



**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)  
Executive Committee Meeting Agenda**

April 17, 2024, at 3 p.m.

**Committee members must participate in person** (unless excused for just cause reasons, or for emergency reasons approved by the HSOC).

**Room 356, County of San Luis Obispo Department of Social Services  
3433 South Higuera, San Luis Obispo, CA 93401**

Members (those with just cause reasons approved by the HSOC staff) and the public may participate by Zoom video call:

<https://us06web.zoom.us/j/85070743105?pwd=65qLMXxoh7YV01S4Xj0wNyWcuJqpx7.1>

Or dial in:

+1 669 444 9171

Meeting ID: 850 7074 3105

Passcode: 024739

1. Call to Order and Introductions (\*2 minutes)
2. Public Comment (\*6 minutes)
3. Consent: Approval of Minutes (\*2 minutes)
4. Action/Information Discussion
  - 4.1. HSOC Administration
    - 4.1.1. Action Item: Approve the Appointment of Alternates (\*5 minutes)
      - 4.1.1.1. Committee Questions
      - 4.1.1.2. Public Comment
      - 4.1.1.3. Committee Discussion and Vote



#### 4.2. HSOC Governance Structure

4.2.1. Discussion Item: Possible Amendments to the Bylaws to Give HSOC Chair the Authority to Appoint an Ad Hoc Committee to Approve Grant Recommendations Under Certain, Limited Circumstances; Update the Language to Reflect the Five-Year Plan; and Make Minor Corrections (\*15 minutes)

4.2.1.1. Committee Questions

4.2.1.2. Public Comment

4.2.1.3. Committee Discussion

4.2.2. Action Item: Vote to Create Three Standing Committees of the HSOC – Data and Performance Committee, Coordinated Entry Committee, and Services Coordinating Committee – to Go Into Effect Upon Approval of Proposed Bylaw Changes that Grant the Executive Committee Authority to Create Standing Committees (\*5 minutes)

4.2.2.1. Committee Questions

4.2.2.2. Public Comment

4.2.2.3. Committee Discussion and Vote

#### 4.3. Implementing Five-Year Plan Line of Effort 1 - Create Affordable and Appropriately Designed Housing Opportunities and Shelter Options for Underserved Populations

4.3.1. Discussion Item: Presentation on the Unincorporated County's Regional Housing Needs Allocation (RHNA) Progress and County of San Luis Obispo 2020-2028 Housing Element Implementation Framework (\*15 minutes)

4.3.1.1. Committee Questions

4.3.1.2. Public Comment

4.3.1.3. Committee Discussion



- 4.4. Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources
  - 4.4.1. Discussion Item: Recommend to CenCal Health That They Prioritize a Portion of the Next Round of HHIP (Housing and Homelessness Incentive Program) Funding for the Purpose of Gap Funding for the Development of Permanent Supportive Housing Units (\*20 minutes)
    - 4.4.1.1. Committee Questions
    - 4.4.1.2. Public Comment
    - 4.4.1.3. Committee Discussion
- 4.5. Future Full HSOC Agendas
  - 4.5.1. Discussion Item: HSOC Agenda for April Special Meeting (\*10 minutes)
    - 4.5.1.1. Committee Questions
    - 4.5.1.2. Public Comment
    - 4.5.1.3. Committee Discussion
  - 4.5.2. Discussion Item: HSOC Agenda for May (\*10 minutes)
    - 4.5.2.1. Committee Questions
    - 4.5.2.2. Public Comment
    - 4.5.2.3. Committee Discussion
- 4.6. Committee Reports
  - 4.6.1. Discussion Item: Committee Reports (\*5 minutes)
    - 4.6.1.1. Committee Questions



