



San Gabriel Valley Council of Governments

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Homeless Study Project Steering Committee Meeting

February 4, 2008

2:00 pm

MINUTES

1.0 Preliminary Business

1.1 Call to Order

N. Conway called the meeting to order at 2:04 pm.

2.0 Self-Introductions

Present

Paul Philips, City Manager, Covina
Bill Trimble, Planner, Pasadena
Craig Jimenez, Planner, Monrovia
Louisa Ollague, Office of Sup. Molina
Helen Berbarian, Office of Sup. Antonovich
Meline Juarez, Councilmember, Covina
Paria Kooklan, LAHSA

Absent

Nick Ippolito, Office of Supervisor Knabe
Joe Gonzalez, Councilmember, South El Monte

SGVCOG Staff

N. Conway, Executive Director
B. Cooke

3.0 Project Update

The Executive Director gave a brief history of the SGVCOG's homeless study. He noted the effort was initiated when Supervisors Antonovich, Molina, and Knabe approached SGVCOG with the opportunity to conduct a homeless needs assessment and development of a service-delivery system for homeless populations in the Valley. Both parties saw this as an opportunity to utilize a bottom-up strategy to develop an accurate count and description of the homeless population as well as a comprehensive assessment of existing homeless services in the Valley. With its history of collaborative, region-wide efforts in an area defined by its numerous local jurisdictions, SGVCOG was the optimal administrator for this study. In addition, last fall SGVCOG took steps to reconvene its standing housing policy committee. In December, the governing board formally approved its creation and included as an objective the oversight of this homeless study.

Also in December, SGVCOG released a Request for Proposal (RFP) to solicit consultant services to undertake the study. The RFP was sent to 41 firms, publicized in the Los Angeles Times, San Gabriel Valley Tribune, and Inland Valley Daily Bulletin, as well as posted on the SGVCOG website. In addition, a bidder's conference was held as previously scheduled on December 11th, 2007; five firms attended the Bidder's Conference held at Duarte's Community Center. On December 20, 2007, at the identified deadline, two proposals were received.

Both firms were interviewed by the Project Steering Committee during the first week in January and during its January meeting, the Governing Board authorized the Executive Director to execute a contract with Corporation for Supportive Housing (CSH). In response to discussion and concerns expressed by the interview panel, the Executive Director subsequently worked with CSH to further clarify scope, goals, and objectives as well as to develop work plan deliverables.

These activities have brought the study effort to its current point, and the purpose of this meeting was to review the project's scope, work plan, deliverables, and schedule with the Steering Committee and consultant in order to officially commence the project.

4.0 Review of Project Work Plan and Deliverables

Jim McDermott of the CSH team introduced Paul Kradin as the project manager. The CSH team then presented their approach to this project as a two-phased study. The CSH team emphasized the importance of the first phase as a valid data collection exercise, uniformly accepted by stakeholder groups including, but not limited to, local jurisdictions. Steering Committee members and the CSH team concurred that it was important that phase one not be perceived as an advocacy-based effort, but rather be data-driven. The weight of the data itself would then lead the project into phase two: strategy development for coordinated service-delivery to homeless populations in the Valley. There was discussion about the importance of networking and coordinating non-profits, faith-based organizations currently providing a wide array of services to the homeless population in this process.

Questions were raised about the role of SB 2 in the study and how the consultant might engage cities to help them meet needs outlined in the housing element. After extensive discussion, the steering committee agreed that the study's emphasis was not centered around housing element development but rather agreement on a service-delivery system.

Additional questions were raised as to how the consultant will address perceptions that the study intends to identify sites for new facilities. Steering Committee members and the CSH team agreed that this was not the study's purpose and that appropriate solutions could not be formulated until the data collection step was conducted and presented a statement of need. It was adamantly agreed that any solution must be creative, locally-tailored, and scaled to Valley communities.

The CSH team clarified that it will not conduct an actual homeless count similar to that performed by LAHSA last year. Rather, they would focus on verifying and

breaking down these figures to the jurisdictional level. This would be a validation exercise, adjusting LAHSA numbers where appropriate.

Steering Committee members expressed specific concern about collecting data and developing solutions for veterans and families who are homeless. The CSH team responded that they would utilize winter shelter data, agencies that specifically serve veterans, HUD and LAHSA progress reports, and data provided by DPSS to gather this information.

Discussion turned to Section 8 housing resources as part of a possible solution to rotating winter shelters as well as the purchase of nuisance hotels. The CSH team shared that they have literature demonstrating that case management improvement does not mean regions will attract more homeless individuals. The CSH team explained that they could provide an educational component for relevant stakeholders during the second phase of the study, if that is identified as a necessary step.

There was discussion as to including an assessment of best practice findings, however this was determined to be inappropriate for the study's purposes. This study is not intended to assess effectiveness of service-delivery but rather to strengthen the non-profit network without jeopardizing their operations. In addition, the timeline and scope would not allow a best practice component to be included in the study.

Paul Kradin reported that the CSH team would provide a bi-monthly update to the SGVCOG and SGVCOG staff would work with the CSH team to share information with the Steering Committee. The phase one draft report would be completed on May 1st. SGVCOG staff will provide assistance to the project team and would be sending out a letter of introduction for the consultants to city managers and planners that day.

5.0 Schedule of Next Meeting

The next Project Steering Committee meeting is scheduled for 2:00 pm on Monday, March 3rd, 2008 at the SGVCOG office.

6.0 Adjournment

The meeting was adjourned at 3:15 pm.