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Meeting Minutes

Reaching Home - Community Advisory Board (CAB)

December 2, 2024, 10:00-11:00am

PRESENT: Aly Essa, Sylvia Ceacero, Calvin Leitner, Jason Walsh, Jared Melvin, Ian Bermeo, Lee King, Filip Ani, Jerry Michael, Sharlene Law, Don Elliott (ex-officio), Donna Wingfield (ex-officio)

STAFF: Jamie Proctor, Lauren Vaillancourt, Gina Dolinsky, Christine O'Brien (recorder)

GUESTS: Angela McNulty-Buell, Katherin Cooper, Jessica McDonald

REGRETS: Ron Rice, Jennifer Fox

The meeting called to order at 10:00am by Chair, Aly Essa

1. Territorial Acknowledgement, Welcome & Roll Call

The Chair provided a Territorial Acknowledgement and welcomed CAB members, CRD staff and guests to the meeting and asked they introduce themselves.

2. Approval of Agenda

Motion to approve the agenda as presented.

MOVED by Sylvia Ceacero **SECONDED** by Jared Melvin **CARRIED**

3. Approval of September 2024 Meeting Minutes

Motion to approve the minutes as presented.

MOVED by Jared Melvin **SECONDED** by Sylvia Ceacero **CARRIED**

4. Business Arising from Previous Minutes

Correct meeting minutes from September 2024 to reflect Jerry Michael on the list of attendees present.

5. Updated Investment Plan for 2024-26 Incremental Funding and CFP

a) Investment Plan



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A proposed 2024-26 Reaching Home Investment Plan and CFP was presented by CRD Staff. Discussion occurred around information the CRD is aware of related to Reaching Home funding for 2024-26.

CE staff requested direction and a recommendation from the CAB on an updated Investment Plan for the Reaching Home Program that allocates new additional funding for the 2024-26 fiscal years. This investment plan is proportionally aligned with the CAB's original allocations.

Additionally, the CRD asked the CAB to:

- Provide feedback on activities that should be prioritized for funding in the upcoming Call for Proposals.
- Establish a sub-committee to score and approve funding applications following the Call for Proposals.

CAB recommended an amendment to the Investment Plan by reducing Client Support by \$150,000 in each fiscal year and allocate that amount to Prevention and Shelter Diversion Services. Revised Investment Plan to look like:

Motion to amend the proposed Investment Plan I suggest writing the motion "The CAB recommend an updated Investment Plan for the Reaching Home Program to allocate incremental funding for the 2025-2026 fiscal years."

| Activities area | 2024-25 Final | Final % | 2024-25 Final 2 | Final %3 |
|--|---------------------|-------------|---------------------|-------------|
| Housing Services | \$ 406,446 | 11% | \$ 406,446 | 11% |
| Prevention and Shelter Diversion | \$ 637,736 | 17% | \$ 637,736 | 17% |
| Client Support Services | \$ 1,313,206 | 35% | \$ 1,313,206 | 35% |
| Capital Investments | \$ - | 0% | \$ - | 0% |
| Coordination of Resources and Data Quality Improvement | \$ 824,255 | 22% | \$ 824,255 | 22% |
| Administration | \$ 561,467 | 15% | \$ 561,467 | 15% |
| TOTAL | \$ 3,743,110 | 100% | \$ 3,743,110 | 100% |

MOVED by Jerry Micheal **SECONDED** by Sylvia Ceacero **CARRIED**

b) Priorities for Funding in CFP

Motion to have geographical locations and the following four demographic attributes prioritized for funding in the Call for Proposals: Youth, Seniors, Indigenous populations and women and children fleeing violence.

MOVED by Jared Melvin **SECONDED** by Sylvia Ceacero **CARRIED**

c) Evaluating and Scoring Committee



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Motion to create a committee made up of CAB members and CRD Staff, to score and approve funding applications.

MOVED by Sylvia Ceacero **SECONDED** by Jared Melvin **CARRIED**

Volunteers to join the application evaluation and scoring sub-committee: Jared Melvin, Sylvia Ceacero, Sharlene Law, Filip Ani and Jerry Michael

Areas of note

- Going forward, the CAB would like to see consideration of funding dedicated to Capital Investments.
- There is a gap in the community for support services that help people move from Supportive Housing into Independent Housing

6. Community Plan

The Reaching Home Program requires Community Entities to develop a Community Plan at the start of each funding cycle. A draft of the Plan was presented to the CAB in September 2024 for feedback.

Motion to approve the 2024-26 Capital Regional Community Plan as presented.

MOTION by Aly Essa **SECONDED** by Jared Melvin **CARRIED**

7. Administrative updates:

CRD Staff provided an update on CE administrative activities:

- The Q2 Claim Reviews for 10 sub-projects were completed and payments issued.
- In-Person Site Visits for all sub-projects were conducted with all Sub-Projects in October and November. During these visits, we explored the possibility of organizing an annual gathering with CAB members and other sub-projects. The response was overwhelmingly positive, with most sub-projects expressing interest.
- The contract with CSPC to administer the 2025 PiT Count has been finalized, and CSPC is now preparing for the March-April 2025 Count.
- The first meeting with the PiT Count Advisory Group took place in mid-November, with CE staff in attendance, who will continue to be part of the Advisory Group.



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- Six members of the CAB will be stepping down, either due to the completion of their terms or by choosing not to renew. The Public Notice for new CAB members expired on November 29, and we are currently reviewing applications from interested applicants. The CRD plans to submit the recommended slate of nominees for CRD Board approval in January 2025. Once the selection process is complete, we will inform all candidates of the status of their nominations.

8. ADJOURNMENT

The meeting was adjourned at 11:00am by Chair, Aly Essa.