- 4.6.1.2. Public Comment
- 4.6.1.3. Committee Discussion
- 4.7. Discussion Item: Updates from County Staff on County Initiatives (\*8 minutes)
  - 4.7.1. Committee Questions
  - 4.7.2. Public Comment
  - 4.7.3. Committee Discussion
- 4.8. Discussion Item: Five-Year Plan to Address Homelessness (\*10 minutes)
  - 4.8.1. Committee Questions
  - 4.8.2. Public Comment
  - 4.8.3. Committee Discussion
- 4.9. Discussion Item: Learnings, Trends and Concerns, Future Issues and Next Steps (\*5 minutes)
  - 4.9.1. Committee Questions
  - 4.9.2. Public Comment
  - 4.9.3. Committee Discussion
- 5. Future Discussion/Report Items (\*2 minutes)
- 6. Next Regular Meeting: June 19, 2024
- 7. Adjournment

The full agenda packet for this meeting is available on the SLO County HSOC web page:



[https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Homeless-Services-Oversight-Council-\(HSOC\).aspx](https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Homeless-Services-Oversight-Council-(HSOC).aspx)

\*Times allotted for discussion are approximate and subject to change

# **HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC) EXECUTIVE COMMITTEE MEETING MINUTES**

## **Date**

February 21, 2024

## **Time**

3pm-5pm

## **Location**

Rm 356, Department of Social Services  
3433 S. Higuera St., San Luis Obispo, CA 93401

## **Members Present**

Lawren Ramos (alternate for Jack Lahey)  
Mark Lamore  
Michelle Pedigo  
Michelle Shoresman  
Susan Funk

## **Staff and Guests**

Erica Jaramillo  
George Solis  
Janna Nichols  
Kari Howell  
Kate Bourne  
Landon King  
Laurel Weir  
Lauryn Searles  
Linda Belch  
Marie Bolin  
Merlie Livermore  
Michelle Shoresman  
Morgan Torell  
Russ Francis

## **1. Call to Order and Introductions**

Michelle Shoresman called the meeting to order at 3:04 pm.

## **2. Public Comment**

Lauryn Searles introduced herself. Janna Nichols of 5CHC (5 Cities Homeless Coalition) reported the location of their warming center at 1023 East Grand, Arroyo Grande. Janna also shared that the shelter is averaging about 10-15 guests every night.

### **3. Consent: Approval of Minutes**

Susan Funk moved the motion for approval of the minutes. Mark Lamore seconded. The minutes were approved via voice vote.

## **4. Action/Information/Discussion**

### **4.1 HSOC Administration**

#### **4.1.1. Action Item: Approve the Appointment Alternates**

Russ Francis presented the names of the alternates for HSOC members, namely Frank Warren as alternate for Star Graber (County of San Luis Obispo Behavioral Health Agency); Miriam Vargas, as alternate for Margaret Shepard-Moore (Transitions-Mental Health Association); and Jon Nibbio as alternate for Marie Bolin (Family Care Network). Susan Funk moved the motion to approve the appointments. Mark Lamore seconded. Motion passed via roll call.

### **4.2. HSOC Governance Structure**

#### **4.2.1. Discussion Item: HSOC Bylaws Proposed Changes**

Laurel Weir shared the proposed HSOC Bylaw amendments in the full HSOC membership. Proposed amendments included adding a seat for a representative from a local Youth Advisory Board, and the appointment of alternates for the different HSOC committees for the purpose of determining whether a quorum is present at every committee meeting. Another proposed change is to add two additional seats to the Executive Committee, namely a seat for a representative from the local Housing Authority, and the second seat would be designated for a representative from the affordable housing sector. It was also proposed to remove the names of standing committees (except for Executive Committee) and replace them with a process for reviewing and appointing Standing Committees.

