



Coordinating Board Meeting

April 1, 2020

2pm-4pm

Call-in only: 206.263.8114 ID: 7962349#

Theory of Change: *If we create a homelessness response system that centers customer voice, then we will be able to focus on responding to needs and eliminating inequities, in order to end homelessness for all.*

The All Home Strategic Plan commits to reducing racial disparities of those experiencing homelessness. Nearly two thirds of people experiencing homelessness are people and families of color. Institutional and systematic racism contributes to the oppression of people of color, creating inequity, poverty and in some cases, homelessness. Success in reducing racial disparities and creating effective systems both for a dignified emergency response and housing, will require bold action and shared accountability. This commitment will include the proactive reinforcement of policies, practices, attitudes and actions to produce equitable power, access, opportunities, treatment, impacts and outcomes for all.

2:00pm	Welcome and Introductions <i>Result: Members feel welcomed and are ready to work.</i>	Sara
2:05pm	Public Comment <i>Result: Participants from the community provide comment.</i>	Sara
2:10pm	CoC Board Priorities <i>Result: Members are aware of governance priorities and activities for the next 3 months.</i>	Denise
2:30pm	Nominations of Lived Experience Community Members to Governing Committee <i>Result: Board confirms members for the KCRHA Governing Committee lived experience seats</i>	Colleen
3:55pm	Next Steps + Adjourn <i>Result: Members are clear on next steps and any action needed</i>	Sara

CEA temporary policy change in response to the impacts of COVID-19, effective April 1, 2020:

The CEA PAC approved a temporary change to the external fill policy for **rapid rehousing (RRH) resources**. After one case conferencing, if a RRH resource is not referred to a household, then that resource is immediately available for external fill. RRH agencies that move to external fills do not need to get formal approval for external fill, but **will still need to complete the HMIS process indicating an external fill to close out the resource.**

During the next 30 days, any external fills can be made at the discretion of the RRH provider, keeping our communities values and priorities in mind:

- Addressing racial inequities
- High vulnerability (VI-SPDAT score)
- Length of time homeless

At the next CEA PAC on Thursday, April 23rd, the PAC will review the impacts of the policy change and determine if an extension is needed (extensions will be supported through the COVID-19 response but will be made on a month-by-month basis).

Review CEA Program Migration plan												
New prioritization tool; By-Name Lists; Phased Assessments (on hold)												

Continuum of Care Purpose (per HUD):

- (1) Promote community-wide commitment to the goal of ending homelessness
- (2) Provide funding for efforts by nonprofit providers, States, and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness
- (3) Promote access to and effective utilization of mainstream programs by homeless individuals and families
- (4) Optimize self-sufficiency among individuals and families experiencing homelessness

Establishing a CoC					
<i>CoC Program Interim Rule</i>		<i>All Home Role</i>	<i>DCHS / HSI Role</i>	<i>Imminent Board Priorities (April – June 2020)</i>	<i>Pending Board Activities through Q3 2020</i>
578.5(a)	Representatives from relevant organizations within a geographic area shall establish a Continuum of Care to carry out duties of the CoC Program			No action needed	Coordinating Board designates King County Regional Homelessness Authority as the Seattle/King County Continuum of Care.
Operating a CoC					
578.7(a)	Hold meetings of the full membership, with published agendas, at least semi-annually				No action needed
578.7(a)	Issue a public invitation annual for new members to join within the geographic area			No action needed	No action needed
578.7(a)	Adopt and follow a written process to select a CoC Board and review, update, and approve at least once every 5 years			Track KCRHA Governance Seating process	Current CoC Board will create a process in order to establish the new Advisory Committee (in collaboration w. future Implementation Board)
578.7(a)	Appoint additional committees, subcommittees, or workgroups <ul style="list-style-type: none"> - System Performance Committee - CoC Rank Order Committee - CEA Policy Advisory Committee - Consumer Advisory Committee 			No action needed	

