

**Reaching Home – Community Advisory Board (CAB)**

**September 8, 2023 9:30am-11:30am**

---

**PRESENT:** Sylvia Ceacero, Jared Melvin, Clint Kuzio, Jordan Koe, Aly Essa, Bojan Grbavac, Calvin Leitner, Jennifer Fox, Ron Rice, Ian Bermeo, Sharlene Law, Lee King, Donna Wingfield (ex-officio)

**STAFF:** Nadine Kawata, Jerry Michael, Christine O'Brien (recorder)

**REGRETS:** Don Elliott (ex-officio), Margaret Charlie, Magat Vohra, Jason Walsh

The meeting was called to order at 9:38am

**1. Territorial Acknowledgement, welcome and roll call**

The chair provided a Territorial Acknowledgment and welcomed CAB members to the meeting. Participants introduced themselves. CRD staff recorded members in attendance.

**2. Approval of Agenda**

Motion to approve the agenda as presented.

**MOVED** by Lee King                      **SECONDED** by Jared Melvin                      **CARRIED**

**3. Approval of June 12, 2023, previous meeting minutes as presented.**

Motion to adopt June 12, 2023 meeting minutes as presented.

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

**4. Business Arising from the minutes**

No business to review.

**5. Call for Proposals and Unspent Funding**

9:43am Calvin Leitner and Ian Bermeo recused themselves from the discussion.

Motion: Motion to approve recommended projects as presented.

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

9:48am Ian Bermeo and Calvin Leitner re-entered the meeting.

## 6. Point-in-Time Count Results

- CRD staff presented on findings of the 2023 Point-in-Time Count.

## 7. CE Administrative updates

### CAA/HIFIS Overview

CRD Staff provided an update on implantation of CAA/HIFIS:

- Reaching Home directives have minimum requirements for Coordinated Access (CA) supported by the Homeless Individuals and Families Information System (HIFIS).
- Currently the community planner is regularly connecting with BC Housing, the Victoria Native Friendship Center (Reaching Home Indigenous Homelessness CE), the Alliance to End Homelessness in the Capital Region and the Aboriginal Coalition to End Homelessness. Additionally, Indigenous partners, People with Lived/Living Experience, and homeless serving organizations are being invited to engagement sessions.
- The CRD and VNFC jointly hosted a CAA workshop in June which was well received by participants in attendance.
- Currently seeking support from a consultant through an RFP, to develop governance and process for CAA.
- BC Housing has a provincial HIFIS license and is expanding its deployment to Reaching Home Designated Communities. The community planner is attending biweekly meetings with other Designated Communities CEs, BC Housing and Infrastructure Canada related to this expanded use of HIFIS.
- Next Steps: Reviewing proposals for IT business analyst using the RH funds allocated to HIFIS deployment. The Business Analyst will work on system mapping, further defining system requirements, training requirements and assist with setting up the system administration role.

## 8. Call For Proposals

Motion to create a sub-committee made up of CAB members to score and approve funding applications between CAB meetings for the existing Call For Proposals.

**MOVED** by Jared Melvin

**SECONDED** by Calvin Leitner

**CARRIED**

The following members volunteered to be a part of the scoring committee: Sylvia Ceacero, Jared Melvin, Calvin Leitner and Nadine Kawata

## 9. Adjournment

Motion to adjourn.

**MOVED** by Sylvia Ceacero

**SECONDED** by Jared Melvin

**CARRIED**

The meeting was adjourned at 10:21 am