### **4.3. Implementing Five-Year Plan Line of Effort 1 – Create Affordable and Appropriately Designed Housing Opportunities and Shelter Options for Underserved Populations**

#### **4.3.1. Discussion Item: Update on Homeless Housing, Assistance, and Prevention (HHAP) Round 5 Process**

George Solis reported that the Homeless Services staff are currently working on the HHAP Round 5 applications. According to George, the county and the CoC (Continuum of Care) are eligible to apply for up to \$4.3M in the HHAP Round 5 funding. The applicants must present a Regionally Coordinated Homelessness Action Plan which should lay out a strategic approach to address homelessness within the region, emphasizing collaborative efforts among participating applicants, namely the county and the CoC. George also mentioned that the plan must include key elements and follow specified processes. Key elements included identifying roles and responsibilities of the Coc versus the County. This document was reviewed by the HSOC Executive Committee at the December 2023 meeting. Another element is the System Performance Measure and Improvement Plan, which comes from the HMIS data uploaded to the State's Homeless Data Integration System for the period of July 1, 2022, through June 30, 2023. This report also includes 2023 Point in Time data. A memorandum of understanding (MOU) between the county and CoC on what their roles and responsibilities would be in the implementation of the Regionally Coordinated Homelessness Action Plan would also be required. Participants are also required to

collaborate and engage in public stakeholder processes while developing the Regionally Coordinated Homelessness Action Plan. The public holder process must include at least three public meetings, allowing for extensive input from various groups and individuals. So far, the Homeless Services staff have conducted two of the three stakeholder meetings. The final meeting would be on February 29. According to George, the staff will bring all this information for approval to the full HOSC meeting on March 20, followed by submission for approval to the Board of Supervisors on March 26. Once approved, the application will be submitted to the state on March 27.

#### **4.4 Implementing Line of Effort 2 - Focus Efforts to Reduce or Eliminate the Barriers to Housing Stability for Those Experiencing Homelessness or at Risk of Homelessness, Including Prevention, Diversion, Supportive Services, and Housing Navigation Efforts**

##### **4.4.1. Discussion Item: Update from County Behavioral Health on 2024 Bridge Housing Program Application**

Morgan Torell shared a PowerPoint presentation of the Bridge Housing Program which focuses on addressing immediate and sustainable housing needs of people experiencing homelessness who have serious behavioral health conditions. The Bridge Housing program is short-term (less than 90 days) and mid-term housing (90 days-2 years). Morgan said that the County of San Luis Obispo may apply for up to \$5M for operations and services, up to \$2M for purchase and renovation of existing structures.

#### **4.5. Implementing Five-Year Plan Line of Effort 3 - Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight**

##### **4.5.1. Discussion Item: 2024 Housing Inventory Count (HIC) Data**

Laurel Weir provided a brief update. Laurel shared that the Housing Inventory Count (HIC) is done every year as required by the US Department of Housing and Urban Development (HUD). Since the Homeless Services data team is in the middle of transition to the new HMIS system, this discussion is moved to the April Executive meeting.

##### **4.6. Discussion Item: Committee Reports**

Mark Lamore reported on the Finance & Data Committee. He mentioned that they are busy getting the HMIS up and running. Staff are going through the training process. BellData system is in a black out phase and will no longer be used. Clarity though Bitfocus will go live on March 4. Mark also provided kudos to Kari Howell and her team for doing an amazing job in coordinating the Unsheltered Point in Time Count in January. The results for the count will hopefully be available sometime in the spring.

Lauryn Searles provided a brief review on the Ad hoc Coordinated Entry Committee. The first meeting was held on February 5<sup>th</sup> where they discussed the overview of the structure, purpose, and basic foundational understanding of what is Coordinated Entry. Lauryn shared that there are 14 seats on the committee: two seats designated for individuals with lived experience; seven seats for service providers; county departments including Behavioral Health and Social Services; and seats for the Housing Authority and affordable housing developers. According to Lauryn, they also discussed a new policy development process for

Coordinated Entry. An agreement was reached to hold a recurring meeting every 4<sup>th</sup> Wednesday of each month beginning at 11am.

Janna Nichols reported on the Services Coordinating Committee which also met on February 5. One of the topics discussed during the meeting was the HHAP 5 application process. Janna shared that there was an extensive discussion regarding the Regional Action Plan and how the stakeholder meetings would coincide with the five-year strategic plan. It was recommended to consider a round up meeting after the stakeholders' meetings and before the application is submitted, to review the efforts from the plan that have been executed since beginning the process, utilizing the HHAP 5 Regional Action Plan in alignment with the lines of effort in the strategic plan. Additionally, Janna mentioned that they also discussed the closing of the Oklahoma Avenue parking, the warming centers in various locations, bath and shower programs, CalAIM/ Enhanced Care Management, and street medicine.