578.7(a)	Adopt, follow, and update annually a governance charter in consultation with the collaborative applicant and HMIS lead			Finalize the Charter (review against final ILA/KCRHA Charter)	Vote on delegation of authority to KCRHA as outlined in the Charter/ILA
Performance Targets and Monitoring					
578.7(a)	Establish performance targets appropriate for population and program type in consultation with recipients, subrecipients			No action needed	
578.7(a)	Monitor recipients and subrecipients performance, evaluate outcomes and take actions against poor performers. <ul style="list-style-type: none"> - Training – in person options on hold; some capacity to offer webinars to support community needs/priorities; Technical assistance pending agency needs/priorities 			No action needed	
578.7(a)	Monitor recipients/subrecipients performance and outcomes of ESG and CoC programs, and report to HUD			SPC approved Rank Order Methodology; No action needed until CoC NOFA released	
Centralized Assessment					
578.7(a)	Establish and operate a centralized or coordinated assessment system in consultation with recipients of ESG funds <ul style="list-style-type: none"> - CEA PAC 			No action needed	Process improvement strategies pending: <ul style="list-style-type: none"> - By name list - Phased assessment - Prioritization tool development
578.7(a)	Establish and follow written standards for providing CoC assistance in consultation with recipients of ESG funds. <ul style="list-style-type: none"> - Interim CoC Policies and Procedures meet HUD requirements; Exploring HUD TA opportunities to review and update any policies impacted by recent changes from HUD or in advance of responding to CoC NOFA. 			No action needed	No action needed
HMIS					
578.7(b)	Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS			SPC approved HMIS annual work plan in January; No further action needed in 2020	
578.7(b)	Review, revise and approve privacy, security, and data quality plans			Approved by SPC; No further action needed in 2020	
578.7(b)	Ensure consistent participation of recipients/subrecipients in HMIS			No action needed	

578.7(b)	Ensure that the HMIS is administered in compliance with HUD requirements			Web trainings made available by Bitfocus to support CEA workflow adjustments in response to new HUD CEA data standards (to go in effect April 2020)	
Planning					
578.7(c)	Coordinate implementation of a housing and service system			Prioritizing COVID-19 response	
578.7(c)	Conduct, at least biennially, a PIT count of homeless persons that meets HUD's requirements			Final report anticipated for May release	
578.7(c)	Conduct an annual gaps analysis of homelessness needs and services			Board approval of the Regional Action Framework	Board approval of the Regional Action Framework
578.7(c)	Provide information required to complete the Con Plan (s)			No action needed	
578.7(c)	Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs			No action needed	
Application for CoC Funds					
578.9(a)	Design, operate and follow a collaborative process for the development of applications and approve submission of applications in response to a CoC Program NOFA.			Continuous improvement process discontinued at this time; No action needed	Pending NOFA release
578.9(a)	Establish Priorities for funding projects - CoC Rank Order Committee (DW)			No action needed	Pending NOFA release
578.9(a)	Determine if one or more applications will be submitted			No action needed	
578.9(a)	If more than one, designate the collaborative applicant			No action needed	
578.9(a)	If only one, the applicant is the collaborative applicant			No action needed	
NOFA	Rank multiple applications if required by NOFA			No action needed	Pending NOFA release
Collaborative Applicant					
578.9(a)	The CA must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities. If the CoC is an eligible applicant, it may designate itself.			No action needed	Pending NOFA release
CoC Retains Responsibilities					

578.9(b)	The CoC retains all of its responsibilities, even if it designates eligible applicants other than itself to apply for funds. Responsibilities extend to approval of the CoC program application.			Review and approve migration plans of CoC functions	Review and approve migration plans of CoC functions
CoC Board					
578.5(b)	Establish a board to act on its behalf that is representative of the relevant organizations and of projects serving homeless subpopulations within the CoC geographic area and that includes at least one homeless or formerly homeless individual to act on its behalf by Aug. 30, 2014			No action needed	In coordination with new Implementation Board, develop process to seat new Advisory Committee
578.95(b)	No CoC board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.			No action needed	Update conflict of Interest Policy as needed

SEATING OF LIVED EXPERIENCE MEMBERS OF THE KCRHA GOVERNING COMMITTEE

TIMELINE & PROCESS OVERVIEW

2/5/20 Coordinating Board Meeting

Felicia provided an overview of the proposed Board process to select the 3 members of the KCRHA Governing Committee (in Okesha Brandon's, All Home Board Member and CAC Chair absence):

- A committee of 2 Continuum of Care (CoC) Board members*, 2 Consumer Advisory Council members and 2 Youth Action Board members will review applications and submit their recommendation for a slate of three Governing Committee members and two alternates to the Coordinating Board for a final vote at their March 4th meeting.
- Application tool, informed by CAC/YAB members will be live by Friday, February 7th, and will close by Tuesday, February 18th.

