

COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS

HOMELESSNESS COMMITTEE

MINUTES OF THE MEETING

June 18, 2008

1. CALL TO ORDER AND ROLL CALL

The Coachella Valley Association of Governments' (CVAG) Homelessness Committee meeting was called to order on Wednesday, June 18, 2008 at 10:35 a.m. by Chair Lupe Ramos Watson, at CVAG offices, 73-710 Fred Waring Drive, Conference Room 119, Palm Desert, California 92260.

A roll call of the voting members and ex-officios was conducted and it was determined that a quorum of voting members was present.

MEMBERS PRESENT

Mayor Lupe Ramos Watson (*Chair*)
Councilmember Chuck Vasquez (*Vice Chair*)
Councilmember Karl Baker
Councilmember Patrick Mullany
Mayor Pro Tem Lee Osborne
Mayor Jean Benson
Mayor Pro Tem Ginny Foat
Councilmember Alan Seman
Leticia DeLara, Legislative Assistant

AGENCY

City of Indio
City of Cathedral City
City of Desert Hot Springs
City of Indian Wells
City of La Quinta
City of Palm Desert
City of Palm Springs
City of Rancho Mirage
County of Riverside

MEMBERS ABSENT

Councilmember Jesse Villarreal City of Coachella

MEMBER SEATS VACANT - NOT COUNTED FOR QUORUM

City of Blythe
Agua Caliente Band of Cahuilla Indians
Cabazon Band of Mission Indians
Torres Martinez Desert Cahuilla Indians

EX-OFFICIO MEMBERS PRESENT

Kathy McAdara, Executive Director SafeHouse of the Desert
Tahlib McMicheaux, Executive Director The Well in the Desert
Linda Barrack, Dir. Riverside County Programs/Region D Jewish Family Service of San Diego

EX-OFFICIO MEMBERS NOT PRESENT

Darla Burkett, Executive Director Coachella Valley Rescue Mission
Dan Bass, Executive Director Jewish Family Service of the Desert
Jeffrey Kramer, Chief Financial Officer Shelter from the Storm
Chuck Johnson, Program Manager/Region D Episcopal Community Services
Dale Cook, Community Development Admin./Region D City of Palm Springs

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OTHERS PRESENT

Barbara Bandy, Supervising Officer	Probation
Bill Kramer, Supervisor	Probation
Dan Martinez, Dep. CEO	County of Riverside
Deborah Blaske, Housing Resource Specialist	
Edie Hylton, Community Services Director	City of La Quinta
Helen Carlson, PhD, Program Administrator	Martha's Village & Kitchen
Janet Hough, Planning Manager	CAP Riverside
Jim Hicks	Palm Springs Homeless Task Force
Judy Shea, CEO	Sober Age Center
Kevin A. Johnson, Rev.	
Linda Hodge, Housing Specialist	City of Rancho Mirage
Sly Zelnys, Chair	Palm Springs Homeless Task Force

SUPPORT STAFF PRESENT

Rick Pettet, Supervisor Homeless Programs	County Public Social Services
Maria Marquez, Mental Health Manager	County of Riverside
Aurora Wilson, Director of Community Resources	CVAG
Catherine McMillan, Governmental Services Director	CVAG
Amanda Keil, Management Analyst	CVAG
Valarie Franklin, Program Assistant	CVAG

2. FINALIZATION OF AGENDA / ADDITIONS & REVISIONS

None.

3. PUBLIC COMMENTS

Judy Shea, resident of Desert Hot Springs, commented that NORA (Nonviolent Offender Rehabilitation Act) is coming up on the November ballot to fund services for adults and children. \$65 million for children in the State of California. She hoped that CVAG and all the committees would be interested in making some kind of statement publicizing the fact that they support this kind of a program. It's the first funding she has been able to find for the children. Ms. Shea also provided an update on the Sober Age Center facility in Desert Hot Springs.

Chairwoman Ramos Watson asked staff to provide the Committee more information on NORA.

4. HOMELESSNESS COMMITTEE MEMBER AND DIRECTOR COMMENT

Several committee members and ex-officios provided general comments.

Chairwoman Ramos Watson asked Linda Barrack to provide a report on the County's Continuum of Care Region D meeting. Ms. Barrack reported that they discussed the Homeless Conference that was attended; the Steering Committee was discussed; the HUD

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SuperNova time line was discussed; CV-SOS is back to meeting at the congregations; and Nightingale family shelter is at full capacity; they announced that the homeless count starts in January, 2009.

