

CoCo LEAD Plus
(Contra Costa Law Enforcement Assisted Diversion)
Policy Committee and Operations Committee
Joint Meeting

[Meeting Notes](#)

Wednesday, October 23, 2019
9:00 am to 11:00 am
1430 Willow Pass Road, Suite 100
Concord, Ca 94520

Meeting Steward: Bryan Forrester PhD (Behavioral Health Services)

Committee Members Present: Donte Blue (Office of Re-entry and Justice), Chris Celio (Portia Hume Center), Michael Fischer (Health, Housing and Homeless Services), Alicia Jackson (Proxy for Bill Jones), Jeff Landau (Racial Justice Coalition), Ellen McDonnell (Public Defender's Office), Dee Myers (Community Works West), Marie Scannell (Behavioral Health), Tony Ucciferri (Contra Costa Housing Authority), John Vanderklugt (Antioch Police Department), Robert Weston (HealthRIGHT360),

Committee Members Excused: None

Committee Members Absent: Chad Cardoza (Probation Department), Patrice Guillory (HealthRIGHT360), Venus Johnson (District Attorney), Jenny Robbins (Health, Housing and Homeless Services), Dolores Williams (Bay Area Community Resources)

Public Attendees: Sara Bastomski (Urban Institute), Lynsey Cramer (Urban Institute), Libby Dole (Urban Institute), Nicole Cuellar (Community Works West), Lisa Gregory (CoCo LEAD Plus), Kevin Martin (Community Works West), Alicia Nuchols (Supervisor Diane Burgis' Office)

Staff Support: Audrey Montana

(1) Welcome, Call to Order, Introductions, Review Agenda, Review Notes (August 28, 2019) Announcements:

- Welcome, Call to Order and Introductions completed
 - The Policy Committee has eleven members. To have a quorum there must be eight Committee members present. No quorum for the Policy Committee meeting today.
 - The Operations Committee has twelve members. There are nine members and one Proxy present. There is a quorum for the Operations Committee meeting.
- Reviewed Agenda
- Reviewed Notes (August 28, 2019) – Revisions recommended
 - Motion by Tony Ucciferri to approve notes as revised. Seconded by Donte Blue.
 - Vote to Approve Notes as Revised
 - Vote: Donte Blue (1), Chris Celio (1), Michael Fischer (1), Bryan Forrester (1), Alicia Jackson (proxy for Bill Jones) (1), Ellen McDonnell (1), Dee Myers (1), Tony Ucciferri (1), John VanderKlugt (1), Robert Weston (1) – Approved
 - Note: Vote of 1 = Vote to fully support the motion
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- Announcements
 - (Robert Weston)
 - Dolores Williams (Program Coordinator with Bay Area Community Resources) will be on leave rest of this year and, as a result, Laura Kantorowski from BACR will be sent invites for this Committee.
 - BACR Workforce Development services contract has been terminated with no fault of BACR. Individuals we assist need intensive case management and are not ready to utilize these services (due to co-occurring disorders, homelessness, disability, etc.).

(2) Discussion – Attendance: Review charter policies regarding committee member attendance requirements:

- Open discussion
 - Previously had many more meetings now meeting schedule streamlined and less frequent
 - Annually eight Joint Policy and Operations meetings (fourth Wednesday monthly on non-Local Advisory Committee (LAC) months) and four Local Advisory Committee (LAC) (Fourth Wednesday quarterly) - total of 12 meetings annually
 - Probation Department missed many meetings. Suggest request another representative.
- Vote by Operations Committee to reduce percentage required to establish quorum for Operations Committee meetings:
 - Motion by Tony Ucciferri to reduce quorum percentage requirement to fifty percent plus one (seven Committee members). Motion seconded by Donte Blue.
 - Vote to Approve Motion
 - Vote: Donte Blue (1), Michael Fischer (1), Bryan Forrester (1), Alicia Jackson (proxy for Bill Jones) (1), Ellen McDonnell (1), Dee Myers (1), Tony Ucciferri (1), John VanderKlugt (1), Robert Weston (3) – Approved
 - Note: Vote of 1 = Vote to fully support the motion
 - Vote of 3 = Vote as “I have no strong feelings but will support the group’s decision.”
 - Robert Weston discussed his (3) vote: Quorum initially set high to encourage participation. Reducing can result in less attendance. Charter states if a member misses 25 percent of meetings in one year, that member could be removed. Would this provision be changed also? Vote remains at (3). Article 11 (page 8) of the Policy Council refers to amendments to Operating Guidelines. Operation Committee does not have a similar guideline. Can review this issue a later time. Operating Guidelines (pages 2-3 section 2.2.4) details what this Committee does. Will not move to continue discussion at this time.