#### **4.7. Discussion Item: Updates from County Staff on County Initiatives**

Linda Belch shared that on May 14, the Homeless Services Division will be going to the Board of Supervisors to provide an update on the Five-Year plan implementation process. Linda also mentioned that the targeted closing date for Oklahoma Avenue is still scheduled for March 18, depending on any litigation that happens between now and then. The team is working hard with the remaining people in the site to find a permanent location prior to the site closure. Linda also reported that the Welcome Home Village project is still moving forward. The county is currently looking at two possible locations.

In addition, Laurel Weir also reported that the Planning Department is planning to go to the Board of Supervisors on March 12, to present a report on the county's housing element. This report will include an update on where the county is meeting the Regional Housing Needs Allocation (RHNA) numbers.

#### **4.8. Discussion Item: Five-Year Plan to Address Homelessness**

Laurel Weir presented a preliminary spreadsheet showing data on interim housing beds. She shared that for the Five-Year Plan, a proposal of 300 new interim housing beds over the first three years was made. Laurel reported that there were 50 interim housing beds that came online in 2023. Currently, there are 64 additional interim housing beds that are due to come online in 2024. So far, there is a total of 114 interim housing beds, one-third of the set goal. This will be presented to the full HSOC meeting in March in consideration of the HHAP funding recommendation allocations. For the permanent supportive housing beds, according to preliminary research, Laurel mentioned that there were no new beds that came online in 2023. However, there will be 94 beds coming online in 2024. So far, there is a total of 177 units, out of the 500 units proposed. Per Laurel, this does not include other proposed housing projects.

### **5. Future Discussion/Report Items**

No topics presented.

**6. Next Regular Meeting**

April 17, 2024

**7. Adjournment**

Michelle Shoresman adjourned the meeting at 5:06 pm.

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)  
ACTION ITEM  
April 17, 2024**

**AGENDA ITEM NUMBER: 4.1.1**

**ITEM:** Approve the Appointment of Alternates

**ACTION REQUIRED:** Vote to approve the appointment of HSOC member alternates as listed below.

<b>HSOC Member</b>	<b>Seat</b>	<b>Agency</b>	<b>Proposed Alternate</b>	<b>Alternate's Position</b>
Christy Nichols	Other Community Organizations	CenCal Health	Stefanie Hernandez	Administrative Analyst
Devin Drake	County Government Service Providers	County Department of Social Services	Linda Belch	Deputy Director
Wendy Lewis	Nonprofit Homeless Assistance Providers	El Camino Homeless Organization	Austin Solheim	Director of Operations and Development

## By-Laws, Homeless Services Oversight Council

(Approved by the Board of Supervisors on December 6, 2022)

(Proposed changes as of April 2024)

### Purpose

The purpose of the county-wide Homeless Services Oversight Council (HSOC) is to lead, facilitate, and provide oversight for the implementation of the countywide plans to address homelessness, as approved by the County of San Luis Obispo Board of Supervisors. “Path to A Home, San Luis Obispo Countywide 10-Year Plan to End Homelessness.” Centralized and collaborative leadership and oversight of the countywide plans to address homelessness10-Year Plan to End Homelessness will increase partner participation and service coordination, increase programmatic efficiencies, and enhance accountability of program delivery. “Homeless Services” includes both housing services and supportive services.

### Role

The role of the HSOC is to:

- a. Serve as the Governing Board for San Luis Obispo County Continuum of Care
- a.b. Provide a planning and policy development forum, with local jurisdiction and public and private service providers actively participating.
- b.c. Compile and monitor data and information regarding the number of homeless persons and service utilization, working with service providers and local jurisdictions
- c.d. Advise service providers of opportunities and best practices to improve access to and strengthen homeless services
- d.e. Advocate for and provide local jurisdictions with recommendations on public funding allocations, based upon local needs and prioritized objectives within the countywide plans to address homelessness“10-Year Plan to End Homelessness”
- e.f. Work with public and private partners, donors and grant makers to establish financial resources for service implementation, coordination and sustainability.

