

DRAFT
HOPE Interagency Council (IAC) Meeting Minutes
May 7, 2025

Present: Lisa Gauthier, Claire Cunningham, Mary Bier, Judith Guerrero, Laura Bent, Raymond Hodges, Aubrey Merriman, Anat Leonard-Wookey, Juslyn Manalo, Marcella Padilla, Georgia Peterson, Kelsey Dattilo

Guests: Jamie Davis, Chloe Richter, Wendy Zhou, Jessica Silverberg, Amy Davidson, Jocelyn Banuelos, Debbie McIntyre, Lody Burdick, Ramaah Sadasivam, Matthew Hayes, Lee Harrison, Melinda Henning, Lena Silberman

| Topic | Discussion |
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| Welcome | Supervisor Gauthier called the meeting to order at 10:00 a.m. |
| Public Comment | No public comments. |
| Action to Set Agenda and Approve Minutes | <p>Quorum achieved.</p> <p>Motion made by Juslyn Manalo to set the agenda and to approve February 5, 2024 minutes; motion seconded by Laura Bent.</p> <p>Vote:</p> <p>Laura Bent -yes Claire Cunningham - yes Lisa Gauthier -yes Judith Guerrero - yes Raymond Hodges - yes Anat Leonard-Wookey - abstain Juslyn Manalo - yes Marcella Padilla - yes Aubrey Merriman - yes (Melissa Platte’s Alternate) Georgia Peterson - yes (Rocha Mariana’s Alternate) Kelsey Dattilo - yes</p> <p>Motion passed.</p> |
| Subcommittee Report-Out Discussion | <p>Reviewing structure of HOPE IAC committee</p> <p>Claire Cunningham, HOPE IAC member and Agency Director of the Human Services Agency reported out on the HOPE IAC Sub-Committee.</p> |

HOPE IAC formed a sub-committee to review the structure and purposes of HOPE IAC, as requested by HOPE IAC members at the November 2024 HOPE IAC meeting. The sub-committee has met twice and is sharing these updates with HOPE IAC for discussion.

In April 2025, a survey was sent out to members of HOPE IAC to gather input and the results indicated the following:

Top-ranked goals from attending HOPE IAC:

- To learn about resources
- Interact with housing and service providers
- Provide input on the homeless system
- Interact with County staff
- Make sure their organization is represented
- Engage in community information sharing and problem solving
- Participate in performance and data reporting and sharing
- Receive program report outs from various County departments and providers

Suggestions:

- A couple of respondents expressed the interest for a virtual option and that merging overlapping groups and coordination across existing committees can reduce redundancy and increase efficiency.
- One member expressed interest in opportunities for site visits to programs and facilities to enhance understanding of on-the-groundwork.

Attendance in other homelessness related committees:

7 of the 8 respondents reported that they attend at least 1 other homelessness and affordable housing committee/meeting.

Discussion:

- HOPE IAC members have expressed interest in reducing redundancy of meetings about housing and homelessness, given the many other meetings and committees that focus on housing and homelessness
- Potential next step: Consolidate with Home for All Committee
 - Home for All is undergoing a restructure and is planning to reconvene the Home for All Steering Committee in August 2025
 - Home for All discusses multiple housing types, including affordable housing, ADUs and market-rate housing.
- Combining efforts would take a more holistic approach to the homelessness and housing continuum.