5. CORRESPONDENCE

None.

6. MEETING MINUTES

Approval of the May 21st minutes is being postponed to the July 16th meeting.

7. ELECTION OF OFFICERS FOR FISCAL YEAR 2008/2009 BEGINNING JULY 1ST

A MOTION WAS MADE BY MAYOR JEAN BENSON, CITY OF PALM DESERT, AND SECONDED BY COUNCILMEMBER CHUCK VASQUEZ, CITY OF CATHEDRAL CITY, TO RE-ELECT MAYOR LUPE RAMOS WATSON, CITY OF INDIO, AS CHAIR OF THE HOMELESSNESS COMMITTEE FOR FISCAL YEAR 2008/2009. MOTION CARRIED.

A MOTION WAS MADE BY COUNCILMEMBER ALAN SEMAN, CITY OF RANCHO MIRAGE, AND SECONDED BY MAYOR JEAN BENSON, CITY OF PALM DESERT, TO ELECT COUNCILMEMBER PATRICK MULLANY, CITY OF INDIAN WELLS, AS VICE CHAIR OF THE HOMELESSNESS COMMITTEE FOR FISCAL YEAR 2008/2009. MOTION CARRIED.

8. UPDATE ON INFORMATION TO BE PRESENTED TO THE TECHNICAL ADVISORY COMMITTEE AND THE JOINT COMMITTEE

Staff reported that at the Homelessness Committee requested a joint meeting of the Homelessness, Technical Advisory and Executive Committees to collectively look at funding options for the Western Coachella Valley Multi-Service Center (MSC). At their June 2nd meeting, the Executive Committee scheduled Monday, September 29th at 4:00 p.m. as the joint meeting date and time. The meeting will take place prior to the regular Executive Committee meeting. In preparation of that meeting, the Technical Advisory Committee (TAC) recommended a meeting with CVAG and County staff on Friday, July 11th at 8:30 a.m. to review the funding options and their impacts and provide direction in preparation of the joint meeting. The meeting with the TAC will begin prior to their regular 10:00 a.m. meeting.

For the past few weeks, CVAG and County staff have been meeting to develop:

- A per square foot cost of what it will take to operate a 47,000 sq ft facility from year to year, including tenant improvements and facility maintenance costs and upkeep. Costs in these two areas include: security, transportation, heat/air, janitorial, maintenance, repair, trash, water, and, electric;
- Costs for infrastructure components, as related to the above, for each program or service in each bay. For example, County Mental Health's SafeHaven Program will

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take up two (2) of the seven (7) bays; the kitchen is approximately ½ bay; dining room, ½ bay, etc.

- It has been determined that a phase in of services and shelter beds would be more acceptable to the member jurisdictions rather than determine costs for an immediate 200+ beds.
- Phase I will include: the County's SafeHaven Program and its accompanying Full Service Partnership Clinic; up to 150 shelter beds (which includes a temporary expansion for the cold weather shelter), the kitchen, the dining room, and the access center. Space in the MSC has been identified for future expansion to the next phase which may include the child care center, additional shelter beds, etc.
- FIND has also taken an interest in one-half of the bays for a satellite, off site emergency food location. Staff continues to work with FIND on this potential project.
- The Homelessness Committee or JPA will have general oversight of the overall program and service operations of the MSC. Although the County has contracted with an operator for its two current Desert homeless programs (the CV-SOS and Nightengale Manor Programs); the Homelessness Committee or JPA will be responsible for issuing an RFP for operations of the shelter programs in the MSC;
- Given that the County will own the building, they will have oversight of the facilities management of the MSC.
- Personnel and base salary costs are being determined through analysis and research provided by County DPSS.

Dan Martinez, County Deputy CEO, reported that the bonds are due to be issued in September. The County is going to move forward next month to finalize the purchase of the McLane site with general fund cash. The plan is to do basic, immediate, tenant improvements on the facility that will provide a basic shelter, kitchen, mental health section. County will be providing all the infrastructure in the facility, and will run all the wiring that necessary to later come back and make any future tenant improvements. The County will be hiring an architect immediately to fast track this project.

