

**CITY OF LONG BEACH
LONG BEACH CONTINUUM
OF CARE MINUTES**

**TUESDAY, JUNE 13, 2023
MARK TWAIN LIBRARY, 3:00 PM**

Kimberly Wee, Co-Chair
Jamies Shuford, Co-Chair
Aiko Tan, Member
Anna Topolewski, Member
Brandon Washington, Member
Daniel Brezenoff, Member
Dianka Lohay, Member
Elizabeth Weithers, Member



James Howat, Member
Jina Lawler, Member
Kati Hoover, Member
Keith Kennedy, Member
Kelli Pezzelle, Member
Luther Richert, Member
Margie Wilson, Member
Sylvia Guerrero, Member
Tamika Boyce, Member

LONG BEACH CONTINUUM OF CARE BOARD MEETING

FINISHED AGENDA & MINUTES

**FOR INFORMATION ON HOW TO PARTICIPATE IN THIS MEETING, PLEASE VISIT:
Volunteer, Donate And Get Involved (longbeach.gov)**

CALL TO ORDER

Meeting called to order at 3:04 PM by Co-Chair Jamies Shuford.

ROLL CALL

Roll call taken by Michelle Lim.

BOARD MEMBERS PRESENT: Jamies Shuford (Skidrow Advocacy Group Inc.), Kimberly Wee (Century Villages at Cabrillo), Aiko Tan (Scan Health Plan), Anna Topolewski (Housing Authority of the City of Long Beach), Brandon Washington (Person With Lived Experience), Daniel Brezenoff (Lutheran Social Services), Dianka Lohay (Long Beach Community College), Kelli Pezzelle (Habitat for Humanity Greater Los Angeles), James Howat (Community Advocate), Jina Lawler (The Children's Clinic Family Health), Luther Richert (Mental Health America of Los Angeles), Margie Wilson (Healthcare Coordinators)

GENERAL MEMBERS PRESENT: Melanie Martins (Long Beach Veterans Affairs), Shari Weaver (Harbor Interfaith Services), Travis Prater (U.S. Vets Long Beach), Huberth Maltez (PATH)

CITY OF LONG BEACH STAFF PRESENT: Jeffrey Proctor, Administrative Officer; Alexa Dixon-Griggs, Administrative Coordinator; Michelle Lim, Contracts and Grants Specialist;

Jennifer Santana, Homeless Services Bureau Secretary; Angela Diaz, HMIS Coordinator; Dalton Dorr, Data Analyst; Christian Artizada, CES Matcher;

Members Present: Tan, Topolewski, Washington, Brezenoff, Lohay, Howat, Shuford, Lawler, Pezzelle, Wee, Richert and Wilson

Members Excused: Hoover, Kennedy and Guerrero

Members Absent: Weithers and Boyce

APPROVAL OF MINUTES

[23-058HS](#)

Recommendation to review and approve minutes from the CoC Board meeting on April 11, 2023 and CoC Board Retreat on May 30, 2023

Attachments: [CoC Board Minutes 20230411.pdf](#)
[CoC Board Retreat Minutes 20230530.pdf](#)

Motion to approve minutes from the Continuum of Care Board meeting and retreat made by Board Member Daniel Brezenoff, seconded by Board Member Luther Richert. The motion carried by the following vote:

Yes: 11 - Tan, Topolewski, Washington, Brezenoff, Lohay, Howat, Shuford, Pezzelle, Wee, Richert and Wilson

Abstain: 1 - Lawler

Excused: 3 - Hoover, Kennedy and Guerrero

Absent: 2 - Weithers and Boyce

REGULAR AGENDA

[23-059HS](#)

Coordinated Entry System Subcommittee Report

Attachments: [CoC CES Subcommittee Minutes 20230504.pdf](#)
[CE Policies and Procedures \(Final 062023\).pdf](#)

Subcommittee Member Melanie Martins and Christian Artizada provided a summary of revisions for the Coordinated Entry System Policies and Procedures. The following revisions were made: Equity Action Plan 2020

added, HOP referral process added, Introduction to technology, Designated Access point section revised and shortened (Mobile Access Center added), Operations and purpose of the Restorative Engagement to Achieve Collective Health (R.E.A.C.H.) team added, Homeless verification and verification of disability reclarified, and Grievance Procedure and form added. The following are currently pending: Diversion and Prevention and Evaluation.

Board Member Brandon Washington arrives at 3:10 PM.

Board Member Margie Wilson arrives at 3:12 PM.

Board Member Dianka Lohay arrives at 3:17 PM.

