



SACRAMENTO
STEPS FORWARD

Ending Homelessness. Starting Fresh.

System Performance Committee (SPC) Meeting Agenda

Thursday, June 24, 2021 || 9:00 AM – 11:00 AM

Zoom Meeting Meeting ID: 851 2539 3984 || **Passcode:** 304090

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Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions	Lisa Bates & Stefan Heisler (Co-Chairs)	9:00 AM (5 minutes)	Information
II. Approval of 4/22/21 Meeting Minutes	Stefan Heisler	9:05 AM (5 minutes)	Action
III. SPC Co-Chair and Member Solicitation Update	Stefan Heisler	9:10 AM (5 minutes)	Information
IV. Workplan Informing: CoC Annual Meeting Review	Scott Clark, SSF Systems Performance Analyst	9:15 AM (10 minutes)	Discussion
V. Workplan Informing: Draft SPC Charter Changes	Michele Watts, SSF Chief Planning Officer & Andrew Geurkink, SSF CoC Specialist	9:25 AM (25 minutes)	Discussion
VI. Workplan Development	Stefan Heisler & Lisa Bates	9:50 AM (50 minutes)	Action
VII. Emergency Housing Vouchers (EHV) Plan	Michele Watts & Peter Bell, SSF CES Manager	10:40 AM (20 minutes)	Discussion

If you have any questions or would like more information about this meeting, contact Scott Clark, Systems Performance Analyst with Sacramento Steps Forward at sclark@sacstepsforward.org.

VIII. Announcements

IX. Meeting Adjourned

Next SPC Meeting: Thursday, July 22, 2021 (9:00 AM - 11:00 AM)



System Performance Committee (SPC) Meeting Minutes

Thursday, April 22nd, 2021 || 9:00 AM – 10:15 AM

[Recording of Zoom Meeting](#) - Chat is within the recording.

Attendance:

Member	Area of Representation	Present
Alexis Bernard	Mental Health Service Organizations	Yes
Amani Sawires Rapaski	Substance Abuse & Housing Programs	Yes
Angela Marin	Local Government	No
Angela Upshaw	Veterans	No
Cindy Cavanaugh	County of Sacramento	Yes
Debra Larson	Seniors and Vulnerable Adults	No
Erin Johansen	Mental Health	Yes
Gina Roberson	Domestic Violence	No
John Foley	Homeless Services Provider	Yes
John Kraintz	Lived Experience	No
Lisa Bates, Co-Chair	Lead Agency	Yes
Mike Jaske	Faith Community Advocate	Yes
Monica Rocha-Wyatt	Mental Health	Yes
Stefan Heisler, Co-Chair	City of Rancho Cordova	Yes
Sarah O'Daniel	Housing Authority	Yes

If you have any questions or would like more information about this meeting, contact Scott Clark, Systems Performance Analyst with Sacramento Steps Forward at sclark@sacstepsforward.org.

SSF Staff	SSF Title
Andrew Geurkink	CoC Specialist
Lisa Bates	Chief Executive Officer
Michelle Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator
Peter Bell	CE Manager
Scott Clark	Systems Performance Analyst
Ya-yin Isle	Chief Strategic Initiatives Officer

Guests

Bridget Kurtt DeJong (Homebase), Emily Halcon, Joseph Smith, Josh Arnold, and Karri Eggers.

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome	Lisa Bates & Stefan Heisler (Co-Chairs)	9:00 AM (5 minutes)	Information
<p>Action Item: can SSF staff look into removing old/previous SPC calendar invites and/or delete Zoom meeting links to avoid confusion. Note: Outlook displays differently than Gmail.</p> <p>Stefan welcomed all and started the meeting around 9:04 AM. Attendance approximately 16 participants.</p>			
II. SPC Co-Chair and Member Solicitation	Stefan Heisler	9:05 AM (5 minutes)	Information

Stefan mentioned the intent to add another SPC chair to the committee and extended the invite to other SPC members who are interested. Stefan also mentioned that he will reach out to committee members who have been absent multiple meetings about SPC attendance and interest.