Staff reported to get this off the ground it will have to be a phase-in process, so that the immediate services and programs will be in phase one, with others to follow in the second phase. A map was distributed showing the phase-in process of services. Phase one will include up to 150 beds, and that including the cold-weather shelter beds. With the County taking on the tenant improvements, and owning the building, the original \$3.2 million now becomes under \$1 million per year for the operational costs on utilities, maintenance, custodial, day porter and security. The County will be responsible for the facilities management and the Homelessness Committee will be responsible for the general oversight of the Multi-Service Center.

CVAG staff extended their appreciation to staff from County Facilities Management, the County Executive Office, and DPSS Homeless Services Division for their hard work in compiling the information for the presentations. Ms. DeLara thanked CVAG staff, Aurora Wilson and Amanda Keil. Councilmember Mullany thanked the County, Dan Martinez and Leticia DeLara. Ms. DeLara said she will take that back to Supervisors Wilson and Ashley.

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9. PRESENTATION OF RIVERSIDE COUNTY HOMELESS AWARENESS CAMPAIGN SUMMARY OF FOCUS GROUPS

Rick Pettet, Supervisor of Homeless Programs, County's Department of Public Social Services (DPSS) presented the Riverside Homeless Awareness Campaign "Summary of Focus Groups" as commissioned by the County's consultant, Cook & Schmid. The purpose of the focus groups was to obtain information to assist the consultant and the County in selecting images and taglines that would have the highest rate of relevance to each of the five districts and which images and headlines would be most successful in broadening the public's viewpoint about who currently constitutes the homeless population. Focus group sessions were approximately two hours for each session and sessions were conducted in the order listed: Indio, Corona, Riverside, Moreno Valley, and Temecula. A total of 37 individuals participated. The 45 page report was provided to the Committee members.

Mr. Pettet displayed the photographs chosen by the focus group for the ad campaign to educate the public on what homeless people look like: "Homeless - they are not who you think." The ads also make reference to the County's 211 social service reference hotline. The photographs will be available, for anyone to use, in about four to five weeks.

10. DISCUSSION REGARDING POTENTIAL DONOR MEETINGS WITH MEMBER JURISDICTIONS

Councilmember Alan Seman discussed the status of other member jurisdictions coordinating meetings with their community to present the Western Coachella Valley Homeless Multi-Service Center (MSC) and the need for community support. In April, Councilmember Seman assembled residents from his city to hear a presentation on the MSC. The meeting was to educate the local residents on the MSC and the services that will be offered, financial support from government and the need for community support. The meeting was well attended and follow-up meetings are to be scheduled.

Councilmember Seman submitted and read for the record, an e-mail he received from his city's attorney that states, *"Toni Eggebraaten called me about some possible cash donations that might be offered to CVAG for the construction of a Homeless Shelter. The reason she contacted me is that she believes Council Member Seman's (admirable) community outreach efforts may prompt individuals and businesses to want to offer cash contributions to CVAG for the homeless shelter. She wanted to know if I believed such cash contributions to CVAG would be tax deductible like they would be if the contributions were made to a city for the same purpose. I told her I believed such cash contributions made to CVAG would likely be tax deductible since the members of the JPA (CVAG) consist of 'political subdivisions of the state.' (Cities and the County). I know that cash contributions to 'political subdivisions of the state' are tax deductible. The only reference I could find regarding this matter however is from a JPA formed in San Diego County that includes San Diego County and several cities. On their website, they posted the following:*

Is the Sand Dieguito River Park a 501(c)(3) organization? No. 'However, gifts and bequests to the San Dieguito River Park JPA are deductible for income, gift and estate tax purposes. The San Dieguito River Park JPA accepts and administers donations, gifts, endowments and bequests for conservation purposes. The Joint Powers Authority was established as a separate public entity similar to a city or county. Under the federal tax law, contributions to the JPA are as tax deductible as contributions to a private, charitable "501(c)(3)

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organization. You may wish, however, to make contributions instead to the San Dieguito River Valley Conservancy, a private 501(c)(3) organization which was established by supporters of the San Dieguito River Park. [Emphasis added.]

Although the above cannot be relied on as legal authority, it is consistent with what my option is on the matter. We are going to check with the above JPA to see how they reached this conclusion - as a favor for Toni E. My office will not be providing CVAG with a formal opinion on this matter. I just thought I let you know that this issue may be coming up at a CVAG meeting and I wanted to let you know I am aware of the situation. Regards, Steve Quintanilla, City Attorney, City of Rancho Mirage."