23-060HS

Quality, Data, and Performance Subcommittee Report

Attachments: [CoC QDP Subcommittee Minutes 20230509.pdf](#)
[HMIS Data Quality Plan Draft Revision 20230606.pdf](#)
[HMIS Policies and Procedures DRAFT r2023-06-7.docx](#)

Subcommittee Member Angela Diaz provided a summary of revisions for the HMIS Policies and Procedures and Data Quality Plan.

Summary of revisions for Data Quality Plan: Removed the dependencies from the table of contents. Added technical assistance and remedies. Section 3.3 under agency, added, the verbiage of agency, shall maintain the responsibilities addressed in initial and refresher trainings. In section 4.3. Under coverage and utilization removed the following sentence, which stated shelter and housing projects, client records shall match 100% and client point and shelter points since it was no longer applicable. In section 5.4 of coverage and utilization, monitoring shelter and housing projects, edited the bed utilization benchmarks and changed the release of bed utilization reports from monthly to quarterly. Removed the part of incentives that were part of the data quality plan since it was no longer applicable. Summary of revisions for HMIS Policies and Procedures: Reformatted the policies and procedures for professionalism and ease of reading. Reviewed grammatical errors and added bureau updates. Changed the term victim of domestic violence to survivor of domestic violence. Did not change the victim service provider name. Adjusted wording in section 3.1 for further clarification of invoicing of the utilization of HMIS from our vendor Bit Focus. Added language to consent in terms for our outreach workers and clients as there was not a clause that specified what the

consent and the information retrieval looks like. Added grievance procedures and privacy policies at the end of the document.

[23-061HS](#)

Policies and Standards Subcommittee Report

Attachments: [CoC Policy Subcommittee Minutes 20230504.pdf](#)
[LB CoC Governance Charter and Bylaws 20230601 FIN](#)
[LB CoC ESG Written Standards 20230601 FINAL.pdf](#)
[LB CoC Reallocation Policy r20230601 FINAL.pdf](#)

Subcommittee Chair Luther Richert provided an update on the subcommittee meeting, development of a program manual, and recruitment of program staff to participate in the Subcommittee. Alexa Dixon-Griggs provided a summary of revisions for the Long Beach CoC Written Standards, CoC Governance Charter & Bylaws, and CoC Reallocation Policies and Procedures.

Summary of revisions for CoC Written Standards: System Evaluation: Changed performance evaluation oversight from CES to Quality, Data, Performance subcommittee. Updated links to CoC policy documents. Staff will continue reviewing and updating as needed.

Summary of revisions for CoC Reallocation Policy & Procedures: Added language on competitive (performance-based) reallocation, added detail to financial management, performance outcomes, lack of compliance, and local need. Added language on performance rating tool, added detail on reallocation standards, voluntary reallocation, spend-down utilization, and chronic underspending.

Summary of revisions for CoC Governance Charter & Bylaws: Appendix B Long Beach CoC General Membership: Meeting date changed to third Tuesday of the month meeting is held. Appendix C Long Beach CoC Board: Meeting time changed to 3:00-4:30. Secretary duties will be carried out by Staff. Annual Conflict of Interest Policy and Code of Conduct and Recusal forms shall be completed annually in April. Voting: Election of Board Members and Officers will be done by roll call voting. Appendix F Subcommittees: The chair(s) for each subcommittee will be selected by the CoC Board Co-Chairs or CoC subcommittee members. Added Appendix I Emergency Transfer Plan: The VAWA P&P was added to meet the HUD Registration requirements.

[23-062HS](#)

Overview and Recommendations from CoC Board Retreat, Lived Experience Advisory Board, & Strategic Plan

Attachments: [LEAB Recommendations Final.pdf](#)
[LEAB Interest Form.pdf](#)
[Strategic Plan for Board Approval 20230613.pdf](#)

Alexa Dixon-Griggs provided an overview of the discussion and recommendations from the CoC Board Retreat that was held on May 30, 2023.

Board Member Jina Lawler arrives at 3:30 PM.

Strategic Plan

Alexa Dixon-Griggs provided an update on the Strategic Plan recommendations. Overview of 2023 LB CoC Strategic Plan: Lived Experience Participation, Performance Monitoring, System Mapping, Standard Operating Procedures, Procurements, Increased Data, Coordinated Entry System (CES), Training, and Advocacy. Discussed 2023 FY 2023 System Targets and 2022 Performance. Discussed performance management plans.

Motion to approve recommendations made by Board Member Dianka Lohay, seconded by Board Member Margie Wilson.

