



**Homelessness and Basic Resources Committee (HBRC)
Meeting Minutes
December 4, 2017**

Attended: Debbie Cavion, Nadine Hernandez, Irene Martinez, Livier Martinez, Paul Miller, Kim (Loni) Nguyen, Giovanni Rodriguez, Logan Snyder, Pauline Swartz, Koji Uesugi, Maricela Vazquez, Jeze Lopez, Kenneth McAlpin, Susie Chen

Meeting called to order at 1:05 p.m.

I. Call to Order & Welcome/Introductions

- Koji Uesugi welcomed committee members
- Members introduced themselves
- Koji reviewed the agenda, assigning one hour to regular committee meeting and 30 minutes to the Food Insecurity Project Team.

II. Review and Approval of Minutes

- Minutes for the November 20, 2017 meeting were approved with the following revisions:
 - *Mt. SAC*, instead of *MtSAC*
 - Item III. Updates, second paragraph, change *Qualtrex* to *Qualtrics*
 - Item IV. Explore Partnerships with Food Banks, last paragraph, remove *Jeze*
 - Item IV. Homelessness and Basic Needs Education, Reports and Trainings, third paragraph, change *research* for *researching*

III. Updates

1. Hunger Free Campus Expenditure Parameters

Koji shared clarification regarding the Hunger Free Campus funding parameters, in accordance with the Chancellor's office:

- There is still a lack of clarity on all allowable expenditures for the \$68,000 grant received by Mt. SAC.
- Except for extreme emergencies, funding cannot be used to purchase meal cards as the goal is to provide campus food distribution and increase enrollment in CalFresh. Students can currently access meal cards through a referral system to Student Equity (Eric Lara's office) on campus. Referrals can be made by faculty, staff, and managers.
- Toiletries are not allowable expense items.
- Tablet or laptop purchases for use in CalFresh enrollment assistance are allowable, as long as they are properly justified to support CalFresh access.
- Conferences are not allowable expenses. However, funds to train staff on completing the CalFresh application are allowed.

- Expenditures for outreach materials that promote Cal Fresh are allowed if they promote CalFresh enrollment. For example, tote bags for food distribution is an allowable marketing item.

On March 1-2, 2018 in Los Angeles, there will be a National Conference for Family and Youth Homelessness. Koji will forward the link for those who wish to attend. Mt. SAC's POD funding may be used towards attendance at conferences.

Sodexo and Farmer's Market

Koji will be meeting with Sodexo to discuss the acceptance of EBT cards on campus. Koji mentioned that special populations (homeless; persons with disabilities; and seniors over 62) can purchase hot meals from approved vendors. The committee may consider approaching local vendors to accept EBT cards for hot meals.

The local Farmer's Market vendors will also be approached regarding the acceptance of EBT cards. Paul Miller suggested that the committee conduct more research on this prior to presenting it to Mt.SAC's Administration for consideration.

Outreach Event (Debbie)

2. Basic Resources Compilation

Logan, Giovanni and Maricela are working on compiling basic resources for the homeless for campus distribution. Members will meet during the Winter Session to categorize the list and call to verify process and eligibility. Koji will forward an off-campus resources list to Giovanni. The intent is for the centralized list to be shared internally with campus staff and students.

3. Homelessness Training

Jeze spoke with Raji Schivashanker, Coordinator for the Youth Entry System at Hathaway Sycamore in Pasadena regarding possible in-service trainings. He asked if they can recommend speakers, topics or webinars to the committee. A meeting will be scheduled in January for the design and development of in-service trainings at Mt.SAC. Jeze recommends that the committee suggest topics to present at this meeting. The following suggestions were made:

- Housing development projects for youth (current and planned)
- General overview: the state of homelessness
- Housing Referral process
- Best practices from other colleges (what funding and services are available)
- Access to healthcare
- Dental screening fair resources
- How to start the conversation with students that may be homeless
- Eligibility issues
- Chronic and urgent needs (what resources are available for urgent needs)
- Work preparation (self-sufficiency)
- What work opportunities does Mt.SAC provide to Mt.SAC homeless youth

4. Shower Facilities Walk Thru

Debbie invited interested members to tour the shower facilities on Monday, December 11, 2017 at 2:00 p.m. (Bldg. 6) to conduct a walk thru.

Paul Miller suggests that it is important to distinguish who is allowed to use the showers. According to legislation, showers should be accesible only to students. Once the site is toured and legislation is reviewed, the committee would be better informed on how to promote the accesibility of the showers.

Kenneth will review the sinks in the gym to see how they might be reinforced for more sturdiness.

IV. Discussion Items

1. Food Insecurity Project

CalFresh Day Partner – this was reviewed in the updates section.

Food Distribution Partners

Sowing Seeds for Life is scheduled for a conference call with Koji tomorrow to discuss a potential partnership with Mt.SAC. Our goal is to replicate the mobile food distribution that is currently hosted at Cal Poly Pomona.

2. HBRC Webpage

Development Team – Giovanni, Maricela and Logan will work on the webpage once the compilation is completed.

Sample Webpages – Irene shared the Pomona College website’s Here-to-Help Guide. This link, as well as two other college and university programs will be shared with members.

3. Meeting Times

Discussion regarding upcoming meeting times was held. It was determined that in Winter, the committee will meet on the 2nd and 4th Monday of the month.

V. Good of the Order (member announcements)

VI. Next Meeting

- Monday, January 8, 2018 at 1:00 p.m. (9C-5)

Meeting adjourned