### Duties

Using the countywide plans to address homelessness10-Year Plan as a guide, the HSOC will:

1. Uphold and advocate for the implementation of the countywide plans to address homelessness10-Year Plan to End Homelessness objectives, revising the countywide plans to address homelessness10-Year Plan as needed

2. Prepare/approve annual goals and work plans for HSOC and the HSOC staff considering implementation activities, prioritized by urgency and resource availability, and monitor progress toward the goals
3. Coordinate the county's collaborative systems of care to strengthen planning and cooperation among homeless-serving agencies and oversee development and consistent implementation of Continuum of Care policies and procedures
4. Identify gaps and duplication of services and identify new programmatic configurations and models of housing and service provision
5. Establish county-wide priorities, in line with the countywide plans to address homelessness10-Year Plan, for interagency coordination, services, and projects and prepare estimated funding requirements for use in fund raising efforts
6. Recommend public funding allocations to local jurisdictions and organizations in line with countywide plans to address homelessness10-Year Plan to End Homelessness objectives and priorities / Endorse grant applications to local jurisdictions to ensure compliance with countywide plans to address homelessness10-Year Plan objectives
7. Provide a forum for clarifying perceptions and expectations among agencies and between agencies and the community
8. Monitor homeless data to support improvements to service utilization and oversee administration and implementation of the Homeless Management Information System (HMIS) in conjunction with the HMIS Lead and the Collaborative Applicant
9. Identify critical homeless issues within the County, appoint ad hoc task forces or sub-committees to study issues and recommend solutions
10. Receive and share information about public and private agencies and programs relating to homeless services; serve as clearinghouse for best practices
11. Develop annual goals and objectives for review and support by the County Board of Supervisors and the seven City Councils, including results from prior years activities
12. Review critical legislation and issues in homeless services to determine and direct public education efforts as necessary
13. Participate as requested by the local jurisdictions in decisions, both fiscal and programmatic, relating to homeless services in San Luis Obispo County and its incorporated cities

## Membership

HSOC must be representative of the relevant organizations and of projects serving homeless subpopulations; and include at least one homeless or formerly homeless individual. All members of HSOC must reside in or be employed in San Luis Obispo County. All HSOC members shall demonstrate a professional interest in, or personal commitment to addressing and alleviating the impact of homelessness on the people of San Luis Obispo County.

Membership on HSOC is limited to ~~35~~36 seats. Membership must represent all subpopulations within the CoC to the extent that someone is available and willing to represent that subpopulation on the board. At a minimum, it is open to representatives of those sectors identified below and is open to organizations and individuals who support the CoC's mission. One board member may represent the interest of more than one homeless subpopulation, and HSOC will make an Invitation for new members to join publicly available annually.

The members shall consist of representatives from the following types of organizations:

- Elected Officials (1 County Supervisor and 1 elected City Councilperson from each of the seven incorporated cities)
- Minimum of 2 County Government Service Providers (e.g. Health, Planning, Social Services, Veterans Services, Probation)
- Minimum of 2 Currently or Formerly Homeless Persons
  - Minimum of 1 representative from the SLO County Youth Advisory Board
- Minimum of 2 Advocates
- Affordable Housing Developers
- Businesses
- Faith-Based Organizations
- Hospitals
- Minimum of 2 Public Safety Organizations
- Behavioral Health Agencies (including mental health and substance abuse focused agencies)
- Minimum of 2 Nonprofit Homeless Assistance Providers
- Organizations Serving Homeless Veterans
- Housing Authority
- County Office of Education
- Local School Districts
- Social Service Providers
- Victim Service Providers
- Other Community Organizations

In an effort to broaden the base of support and increase collaborative participation, the HSOC will have no more than two voting representatives, staff or Board members, from an agency or organization.