III. Approval of 2/25/21 Meeting Minutes	Stefan Heisler	9:10 AM (10 minutes)	Action
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Motioned for approval: 1st - Erin Johansen, 2nd - John Foley
Motion approved.

IV. Approval of 3/25/21 Meeting Minutes	Stefan Heisler	9:15 AM (5 minutes)	Action
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Motioned for approval: 1st - Erin Johansen, 2nd - John Foley
Motion approved.

V. GAPS Analysis: Report Acceptance	Stefan Heisler	9:20 AM (20 minutes)	Action
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The group discussed next steps for the Gaps Analysis, which had been edited to address the issues raised in the March meeting. SPC is scheduled to present information on the Gaps Analysis at the May CoC Board meeting.

Motioned to accept the Gaps Analysis Report: 1st - Erin Johansen, 2nd - Mike Jaske
Motion approved.

VI. SPC Workplan	Lisa Bates	9:40 AM (30 minutes)	Discussion
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Lisa presented the latest draft SPC Work Plan noting the need to rearrange some activities based on other projects/efforts (e.g., the upcoming Annual Meeting). There was discussion on possible revisions to be revisited at the June meeting.

Discussion Themes:

- Provide more background information about aspects the committee reviews, such as high-level description of the annual Housing Inventory Count process.
- Increase committee representation and participation from agencies undertaking major system level efforts, such as the City of Sacramento's Master Plan.
- Reach beyond usual HUD domain to the larger system, such as someone to help us understand the Cal AIM opportunity.
- Build time into the agenda for sharing to increase situational awareness about new opportunities.
- Go deeper on identified gaps.

Action Item: to send out this meeting's Zoom recording to the members shortly after the meeting. Zoom Meeting Recording was sent to SPC members on April 26th.

VII. Announcements - None.

VIII. Meeting Adjourned at 10:25am. Attendance approximately 20 participants.

Next SPC Meeting: Thursday, June 24th, 2021 (9:00 AM - 11:00 AM)

(Revised CoC Governance Charter to be shared with Committees)

Part VI. Standing Committees

The following Standing Committees are intended to ensure that the core responsibilities of the Sacramento CoC are carried out efficiently and effectively to meet its mission.

A. Executive Committee

The Executive Committee is comprised of the three Sacramento CoC Board officers to carry out officer responsibilities as described in Section III.D. The Executive Committee calls all meetings of the Sacramento CoC and Sacramento CoC Board. The Executive Committee may act for the Sacramento CoC Board for urgent decisions where a regular or special meeting of the Sacramento CoC Board cannot be scheduled. In such a case, decisions are then referred to the full Sacramento CoC Board for ratification.

B. Governance Committee

The Governance Committee is responsible for ongoing evaluation of the CoC structure and operations, including:

- Annual review of the governance charter and making recommendations for changes to the Sacramento CoC Board;
- Overseeing Sacramento CoC Board member appointment process, including reviewing applications and nominating candidates to the Sacramento CoC Board;
- Annually inviting membership to the Sacramento CoC and developing strategies to ensure broad participation, including persons with lived experience on the Sacramento CoC, Sacramento CoC Board, and its committees; and
- Reviewing the annual budget and year-end reconciliation of the CoC Lead Agency and HMIS Lead Agency, relative to Sacramento CoC activities and reviewing activities broadly carried out by these entities outside of the Sacramento CoC activities.

