

**Minutes Resident Opportunity & Self Sufficiency
Program Coordinating Committee Meeting
September 8, 2010**

Present: Director-Meals on Wheel; Clinical Lead-Senior Crisis Team; Division Chief-Adult Protective Services; Senior Service Manager-Area Agency on Aging; Director Senior Community Services -Jewish Community Center

Director-EOPS/TANF Works Community College; Client Services Manager-*AnyTownWorks*; Division Chief-TANF/*AnyTownWorks*; Manager-Central Valley *Worksource* Center; Community Relations Officer-Unified School District Adult & Community Education; Job Developer-Unified School District Adult & Community Education; Vice President Student Services-Mountain Community College

Agenda:

Discussion:

- I. Any Town Housing Authority described the Department of Housing and Urban Development requirements for Resident Opportunity & Self Sufficiency program.
- II. Agencies present discussed and acknowledged that agencies shared clientele and that it would not be difficult to recruit participants from among the agencies clients.
- III. Agencies identified common family characteristics and needs (see Attachment A)

Decisions:

- I. A decision was made to identify staff in each agency that would be in the best position to have and distribute outreach materials. Partners will e mail Any Town with the names and contact information for their staff. Any Town will contact each partner to identify these staff and to arrange for the delivery of outreach materials and a small “script” for staff to use when explaining the ROSS program to their clientele.
- II. A decision was made to pursue a small Program Coordinating Committee case management sub committee in the future. This sub committee, using signed “Authorizations to Release Information” would work with the families to ensure coordinated services.
- III. A decision was made to have the PCC carefully review the demographics of the ROSS clientele, when final enrollment is complete, to further identify the ways in which the PCC partner agencies can best serve them.
- IV. A decision was made to negotiate a Memoranda of Understanding amongst Any Town Housing Authority; Adult Protective Services Senior Crisis Team, and Area Agency on Aging that details steps to be taken to reduce intake roadblocks and regulatory barriers in providing services to elderly and disabled residents in ROSS programs.

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- V. A decision was made to further discuss Any Town Adult Education's Life Skills classes and Mountain College and Mountain Community College Equal Opportunity Program's Academies as a possible starting point for assessment and planning activities for FSS families.

- VI. An agreement was reached for Any Town Housing Authority and Department of Health and Human Services to investigate further opportunities for a mutual agreement to share data and database information on mutual clientele. Any Town will forward HUD's boiler plate for Memoranda of Agreement between Housing Authorities and local DHHS TANF offices for this purpose.

Follow Up:

- I. Develop ROSS outreach procedures with each ROSS partner agency.

- II. Pursue discussions with Any Town Adult Education, Mountain College and Mountain Community College Equal Opportunity Program Academies, and Any Town Works about initial formal vocational assessment and planning services for ROSS families.

- III. The next meeting of the Any Town Housing Authority's ROSS PCC will be held in October 2010.