Councilmember Seman said that it would be good if each city proposed to have a committee that would get together to solicit donations from the influential people in the Coachella Valley.

Mayor Pro Tem Foat said that she would be willing to develop such a committee, but would like to see something from the County in the way of pictures, drawings, etc. to use as props. Chairwoman Ramos Watson also volunteered to create such a committee. Councilmember Baker said that he would volunteer if staff would create a PowerPoint presentation, centered around the pictures, and related to pictures in the building, that he could take around to the different Rotary Clubs. Mr. Pettet said that his unit would be happy to create larger poster/easel size pictures for such an event.

11. PROGRAM PLANNING SUBCOMMITTEE REPORT

Staff reported that the Program Planning Subcommittee meets regularly on the first Monday of every month at 1:00 p.m. The June 2nd meeting of the Subcommittee was postponed due to much work that was being done by CVAG and Riverside County Staff to finalize plans for the phased approach, including operating and capital budgets, in preparation for the July 11th Technical Advisory Committee (TAC) meeting. Because much of this information directly effects the actions of the Subcommittee, the meeting was rescheduled for June 23rd at 1:00 p.m.

Some of the meetings to determine which service providers would like to be co-located at the Multi-Service Center's Access Center were held in the last month. Meetings of the Veteran's Services Providers, General Case Management Providers and HIV/AIDS Service Providers were held with only one half of the expected turn out. Attendees were given information about the MSC and discussions about how each agency can be involved were held. Several agencies expressed interest in providing services in the Access Center, while other mentioned interest in operating the kitchen/dining area or the facility itself. Funding opportunities that agencies may have access to was also discussed. Attendees were invited to attend the monthly Homelessness Committee meetings to keep updated on the progress. All attendees were informed that an update on the process will be given to each of them by e-mail and that follow-up meetings will be held in the coming months.

At the last Homelessness Committee meeting, the Request for Qualifications (RFQ) for the operator of the facility had been drafted and was presented to the Committee. Several changes were discussed at that time. Since then, discussions with County staff have precipitated several decisions that affect this process. First, with the County planning to oversee the facilities, maintenance and upkeep of the building, this component will be

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removed from the duties of an operator. Second, the Access Center will not be fully operational during this first phase, so the capacity of the Operator has changed, and some of these issues have yet to be addressed. For example, the question was raised that perhaps separate RFP should be released for the kitchen/dining room, the shelter and, eventually, the Access Center, Child Care Center, etc. With the initial phase determined, and an operating budget being finalized, it may be more advantageous for CVAG to release an RFP for a shelter manager to specifically manage the components of this first phase. Many of these issues will be resolved through upcoming Subcommittee meetings and additional County and CVAG staff meetings. The decision regarding how to proceed with determining the operator in the RFP process will be brought back to this Committee in the coming months and a recommendation will be brought to the Joint Meeting in September, after which the RFP will be released.

12. FINANCE PLANNING SUBCOMMITTEE REPORT

Staff reported that at the last meeting of the Homelessness Committee, options to allow CVAG to accept private foundation funds for the Multi-Service Center (MSC) were presented. The Committee provided direction to staff to further research the fiscal sponsor options. The three options suggested were: Desert Community Foundation, The Community Foundation (Serving Riverside and San Bernardino Counties), and the United Way of the Desert. Following the Committee meeting, it was suggested that the Regional Access Project (RAP) Foundation also be contacted. CVAG staff met or talked with representatives from each of these four organizations and discussed how a fund could be established, what the return rates and fees could be and what other types of services the organization could provide. The next step following creation of this fund is also an important component of the decision making process. In most cases, the money put into these funds would need to be transferred to a non-profit. This non-profit could either be the operator of the facility or a separate non-profit created for this purpose. It appears that an RFP process would be necessary due to the number of options available and the nature of this type of agreement. Staff continues to make contact with foundations where appropriate, but are not able to move forward with any application/letter of inquiry process until 501(c)(3) status or a fiscal sponsor is in place.

Staff is looking for direction from the Homelessness Committee regarding the next steps towards an agreement with a fiscal sponsorship.

A MOTION WAS MADE BY MAYOR PRO TEM GINNY FOAT, CITY OF PALM SPRINGS, AND SECONDED BY COUNCILMEMBER KARL BAKER, CITY OF DESERT HOT SPRINGS, TO DIRECT STAFF TO SEND OUT AN RFP FOR A FISCAL SPONSOR. MOTION CARRIED.