C. HMIS and Data Committee

With assistance from the HMIS Lead Agency, the HMIS and Data Committee is responsible for carrying out responsibilities of Part II. C., including,

- Ensuring HMIS is operated in compliance with HUD;
- Reviewing local reports to HUD to ensure accuracy;
- Ensuring accurate, timely and comprehensive data is available to inform Sacramento CoC activities;
- Reviewing and recommending changes to the Sacramento CoC Board on privacy, security, and data quality plans consistent with HUD regulations and notices;
- Developing and regularly reviewing HMIS policies and procedures materials; and
- Assisting in the evaluation of the HMIS Lead, as requested by the Sacramento CoC Board and ensuring the Lead Agency successfully completes the following:
 - The annual Housing Inventory Count, and
 - The biennial Homeless Point-in-Time Count
- ~~Assisting in the evaluation of the HMIS Lead, as requested by the Sacramento CoC Board.~~

D. Project Review Committee

The Project Review Committee holds primary responsibility for overseeing a collaborative process to select projects for the HUD CoC funding application and for evaluating project performance of HUD-funded activities. Activities include:

- ~~In consultation with funding recipients, establishing performance targets by population and program type;~~
- In consultation with funding recipients, establishing performance targets by population and program type, which includes soliciting the review and input of the Systems Performance Committee;
- In consultation with funding recipients and ESG jurisdictions, establish written standards as described in Part I. A. 6.;
- Evaluating year-round performance of recipients and outcomes as required for HUD-funded CoC and ESG activities and report to HUD and Sacramento CoC Board; and
- Implementing the review and rank process, including determining funding priorities, and making funding recommendations for the CoC funding application.

E. System Performance Committee

The System Performance Committee ~~is responsible for~~ supports system wide planning to ~~ensure help~~ the overall housing and service system meets the needs of individuals, including unaccompanied youth, and families experiencing homelessness. Working with the CoC Lead Agency who

prepares the documents and reporting out to the Sacramento CoC Board for approval or adoption, areas of responsibility for this committee include:

- Mapping how the homeless system of services functions, including inventorying of major programs, services and resources, to inform the Sacramento CoC Board and public;
- ~~Completing the annual Housing Inventory Count required by HUD;~~
- Conducting the annual gaps analysis and presenting to the Sacramento CoC Board;
- Convening the PIT Subcommittee
This subcommittee provides regular updates, as well as recommendations as needed, to the System Performance Committee and/or the CoC Board on the planning of the unsheltered count efforts of the biennial homeless PIT Count.
- ~~Planning and conducting the Point In Time Counts;~~
- Evaluating system-level performance using HUD and community performance measures;
- Reviewing and providing feedback as needed on aspects related to the CoC NOFA Competition and its components:
 - project priorities list
 - community narrative (HUD calls this the CoC Application)
 - planning application
- ~~Reviewing the annual CoC application relative to system performance and planning activities; and~~
- Reviewing and providing feedback as needed on aspects related to system performance and planning activities, such as:
 - The annual Housing Inventory County
 - Performance targets set in the project review tools developed by the PRC
 - Point-in-Time Counts
 - The annual CoC application
 - Strategic plans and community initiatives
- ~~Recommending strategies and actions to the Sacramento CoC Board to improve overall functioning of the homeless system.~~

F. Coordinated Entry System Committee

The Coordinated Entry System Committee oversees the design and implementation of the local coordinated entry system (CES) and evaluates its functioning and impact on improving access and connection to services

to resolve homelessness. Responsibilities include:

- In consultation with ESG jurisdictions and CoC recipients, establishing policies and procedures, including specific policies to guide operation for persons fleeing domestic violence to ensure HUD requirements and local goals are met;
- Developing performance metrics and evaluative tools specific to oversight and administration of the CES;
- Regularly seeking feedback from providers, consumers, and others engaging with the CES; and
- Reporting regularly on the activities of the CES to Sacramento CoC Board and broader CoC community on access, resources, and functioning.

G. Youth Committee

The Sacramento Youth Action Board (YAB) is a formal committee of the Sacramento CoC Board. Membership consists of persons between ages 18 and 24 years at the time initial appointment to the YAB, and at least two-thirds of YAB members must be homeless or formerly homeless. The YAB advises the Sacramento CoC Board on policies and activities that relate to preventing and ending youth homelessness. Specific areas of work include:

- Informing CoC's written plans or strategies relative to preventing and ending youth homelessness;
- Informing the design of the PIT Count; and
- Informing other CoC Committee work, such as the CES Committee, Project review Committee and System Performance Committee, as it relates to preventing and ending youth homelessness.