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| | <ul style="list-style-type: none"> - Shift toward a more action-oriented approach beyond listening to presentations. - Survey showed support for reducing redundancy - County Attorney’s Office staff Ramaah Sadasivam provided information about the structure of HOPE IAC and what steps would be required to change the HOPE IAC structure <ul style="list-style-type: none"> o HOPE IAC was originally created by a resolution of the Board of Supervisors. o If HOPE IAC pursues dissolution, there are no specific HOPE IAC responsibilities that would need to be addressed. The Board of Supervisors would need to take action in order to dissolve or restructure HOPE IAC. o The process would involve two steps: <ul style="list-style-type: none"> ▪ Staff develop a proposal for HOPE IAC dissolution or HOPE IAC restructure. The proposal would be brought to the next HOPE IAC meeting in August 2025, when HOPE IAC would review and vote on the proposal. ▪ The proposal for HOPE IAC dissolution or restructure would then be brought to the Board of Supervisors for their approval. - Any input or comments? <ul style="list-style-type: none"> o Laura Bent- I appreciate the work of the sub-committee and support restructure due to overlap and duplication with other committees o Juslyn Manalo – This approach makes sense to reduce duplications. What would the process look like? <ul style="list-style-type: none"> ▪ Claire- HSA staff will work with staff from the Department of Housing to review the scopes of Home for All and HOPE IAC and will bring a proposal to HOPE IAC at the next meeting in August. If HOPE IAC approves the proposal, then the proposal would go to the Board of Supervisors o Ray Hodges shared that Home for All originally emerged from the Jobs and Housing Taskforce, before 2020. As the COVID-19 pandemic started, some of Home for All’s work shifted, including more focus on homelessness, such as working on the County’s Working Together to End Homelessness initiative. Home for All’s membership has been broad, including community representatives, cities, and community outreach and education. <p>No Public Comment.</p> |
| <p>HHAP-6 Feedback Discussion Kat Richter and Lody Burdick, Human Services Agency</p> | <p>The state’s Homeless Housing, Assistance and Prevention (HHAP) Grant Program makes available grants to local communities and Continuums of Care with flexible funding to prevent and end homelessness in their local area. The presentation today focuses on HHAP-6, which is the sixth round of HHAP grants. Each round of HHAP is time-limited and has specific sets of requirements and reporting responsibilities. The presentation will provide an overview and will seek input on the County and Continuum of Care’s application for HHAP-6 funding and overall planning on homelessness.</p> |

- California Homeless Housing, Assistance & Prevention Program Round 6 (HHAP-6)
 - Local HHAP Spending
 - Interim Shelter Operating Subsidies (62%), Street Outreach (21%), Rental Assistance and Rapid Rehousing (12%), Prevention and Diversion (1%), Administrative Costs (4%)
 - Eligible Uses
 - Permanent housing - Includes: Operating expenses, Capital Acquisition/Construction/Rehabilitation, Services Coordination
 - Rapid rehousing
 - Interim housing - Operating expenses, motel/hotel vouchers, services coordination, improvements to existing interim housing
 - *Capital costs for new Interim Housing limited to youth, unless certain permanent housing requirements are met*
 - Prevention and diversion
 - Services & Services Coordination for People Experiencing Unsheltered Homelessness
 - HHAP-6 may only be used under this category if certain permanent housing requirements are met. Includes: street outreach, MAT, housing navigation, costs supporting Lived Experience Advisory Groups
 - Services for Homeless Youth / Youth Set-Aside
 - Limitations for new interim housing and services coordination do not apply to youth set-aside
 - Administrative costs
 - Regionally coordinated action plan measures of success
 - Make it easy for people experiencing homelessness to access services
 - Reduce unsheltered homelessness
 - Ensure people only experience homelessness once
 - Shorten the length of time people experiencing homelessness
 - Increase successful exits from homelessness
 - Gender and racial equity in outcomes
 - HHAP-5 Actions
 - Outreach
 - Expand and strategically place street outreach in locations with high concentrations of unsheltered people (including areas with populations overrepresented in the homelessness population)
 - Improve public messaging on how to access services (in multiple languages/locations)
 - Publicize job training, skill building, and job search opportunities (in multiple languages/locations)