With a 2/3 vote, after receiving a motion from the Executive Committee, the Council will have the authority to modify the composition and size of its membership.

## **Term**

The term of appointment is three (3) years for all members, except for the representative(s) from the SLO County Youth Advisory Board, whose term of appointment is one (1) year. Terms and shall begin on January 1st. There is no restriction on the number of terms a member may serve.

### **Election and/or Re-Appointment of Members and Alternates**

In September of each year:

- a. It will be determined which of those sitting members whose tenure is expiring will seek reappointment for a subsequent term.
- b. The County of San Luis Obispo will be given notice of all vacancies for any member whose term is expiring and do not or cannot seek reappointment. Applications for membership to the Council shall be taken in accordance with the established County procedure for advisory commissions.
- c. The HSOC Executive Committee shall ensure the convening of an ad hoc Nomination Committee of at least three (3) HSOC members.

In October of each year:

- a. The Nomination Committee shall review the applications submitted for the vacancies and prepare a proposed Membership Roster. The Roster will be submitted to the HSOC Executive Committee in sufficient time prior to the HSOC November meeting, for its review and comment, as appropriate.

By the last meeting of each year:

- a. The Executive Committee shall submit the proposed Membership Roster, along with any comment the Committee wishes to provide, to the full HSOC for approval. The approved Membership Roster shall be submitted to the Board of Supervisors for its approval prior to the end of the calendar year, or as soon thereafter as possible.

Vacancies occurring mid-term shall be filled in accordance with the established County procedure for advisory commissions.

### **Nomination and Election of Officers**

In November of each year:

The Nomination Committee shall prepare a slate of officers for election in the following calendar year. The slate will be submitted to the HSOC Executive Committee in sufficient time prior to November 30th for its review and amendment, as appropriate.

The slate will be to be submitted to the newly constituted membership of HSOC for election at its first regular meeting of the following calendar year. At that time nominations for officers may also be taken from the floor.

## **Alternates**

Members may be represented by their formally designated alternate, who shall have the full rights of the sitting member, including the right to vote on issues before the HSOC. Members must notify the Chair and the CoC Program Manager, in writing, of their proposed alternate. Alternates are approved by the Executive Committee and may be appointed at any time.

### **Subcommittee Alternates**

A person appointed to be an alternate for meetings of the full HSOC shall be considered to be the appointed alternate for meetings of HSOC Committees, including the Executive Committee if the member sits on that Committee, unless the member requests and the Standing Committee Chair approves another person to represent the member on a specific committee. If a member does not have an appointed alternate for the full HSOC, that member may request to appoint an alternate for one or more of the committees on which they sit.

## **Member Attendance**

Members shall be considered in good standing if they, or their designated alternate, miss no more than three (3) regular meetings without cause throughout the operating year. The Executive Committee shall evaluate the participation of members missing more than three (3) regular meetings and make recommendations for appropriate action, including removal from the HSOC. Recommendations shall be submitted to the full HSOC for approval.

## **Officers**

The officers of the HSOC shall be ~~a the~~ Chair, Vice Chair, ~~and the Chairs of the four~~ standing committees, plus one seat for a representative from a local Housing Authority and one seat for an HSOC member from a local affordable housing developer or financier, defined as any one or more of the following: 1) a local, nonprofit low-income housing developer; 2) a Housing Trust Fund that funds housing in San Luis Obispo County; or 3) a representative from a private foundation that provides funding to entities in San Luis Obispo County for the acquisition or development of low-income housing. If there is no authorized representative of a local Housing Authority to serve on the Executive Committee, the HSOC may appoint an HSOC member from a local affordable housing developer or financier, or if no such member is available, another member of the HSOC. ~~These are the Finance and Data,~~

**Outreach and Public Education, Housing, and the Homeless Services Coordinating Committee.**

Officers shall be elected by the membership of the HSOC at the first regular HSOC meeting of the calendar year and will immediately take office. The term of office is one (1) year. A person may hold the same office for no more than three (3) consecutive years, except for the representative from a local Housing Authority.