(3) Discussion – Voting Review existing voting policies in charter for possible changes:

- Discussion – whether to continue with the 1 through 5 count system for voting procedures

(4) Discussion – Policies: Review charter policies on proxies including the lack of proxies for Policy Committee:

- Discussion
 - Permitted for the Operations Committee but not the Policy Committee. Since there is not a quorum for the Policy Committee today, cannot vote on proxies at this time.

(5) Discussion – Urban Institute: Question/Answers regarding Interim Report:

- August 2019 submitted Interim Evaluation Report
- Received questions and responded. Discussion on Report, suggestions, comments

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(6) Update: Outreach and Engagement: Inform committee of recent changes to outreach and engagement efforts (including HMIS):

- Robert Weston
 - Have reached out to other agencies in East Contra Costa County (especially Antioch) and shared referral information with these agencies
 - Working with Director of the Don Brown shelter (Rebecca Sanders who previously worked with Project Hope) who knows the population in Antioch, reviewed a list, identified a dozen individuals and knew their locations
 - We went out into the field for outreach, met a number of individuals, identified referrals. Enrolled four people in four days. Enrolled one yesterday. In seven days, had five enrollments.
- Bryan Forrester
 - We can share information with the Don Brown Shelter. Rebeca Sanders looked up individuals on the Homeless Management Information System (HMIS) system and found some people. Found one person who was enrolled the next day.
 - HMIS is used by multiple agencies and organizations that enter info into the system once contact is made. We looked up other names but those individuals had not been entered into the HMIS.
 - These individuals may have had contact with other agencies or organizations so we plan to meet with other such agencies and organizations.
 - Went out eight hours total for two days, contacted sixty homeless people. Located three referrals who we could not contact previously to enroll.
 - One referral Bryan Forrester met previously. The referral did not want to speak with us. Rebecca Sanders saw this person, walked up to the individual, vouched for our program and the individual signed up for the program. Two people signed that day. A third agreed to sign. Continued with outreach obtained two more program enrollees. Totalled five. Rebecca identified three more individuals who she knew the location of who she believed will also sign and enroll. We enrolled a total of eight individuals in two weeks. Will be going out to conduct outreach again tomorrow.
 - A total of eight enrolled in two weeks. More than in the past two quarters. Six months worth of enrollments in two weeks. The result of working with other agencies, organizations and people experienced in this field.
 - On October 30th, we will meet with other agencies and other organizations (i.e. Antioch Police Department, Hume Center, DHD, HealthRIGHT360, Public Health and Health Care for the Homeless to discuss an integrated inter-disciplinary, inter-agency outreach process.

(7) Update LEAD: Inform members of the upcoming seminar:

- Ellen McDonnell
 - Accepted into the LEAD National Learning Workshop – 15 Teams from sites get together to offer technical assistance, learning opportunities, planning, advice, etc. Is free to our program. Only pay our own travel. A group from this program will go to Seattle end of January. Suggested we reach out to the District Attorney's Office to see if a staff member would be interested in also attending.

(8) Update – Urban Institute: site visit, data, etc.

- Sarah Bastomski from Urban Institute presented with a PowerPoint presentation.
 - Provided information and data for dates from July 2018 to March 2019. Currently visiting, conducting site visits, attending meetings, holding focus groups, collecting data and will return in six months.

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(9) Public Comment:

- (Lisa Gregory) Continue this collaboration and develop that relationship with the staff that are out there daily doing this work. Ask to be contacted if they have information on individuals.

(10) Adjourn:

- Due to the Thanksgiving Holiday, the next meeting will be **Wednesday, November 20th**, from 9:00 am to 11:00 am.