- Expand service availability in Spanish (esp. Street Outreach), and require capacity to provide services in other languages (e.g., bilingual staff, translation)
- Include language in marketing materials to know people are welcome regardless of gender, sexuality, national origin, race, etc.
- Expand intensive case management
- Housing
 - Expand landlord outreach and engagement, esp. with regards to ensuring equitable access
 - Develop and provide tenants' rights education
 - Resume housing navigation
 - Expand permanent housing program options
 - Seek funding and other opportunities to expand permanent, affordable housing
 - Expand housing-focused case management
 - Increase and message RRH opportunities (esp. transitioning to longer term subsidies)
 - Expand life-skills trainings and supportive services to those transitioning to housing
- Institutional Exits
 - Reduce exits to homelessness from institutions through strategic partnerships and coordination.
 - Sheriff's office & Jail re-entry team; Health systems and Hospital discharge planners; Behavioral Health and Recovery Services; Children and Family Services; Adult and Disability services
- Services
 - Increase shelter capacity and services
 - Expand and improve prevention and diversion strategies and services
 - Reduce exits to homelessness by those served in diversion and prevention programs
 - Individualize service provision to the household being served
 - Connect program participants to all applicable entitlements (e.g., General Assistance, Social Security, Medi-Cal) and other supportive services that enable economic and housing stability (e.g., Childcare, Cal-Works, Adult Protective Services, Children and Family Services, CalFresh, In Home Supportive Services)
 - Improve CES
- System
 - Develop & implement homelessness prevention prioritization tool

- Improve CES permanent housing prioritization process
- Provide trainings on implicit bias, motivational interviewing, trauma-informed care
- Improve trainings to staff on connecting to CES
- Require trainings in cultural competence & sensitivity
- Investigate opportunities to increase funding for staff pay
- Review and revise CoC competition policy to ensure equitable access for local organizations, esp. those embedded in marginalized communities
- Convene regular meetings of the Racial Equity Committee to review data and make recommendations to decrease disparities

Discussion Questions:

- After reviewing key actions and existing plan, is there anything that stand out as incomplete or missing?
 - Ray Hodges – Are there any additional fundings that carry beyond round 6?
 - Jessica Silverberg– At this time, there is not confirmed information about if there will be HHAP grant rounds after HHAP-6. It is challenging that HHAP grants are one-time grants.
 - Anat Leonard-Wookey – From work in other communities, I’m aware that past experienced of being in foster care is a large risk factor for youth to become homeless. I’m not sure how prevalent that is locally, but is it a part of the HHAP-6 funding to prevent intergenerational homelessness?
 - Claire Cunningham– There is funding for supporting youth leaving foster care to ensure that they have housing supports and don’t become homeless. We can look into current gaps that can benefit from this.
 - Laura Bent – What is the priority for this one-time funding considering there are many goals?
 - Kat Richter- Different rounds of HHAP had different priorities, including emphasis on permanent housing and interim/shelter and other services, with the overall goal of reducing homelessness.
 - Jessica Silverberg– Although HHAP is one-time funding, state asks for holistic goals in the application. HSA is looking at this as an opportunity to get feedback from stakeholders on any aspect of the homeless system, so we welcome all feedback. In terms of HHAP being one-time funding, it is complex as many of the needs are for ongoing services. One of the focuses locally has been to maintain services to minimize disruptions or reductions in services.
 - Supervisor Gauthier – Are individuals ready to be housed and to be in independent living spaces?
 - Kat Richter- We examine housing destinations to evaluate their success and explore opportunities for improvements.

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| | <ul style="list-style-type: none"> ○ Laura Bent – I would suggest offering tenant training to clients so landlords can feel more comfortable. And also suggest looking at services that are provided after someone moves into housing. ○ Marcella Padilla – Suggest connecting with and exploring partnerships with schools ● What elements of our system are working well or not working well? <ul style="list-style-type: none"> ○ Georgia Peterson – Recommend more funding for case management for housing programs that serve people who had been experiencing homelessness, to support housing retention. ● How can we increase participation of program and decision planning? Strategies that we haven't tried that may be successful? <ul style="list-style-type: none"> ○ Judith Guerrero – There are shelter clients who want to relay lived experience feedback to increase awareness. I recently connected a client with HSA to share feedback. ○ Aubrey Merriman – Let clients know the type of impact they can have, such as how they can have input on policy changes, practices, etc. When we talk about housing ready, we can better define what that means such as having conversations with clients on expectations and provide educational material. An institution should not be defining someone as being ready or not, as all people need housing. ○ Lee Harrison – It can be difficult for people to change communities when they become housed. I suggest having peers with lived experience to be part of case management. ○ Judith Guerrero – Allow those who are directly impacted to make decisions. Ask landlords for feedback to make them feel more comfortable renting to clients transitioning into permanent housing. ● What actions are recommended to improve gender and racial equity outcomes of individuals experiencing homelessness? <ul style="list-style-type: none"> ○ Aubrey Merriman – Looking into current system, recognize structural perpetuations, and reflect on where the system is contributing to inequities. ○ Anat Leonard-Wookey – Look into lived experience expertise and explore opportunities. ● What accountability measures do you think are important to keep track of? <ul style="list-style-type: none"> ○ Claire Cunningham - Recommend increasing input from clients to understand gaps in our services. <p>If there are additional comments that you think of later, please share with HSA by contacting Lody Burdick at lburdick@smcgov.org and Kat Richter at krichter@smcgov.org</p> <p>Public Comment:</p> <ul style="list-style-type: none"> ● Concern about sufficient housing vouchers and services. Sometimes people receive housing vouchers but there are not enough services available. Aging parents of adults with disabilities are very concerned about the future for their children. We can't abandon people to autonomy. |
| HSA Updates | Inclement Weather Program (IWP) End of Season Updates |