The motion carried by the following vote:

Yes: 11 - Tan, Topolewski, Washington, Brezenoff, Lohay, Howat, Shuford, Pezzelle, Wee, Richert and Wilson

Abstain: 1 - Lawler

Excused: 3 - Hoover, Kennedy and Guerrero

Absent: 2 - Weithers and Boyce

Lived Experience Advisory Board

Alexa Dixon-Griggs provided an overview of the Lived Experience Advisory Board Recommendations and application form.

Governance: Staff recommends positioning the LEAB under CoC as a subcommittee with one representative member on the board. Activities:

Staff recommends the LEAB to meet monthly for 2 hours to discuss current City of LB efforts to address homelessness. Recruitment Criteria: Formerly or currently homeless, 7-11 members, Recruitment will be by application and interview. Compensation: Each LEAB member will be compensated at a rate of \$125 per month. Terms: Each member should commit to a 2-year term with the option to renew annually up to 2 times. Procedures: 2 co-chairs, 1 secretary. Authorities: Develop and propose CoC/HSB policies.

The Board made the following recommendations for the LEAB application: simplify wording for questions, consider multiple choice answers, add a referral form, request for staff support on referral process, and create Frequently Asked Questions document.

Board Member Daniel Brezenoff retires at 3:52 PM.

Motion to approve Lived Experience Advisory Board recommendations made by Board Member Aiko Tan, seconded by Board Member Dianka Lohay. The motion carried by the following vote:

Yes: 11 - Tan, Topolewski, Washington, Lohay, Howat, Shuford, Lawler, Pezzelle, Wee, Richert and Wilson

Abstain: 1 - Brezenoff

Excused: 3 - Hoover, Kennedy and Guerrero

Absent: 2 - Weithers and Boyce

[23-063HS](#)

Homeless Services Bureau Operations Report

Attachments: [CoC Board Staff Report_06.13.23 \(v3\).pdf](#)

Jeffrey Proctor presented the Homeless Services Bureau Operations Report. Provided updates on Bureau Operations, May 2023 Outreach/MSD Numbers, May 2023 Shelter Numbers, and Staffing Updates. All 582 Emergency Housing Vouchers have been utilized. The Homeless Services Bureau and the Housing Authority are in planning conversations around roll-out and matching for the 78 Stabilization Vouchers that were received by HUD.

Co-Chair Kimberly Wee provided an update on the on-site safety and security incident that occurred at the Century Villages at Cabrillo.

Board Member Anna Topolewski provided an update on Emergency Housing Vouchers and Stabilization Vouchers.

Board Member Margie Wilson retires at 4:19 PM.

Motion to receive and file all reports made by Board Member James Howat, seconded by Board Member Brandon Washington. The motion carried by the following vote:

Yes: 10 - Tan, Topolewski, Washington, Lohay, Howat, Shuford, Lawler, Pezzelle, Wee and Richert

Abstain: 2 - Brezenoff and Wilson

Excused: 3 - Hoover, Kennedy and Guerrero

Absent: 2 - Weithers and Boyce

CoC Governance

Co-Chair Kimberly Wee provided an update on CoC Governance. Board Member and HSAC representative Sylvia Guerrero resigned from the Board. Discussed plans for more CoC Board and HSAC collaboration in the future.

FUTURE AGENDA ITEMS

Vote on Coordinated Entry System Policies and Procedures
Vote on HMIS Policies and Procedures and Data Quality Plan
Vote on CoC Written Standards, CoC Governance Charter & Bylaws, and CoC Reallocation Policies and Procedures
Update on Lived Experience Advisory Board

ANNOUNCEMENTS

Board Member Dianka Lohay resigned from the Board and will nominate a candidate from Long Beach City College.

Board Member Aiko Tan announced SCAN Health Plan is offering support for the Medi-Cal renewal and enrollment process.

Board Member Jina Lawler announced The Children's Center is conducting outreach and offering support for annual Medi-Cal redeterminations.

PUBLIC PARTICIPATION

Travis Prater, U.S. Vets Long Beach, provided an overview of the Aftercare Program and Veteran homeless prevention.

UPCOMING MEETINGS

General: June 20, 2023, 1:00-2:30 PM

Board: July 11, 2023, 3:00-4:30 PM

Policies and Standards Subcommittee: August 3, 2023, 12:00-1:30 PM

Coordinated Entry System Subcommittee: August 3, 2023, 1:00-2:30 PM

Quality, Data, and Performance Subcommittee: August 8, 2023, 2:00-3:30 PM

For more information, please visit the [Long Beach CoC website](https://longbeach.gov/homelessness/volunteer-donate-and-get-involved/)
<<https://longbeach.gov/homelessness/volunteer-donate-and-get-involved/>>.

ADJOURNMENT

Co-Chair Kimberly Wee adjourned the meeting at 4:32 PM.

ML