13. BUS PASS PROGRAM

Staff reported that due to a request by the Homelessness Committee, SunLine Transit Agency agendaized the issue of supporting the Bus Pass Program at it's April and May Board Meetings. At the April meeting, it was decided that SunLine would assist CVAG in pursuing other grant opportunities and would research other ways in which to make a contribution without reducing their fare box ratio.

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In follow up, at the May meeting, the staff recommended motion was that SunLine apply with CVAG to the Riverside County Transportation Commission (RCTC) for the Job Access and Related Commute (JARC) Program. Their proposed requested funding amount was \$30,000.

CVAG staff met with SunLine and RCTC staff several times following the May meeting to determine the parameters and how to move forward with this application. It was determined that the Bus Pass Program, as it is currently, could not be funded under the JARC Program. After meeting with RCTC's consultants, it was determined that a small component of non-fixed route/alternative transportation could make this program fundable.

If funded, the Bus Pass Program would evolve to include some partnerships with taxi-cab companies, the TRIP Program or other non-fixed route providers in the Valley to provide alternative forms of transportation for homeless/near homeless individuals who are not able to utilize mass transportation due to routes, schedules or other barriers. The new Program, deemed the "Transportation Program for the Homeless," would broaden the current program slightly by allowing the purchase of more bus passes/vouchers and alternative methods. The adapted program is also designed to allow metamorphosis to a Program that supplements transportation to the Western Regional Multi-Service Center, through relationships with the aforementioned alternative transportation providers.

After researching data acquired from the previous eight months of bus pass usage/requests, it was determined that funding would be applied for in the amount of \$32,000 for each of the two years. This application amount requires a match from local sources in the amount of \$32,000, which will be requested from the cities and local foundations. For Year 1, which would begin in October 2008, the remaining funding, \$6,082, could be used towards this match, requiring only \$25,918 to be raised local in the first year. This amount is nearly \$10,000 less than the \$35,635 raised in this first year.

It was also suggested that CVAG apply for funding for a "Mobility Manager" position. Funding received for this component would fund a portion of both Amanda Keil's and Aurora Wilson's salaries for CVAG's time and resources spent on the "Transportation Program." The total estimated amount to be spent by CVAG each year on the Program/Mobility Manager is \$9,060. \$7,248 is requested from JARC for this position and the required 20% match (\$1,812) would be provided in-kind by CVAG.

During a conference call on June 6th, 10 days prior to the due date of the application, it was determined that CVAG would have to be the lead on the application. With little time remaining, the application for funding was completed by CVAG staff with some assistance by SunLine staff, and submitted on June 16th. The results are to be released by October 2008.

The Bus Pass Program continues to distribute passes monthly to several of the sixteen participating agencies, who continue to need more passes than what are available. The Program continues to welcome other agencies, but is becoming stretched. Agencies are reminded to place orders each month for fair amounts and to distribute with care and monitor the usage of the passes, ensuring they are being used for case management services. Many agencies have been working together monthly to ensure that their clients' transportation needs are met. If one agency runs out of passes, they are calling upon colleagues to fulfill these needs whenever possible.

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Chairwoman Ramos Watson asked staff to address the “routes to the MSC” She said there needs to be a solution on moving people in a year from now, when the MSC is open. Also, when making presentations to possible donors and community groups we will need to include the transportation options we are looking at, as a solution

14. ATTENDANCE RECORD

The attendance record was included in the full agenda packet.

15. ANNOUNCEMENTS

15.1 NEXT MEETING OF THE HOMELESSNESS COMMITTEE

The next scheduled Homelessness Committee Meeting is for the third Wednesday, July 16, 2008 at 10:30 a.m. in CVAG’s conference room 119.

15.2 OTHER CVAG MEETINGS

Please plan to attend CVAG’s Annual General Assembly at the new Agua Caliente Casino Resort and Spa (32-250 Bob Hope Drive) in Rancho Mirage on Monday, June 30th at 6:00 p.m. The cost will be \$40.00, which includes dinner. Please be sure to register by Thursday, June 26th with Joanna Stueckle at jstueckle@cvag.org or by calling CVAG at (760) 346-1127.

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Valarie Franklin, Program Assistant
Department of Community Resources (DCR)
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