Matthew Hayes,
Chloe Richter
(Human Services
Agency)

- The San Mateo County Inclement Weather Program (IWP) provides additional shelter capacity to homeless individuals and families on nights when there is expected severe weather.
- Active from 11/15/2024 to 4/15/2025
- Unlike previous years, this year our primary IWP site was the Event Center in San Mateo. The Event Center had features including:
 - Additional capacity
 - Can serve both families and children
 - Allowed us to centrally locate our services so we could bring additional services on site including Diversion and Coordinated Entry, Homeless Outreach case managers, and Dignity on Wheels mobile hygiene unit
- Year in Review
 - 13 periods of activation this year (11 activations last year); longest single activation was 8 nights in a row (longest activation was 6 nights last year)
 - 46 nights activated this year (30 nights last year)
 - 46 nights activated / 151 total days indicates that IWP was activated 30% of the IW season
 - 279 unique individuals served this year
 - 815 cot nights (number of cots occupied each night summed up over the course of the season).
- Next Steps
 - Debrief meetings with stakeholders to look at what went well and what we can improve for next year
 - Thanks to all who operated and supported IWP: San Mateo County Event Center, shelters, Homeless Outreach Teams (LifeMoves and Pacifica Resource Center), Core Service Agencies, Samaritan House's Diversion and CES team, and WeHOPE's DOW

Encampment Resolution Fund (ERF) Update

- ERF is a state grant that San Mateo County applied for and was awarded. Services funded by this ERF grant focus on residents of the encampments identified in the grant application. ERF-funded services include homeless outreach services, Diversion services, health services and housing services.
- 161 households (211 individuals) have been served by ERF homeless outreach services (operated by WeHOPE, LifeMoves and Pacifica Resource Center)
 - Outreach teams are intensively working to engage people who live in these encampments and connect them with shelter and services
 - Diversion Specialists are going into encampments in partnership with outreach teams
- One area of innovative services is the new ERF CalHome Bridge Program pilot
 - Operated by Abode Services

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| | <ul style="list-style-type: none"> ○ This program helps get people experiencing homelessness into housing faster, with case management support, while construction is happening on a specific Permanent Supportive Housing site ○ Clients are identified based on meeting the eligibility for the Permanent Supportive Housing site, including in this case, being aged 62 or older ● Some people experiencing homelessness who have not engaged in services in the past are now engaging in services, with these new strategies and the dedicated work of the ERF-funded programs ● Questions <ul style="list-style-type: none"> ○ Supervisor Gauthier – Does IWP also get activated when the weather is very hot? <ul style="list-style-type: none"> ▪ No, IWP is in the wintertime only. However, we do work with outreach teams to support people experiencing homelessness during hotter month and there are cooling centers in the community as well. ○ Marcella Padilla - How many people can the CalHome Bridge Program accommodate? <ul style="list-style-type: none"> ▪ The pilot program will serve 10 households. ● No public comment. |
| Roundtable Announcements | <ul style="list-style-type: none"> ● No public comment. |
| Closure | Meeting Adjourned at 11:20 a.m. |
| Next Meeting | The next meeting is on August 6, 2025 |