Appendix A: Roles and Responsibilities

CoC Responsibilities	Sacramento CoC Board	Responsible Committee	Support Needed
Governance/Administration			
1. Hold meetings of full membership semi annually	Lead	Executive	Support all meetings, including logistics, notices, minutes
2. Make public invitation for new CoC members annually and as vacancies arise and appoint new members	Approve	Governance	Lead staff
3. Oversee Board membership process. Review process every five years.	Approve	Governance	Support committee work
4. Appoint Chairs and members for Standing Committees. Develop workplans.	Approve	Executive	Support solicitation of chairs and members Staff all standing committees
5. Create and charter additional Ad Hoc Committees and Collaboratives	Approve	Executive	Recommend staffing capacity when new Ad Hoc committees and Collaboratives are being considered
6. Annually review governance charter in consultation with Collaborative Applicant and HMIS Lead	Approve	Governance	Work collaboratively with committee
7. Establish code of conduct, recusal processes to comply with conflict of interest.	Approve (with annual charter)	Governance	Implement through collecting forms and monitoring conflicts, recusals, etc.
8. Coordinate on organizational and administrative matters, including financials, staffing.	Receive annual report	Executive	Coordinate on organizational issues – including financials and staffing, and report out annually
9. Coordinate with SSF <u>Board</u>	Receive Report	CoC Board Chair	
10. Evaluate and designate CoC Lead Agency and HMIS Lead every five years and confirm expectations are being met.	Approve	Executive	Collaborative review
11. Review CoC Lead Agency and HMIS Lead Agency financials <u>as related to HUD and State-funded CoC projects</u> (budget and year-end)	Receive report	Governance	Work collaboratively to review and submit
CoC Funding Application			

Commented [A1]: Recommending this be removed to be consistent with previous direction to only review Lead agency on basis of performance, rather than fixed time period.

Commented [A2]: Not mentioned in above Charter

Commented [AG3]: Change to CoC's role and process

12. Design, operate and follow a collaborative application process	Approve	Project Review	Work collaboratively with committee on process and submission
13. Establish HUD-funded ing priorities	Approve	Project Review/ System Performance	Work collaboratively with committee on process and submission (<u>Project Review Committee is lead</u>)
14. Rate and rank projects	Approve	Project Review	Work collaboratively with committee on process and submission
15. Develop system (non project) for portions of application, including application for planning activities.	Approve	System Performance	Work collaboratively with committee on process and submission
16. Monitor and ensure compliance with new federal <u>policies</u> .	Approve	Varies by topic	Lead Staff
CoC Project Oversight			
17. Coordinate implementation of a County-wide housing and support services system for persons experiencing homelessness	Approve	System Performance	Lead Staff
18. Establish <u>new HUD CoC Project</u> performance targets by population and program type	Approve	Project Review / <u>System Performance</u>	Lead staff <u>Project Review Committee is lead, with support from System Performance</u>
19. Monitor performance, evaluate outcomes and <u>provide recommendation to CoC Board for action to address take action against poor performance</u>	Receive report	Project Review/ <u>System Performance</u>	Lead staff Conduct onsite monitoring, reports and follow up <u>Project Review Committee is lead, with support from System Performance</u>
20. Evaluate ESG and CoC outcomes and report to HUD and CoC Board	Receive report	Project Review/ <u>System Performance</u>	Independent Consultant Lead staff <u>Project Review Committee is lead, with support from System Performance</u>