*Okesha and Alexis (staff delegate)

2/7/20 public application for LE seats live

Public announcement was sent to All Home Coordinating Board members and posted to All Home and KCRHA websites. Announcement was also included in the All Home Weekly Newsletter (with nearly 4,000 recipients), the Lived Experience Coalition, the Consumer Advisory Committee, the Youth Action Board, and our partners at Healthcare for the Homeless Network and Familiar Faces.

2/14/20 Board co-chair call

All Home Coordinating Board Co-Chairs approved an extension of the application deadline from 2/18 to 2/23 based on a request made by a community member. The new deadline was shared with partners and in the All Home newsletter.

2/23/20 Application closed

- 51 applications were received
- Process update was sent to co-chairs including the scoring rubric for application review committee

2/25-3/2 Application Committee reviews applications

- Each reviewer received the scoring rubric and no more than 10 applications to review/rate.

3/3/20 application review committee meeting

- Reviewers met in person to develop final slate of candidates for recommendation to the Coordinating Board (see review narrative for additional information).

3/4/20 Coordinating Board Meeting

Board discussion in executive session led to proposed process changes for the selection of KCRHA lived experience members:

- Sykpe interviews set up with the top five candidates with volunteer Board members
- Board members reviewed proposed interview questions and rating criteria for interviews

3/9/20 + 3/12/20 Top 5 Candidate Interviews

- Board members Hamdi, Sheila and Nancy participated in candidate interviews

KCRHA Governing Committee Solicitation

A Governing Committee is being formed to act as the administrator for the newly formed King County Regional Homelessness Authority (KCRHA) to oversee policy, funding, and services for people experiencing homelessness countywide. The Governing Committee will be composed of 12 members including:

- The County Executive and two (2) members of the King County Council.
- The Seattle Mayor and two (2) members of the Seattle City Council;
- Three (3) members shall be elected officials from cities or towns other than Seattle; and
- **Three (3) members representing individuals with Lived Experience. At least one (1) of the three (3) members shall represent individuals with Lived Experience in areas outside Seattle.**

“Lived Experience” means current or past experience of housing instability or homelessness, including individuals who have accessed or sought homeless services while fleeing domestic violence and other unsafe situations.

The three lived experience seats are open to eligible applicants. [Click here for more information and to apply.](#) All applications are due by 11:59 p.m. on Tuesday, February 18th.

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY (KCRHA) GOVERNING COMMITTEE

Lived Experience Member Application

BACKGROUND

On December 11, 2019, King County and the City of Seattle entered into an [Interlocal Agreement](#) for the establishment of the King County Regional Homelessness Authority (the Authority) to oversee policy, funding, and services for people experiencing homelessness countywide. A Governing Committee is being formed to act as the administrator for the Authority and for the purposes of performing its duties.

The Governing Committee will be composed of 12 members including:

- The County Executive and two (2) members of the King County Council.
- The Seattle Mayor and two (2) members of the Seattle City Council;
- Three (3) members shall be elected officials from cities or towns other than Seattle; and
- **Three (3) members representing individuals with Lived Experience. At least one (1) of the three (3) members shall represent individuals with Lived Experience in areas outside Seattle.**

“Lived Experience” means current or past experience of housing instability or homelessness, including individuals who have accessed or sought homeless services while fleeing domestic violence and other unsafe situations.

ROLE AND COMMITMENT

The Governing Committee will meet at least quarterly, or four times per year, for approximately two hours or less. **It is expected that the first meeting will occur in early March 2020.** Governing Committee members will be expected to attend all meetings, engage in discussion and decision-making about the items on the agenda, prepare for meetings by reading materials and seeking input from those the Committee members represent.

The Governing Committee is empowered to:

- Approve and amend all plans governing the Authority and all budgets;
- Confirming members of the Implementation Board
- Approval Authority’s organizational structure
- Hire the CEO

COMPENSATION

Governing Committee members with lived experience of homelessness will be compensated \$20/hr for attending meetings and, per the legislation, be reimbursed for any additional reasonable expenses incurred in performing their duties.

To receive compensation, you will be asked to complete necessary tax information forms that will require your full legal name and a social security number. **We do not want documentation to be a barrier to participation, so please let us know if you will need an alternative arrangement.**

SELECTION PROCESS

A committee of 2 [Continuum of Care \(CoC\) Board](#) members (or appropriate staff delegate), 2 Consumer Advisory Council members, and 2 Youth Action Board members will review applications and submit their recommendation for a slate of three Governing Committee members and two alternates to the Coordinating Board for a final vote at their March 4th meeting.

