or virtually.
 - Request feedback during upcoming CoC General meeting .
 - Align manual with other grants/funders, grantees, and project types.
 - Discuss work group meetings and timeline during August meeting.

- **Discuss recruitment of subcommittee members**
 - May elect a new Vice Chair once more members join the subcommittee.
 - Need more program staff to participate in development of program manuals.
 - Consider recruiting staff from legal aid, fair housing, advocacy, City Attorney, people with lived experience from CoC or LEAB.
 - Recruit program staff and managers.
 - Provide update during CoC General meeting on June 20.
- **Lived Experience Advisory Board Update**
 - An update will be provided at the CoC Board Retreat.
 - Discuss process, recruitment, compensation, and goals.
 - An update will be provided at the next Subcommittee meeting.
- **Performance Review**
 - Review of performance measures, scores, and compliance for programs.
 - We have a range of scores from last year ranging from 175 to a score of 68 so we do have some pretty significant difference within the scores around performance.
 - Update Reallocation Policy. Review subrecipient role and expectations, collaborative process, and offer assistance before reallocation.
 - Staff, Subcommittee, and Board will also review and provide recommendations on the CoC Reallocation Policy.
- **Review CoC Governance Charter and Bylaws by July**
 - May review and discuss during the Board Retreat.
 - Staff will review and edit as needed, Subcommittee will review draft and provide recommendations as needed, Board will review and provide recommendations as needed at next Board meeting.
- **Review CoC Written Standards by July**
 - Staff will review and edit as needed, Subcommittee will review draft and provide recommendations as needed, Board will review and provide recommendations as needed at next Board meeting.

FUTURE AGENDA ITEMS

- Discuss Development and Work Group for Program Manuals
- Lived Experience Advisory Board Update
- Performance Review Update
- Review CoC Governance Charter and Bylaws by July
- Review CoC Written Standards by July
- Review CoC Reallocation Policy by July

ANNOUNCEMENTS

None

PUBLIC COMMENT

None

UPCOMING MEETINGS

August 3, 2023, 12:00 PM

November 2, 2023, 12:00 PM

ADJOURNMENT

Chair Luther Richert adjourned the meeting at 1:21 PM.