Commented [AG4]: Change in language to improve clarity

Commented [A5]: not mentioned in above Charter

Commented [AG6]: The CoC currently does not comply with this Role/Responsibility

Commented [AG7]: Change in language to improve clarity

21. Establish and follow written standards for providing CoC assistance, in consultation with ESG, including P&P for <ul style="list-style-type: none"> Evaluating eligibility; Prioritizing who receives TH assistance Prioritizing who receives RRH Rent and assistance standards Prioritizing PSH 	Approve	Project Review / System Performance	Independent Consultant Lead staff Project Review Committee is lead, with support from System Performance
Coordinated Entry			
22. Establish and operate centralized or coordinated entry, in consultation with ESG recipients.		CES	implementation of Coordinated entry, either directly or through contracts
23. Approve policies and procedures. Develop specific policy to guide operation for DV.	Approve	CES	Lead staff
24. Ongoing evaluation of system and outcomes and annual report	Receive report	CES	Lead staff
HMIS/Data			
25. Designate single HMIS system and lead	Approve	HMIS and Data	
26. Review, revise and approve, privacy, security, data quality plans	Approve	HMIS and Data	HMIS Lead prepares plans
27. Ensure HMIS operated in compliance with HUD		HMIS and Data	HMIS Lead implements
28. Report to HUD and community on system and project performance outcomes	Receive report	HMIS and Data/System Performance	HMIS Lead prepares reports
Communitywide Planning			
29. Support development of Develop communitywide plan to ensure outreach, shelter, housing, supportive services, prevention	Approve	Executive Committee; All Committees System Performance	Lead staff
30. Conduct PIT	Receive report	System Performance / PIT Subcommitt	Prepare or contract for report, leads community discussion in developing and reviewing

Commented [AG8]: Change in language to improve clarity

Commented [AG9]: The CoC currently does not comply with this Role/Responsibility

Commented [AG10]: The CoC currently does not comply with this Role/Responsibility

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31. Conduct annual gaps analysis of needs and services	Approve	System Performance	Prepare or contract for report, leads community discussion in developing and reviewing
32. Submit Housing Inventory Count (HIC) to HUD	Receive report	System Performance HMIS and Data	Lead staff
Coordination			
33. Provide info for Consolidated Plan	Receive report	System Performance	Lead staff
34. Consult with ESG recipients on the Plan for allocating ESG funding and reporting on performance in CAPER	Receive report	System Performance Project Review	Lead staff Project Review Committee is lead, with support from System Performance
Communication			
35. Maintain CoC membership and communications, including website		Executive	Lead staff
36. Communicate with public, leaders and stakeholders on key issues	Receive report	Executive	Lead staff

Commented [AG11]: The CoC currently does not comply with this Role/Responsibility

Commented [AG12]: The CoC currently does not comply with this Role/Responsibility

System Performance Committee Draft 2021 Workplan - June Update

Month	Activities
December 2020	<ul style="list-style-type: none"> No committee meeting scheduled Chairs meeting scheduled
January 2021	<ul style="list-style-type: none"> Meeting held first week of February Coordinated Entry Evaluation reviewed
February 2021	<ul style="list-style-type: none"> Draft Gaps Analysis presented
March 2021	<ul style="list-style-type: none"> Gaps Analysis discussed
April 2021	<ul style="list-style-type: none"> Action on Gaps Analysis Workplan review and discussion
May 2021	<ul style="list-style-type: none"> Gaps Analysis presented at CoC Board Meeting No SPC meeting: CoC Annual Meeting with breakout session on system level issues
June 2021	<ul style="list-style-type: none"> CoC Annual Meeting review SPC Charter changes discussion Workplan discussion continued EHV discussion
July 2021	<ul style="list-style-type: none"> Review initial CoC application relative to systems performance and planning activities (tentative based on timing of NOFA release) Racial Equity Action Plan report State and Federal Resources discussion

August 2021 (tentative)	<ul style="list-style-type: none"> • CoC NOFA system related narrative sections review (tentative based on timing of NOFA release) • If meeting not held, may ask for email feedback on NOFA
September 2021	<ul style="list-style-type: none"> • CoC NOFA system related narrative sections review (if August meeting not held) • HIC review • Gaps Analysis preparation • Performance Measure focus
October 2021	<ul style="list-style-type: none"> • Built for Zero discussion • Performance Measure focus
November 2021	<ul style="list-style-type: none"> • Shelter performance review • Gaps Analysis preparation • Funding priorities for next NOFA
December 2021	<ul style="list-style-type: none"> • No Meeting Planned