SUBMITTING YOUR APPLICATION

Please submit your completed written application to allhome@allhomekc.org or in person at 201 S Jackson St. Suite 200, Seattle, WA 98104. If you are unable to complete a paper application and would like to request an application interview by phone or in-person, please contact allhome@allhomekc.org or call (206) 263-7944.

All applications are due by 11:59 p.m. on Sunday, February 23rd.

Name:

--

Preferred Contact Information:

Address	
Phone	
Email Address	

Do you have current or prior experience of housing instability or homelessness? If so, in what City or region of King County have you experienced housing instability or homelessness?

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Why would you like to be on the Governing Committee, representing people with lived experience of homelessness?

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What community organizations or activities are you involved in related to homelessness?

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How will your leadership on the Governing Committee help people in King County experiencing homelessness?

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Identity (optional):

Race/Ethnicity	
Gender	
Sexual Orientation	
Age	
Disability Status	

Agreement and Signature

I affirm that my application responses are true and complete to the best of my knowledge.

Name (<i>typed or signature</i>)	
Date	

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY (KCRHA) GOVERNING COMMITTEE
Lived Experience Member Applicant Scorecard

Instructions

- Rate each application according the rubric
- 1 is poor, 5 is excellent
- Add notes to explain your scoring
- Do your best to be consistent with your scoring and comments across all applications
- All scorecards for your assigned applications are due at noon on Monday, March 2nd 2020

Applicant Name:		
Rater Name:		
	Scoring Rubric	Score and Notes
Question 1: Do you have current or prior experience of housing instability or homelessness? If so, in what City or region of King County have you experienced housing instability or homelessness?	<p>Yes/No</p> <p>Note city or region of King County</p>	
Question 2: Why would you like to be on the Governing Committee, representing people with lived experience of homelessness?	<p>1 - Applicant does not provide any specific information regarding their skills, qualifications, or interests in being on the Committee.</p> <p>5 – Applicant demonstrates knowledge and enthusiasm for representing people with lived experience.</p>	
Question 3: What community organizations or activities are you involved in related to homelessness?	<p>1 - Applicant does not communicate any connection to the broader community of people with lived experience.</p> <p>5 - Applicant shares their role and connection to the broader community of people with lived experience and lists groups that have a demonstrated their commitment to ending homelessness by centering the voices of people with lived experience.</p>	
Question 4: How will your leadership on the Governing Committee help people in King County experiencing homelessness?	<p>1 - Respondent does not indicate how their leadership will help people experiencing homelessness in the region.</p>	

	<p>5 - Applicant provides information that qualifies them as appropriate and accountable leaders for the Governing Committee. Applicant provides concrete examples of how their leadership would support and serve people with lived experience.</p>	
<p>Overall Application Rating</p>	<p>1 - Applicant did not provide clear or specific responses and did not fully answer more than two of the questions. Overall, application was not impressive, and <u>I would not recommend nomination.</u></p> <p>3 - Applicant provided some thorough and thoughtful responses. However, responses lacked specificity and applicant lacks skills and connections that would qualify them as an outstanding candidate. Overall, application was acceptable, and <u>I would hesitantly recommend nomination.</u></p> <p>5 - Applicant thoroughly and thoughtfully answered all questions with clear and specific responses and indicated an outstanding level of connection to the community of people with lived experience of homelessness. Applicant brings skills, networks, expertise, experience, ideas, and enthusiasm that are representative of the high-quality leadership needed for the Governing Committee. Overall, application was a standout and <u>I highly recommend this nomination.</u></p>	

Subsequent Interview Questions

1. What experience, skills, or perspectives would you contribute as a member of the Governing Committee?
2. How will you share information and get feedback for decisions from the people in community experiencing homelessness?

REVIEW NARRATIVE (from initial review committee)

Four reviewers (representing CAC, YAB and SCA) read all 51 applications we received for the lived experience seats of the governing committee and scored each using a common rubric. They also met in-person to develop a final recommendation for the Coordinating Board. During their meeting, they identified all of the applicants with an average score of five as the most qualified to proceed. Each relevant reviewer explained the rationale for scoring the applicant highly and the group asked clarifying questions and discussed each applicant's qualifications. All applicants with an average score of five were rated as high, medium or low.

The only three applicants with ratings of high fives were selected to represent people with lived experience as members of the KCRHA Governing Committee. The reviewers selected the applicants for the two alternate lived experience members by discussing and prioritizing:

- Geographical diversity
- Racial diversity
- Gender diversity
- Immigrant experience
- LGBTQ diversity