**Duties of Officers**

The duties of the Chair:

- a. Oversee the operation of the HSOC and Executive Committee and preside at all meetings.
- b. Represent the HSOC at other functions or before area jurisdictions, or delegate representation as appropriate.
- c. Call special meetings as necessary.
- d. Establish special ad hoc committees as needed, specify their responsibilities, and appoint ad hoc committee chairpersons.
- e. Prepare the agenda of HSOC meetings in coordination with Executive Committee members and the HSOC Executive Director the lead County staff assigned to work with the HSOC.

The duties of the Vice-Chair:

- a. Act as Chair in the Chair's absence.
- b. Assume the duties of the Chair whenever the Chair is not available.

The duties of the Standing Committee Chairs:

- a. Convene meetings and coordinate activities of their respective Committees.
- b. Conduct other duties as assigned.
- c. If asked by the Chair, assume the duties of the Chair when the Chair and Vice-Chair are not available.

The duties of the representatives from the low-income housing sector:

- a. Attend meetings of the Executive Committee
- b. If asked by the Chair, assume the duties of the Chair when the Chair and Vice-Chair are not available.

**Vacancies of Offices**

Should the office of Chair be vacated, the Vice Chair shall assume the Chair position to complete the term of office. The Executive Committee shall nominate a Vice-Chair to be approved by the HSOC. In the event of a vacancy in a Chair of a Standing Committee,

members of that committee shall nominate a replacement for approval by the Executive Committee. In the event of a vacancy of one or more of the seats reserved for representatives from the low-income housing sector, a replacement will be nominated by the Chair to be approved by the HSOC.

## Committees

### Executive Committee:

The Executive Committee shall be comprised of the HSOC officers. The Executive Committee shall meet in alternate months from the meetings of the full HSOC, or otherwise as determined by the Chair. The Executive Committee shall coordinate the preparation of annual work plans for HSOC ~~and will coordinate performance review of the Executive Director.~~ The Executive Committee shall assist the Chair and ~~Executive Director~~ County staff in the preparation of meeting agendas.

### Standing Committees:

**The Executive Committee has the authority to create, modify or eliminate standing Committees of the HSOC to carry out the work of the HSOC. When considering the establishment or modification of a Standing Committee, the Executive Committee must also vote on the name and mission of the Committee. If a new Standing Committee is created or renamed or the Executive Committee approves a new mission for an existing Standing Committee, the HSOC webpage listing the Committees shall be updated to reflect these changes. The HSOC shall have at least four standing Committees: Finance and Data, Outreach and Public Education, Housing, and the Homeless Services Coordinating Committee.**

The Chair of each Standing Committee will convene meetings and coordinate committee activities. Members of the Standing Committees can be drawn from the HSOC membership, as well as from partner organizations, entities, and the community (including consumers).

In order for a non-HSOC member to be appointed as a Member of an HSOC Standing Committee, that person must be appointed by the Chair of the relevant Standing committee and the Chair must notify the Chair of HSOC in writing prior to the first Standing Committee in which the appointed person will participate as an appointed member. Additionally, the Chair must report on the appointment of the new member or members at the next meeting of the Executive Committee or full HSOC, whichever shall come first. Membership appointments will be for a period of three years and may be automatically continued for an additional three-year term at the discretion of the Chair. Standing Committee members who are not members of the parent HSOC will have voting privileges on the Committee to which they have been appointed. Standing Committee members may be removed at the discretion of the Chair of the Standing committee, for missing more than two-thirds of the regularly scheduled Standing Committee meetings within a calendar year.

**Nomination Committee:**

An ad hoc Nomination Committee shall be appointed annually to perform the duties described in these by laws, (See Election and/or Re-Appointment of Members and Alternates, page 3). It shall be comprised of at least three members of the HSOC and shall not include members of the Executive Committee.

**Ad-Hoc Committees:**

Ad-hoc Committees will be proposed as needed for specific purposes by a standing committee or the HSOC Executive Committee, and either report directly to that Standing Committee or the parent HSOC.

**Ad-Hoc Grant Approval Committee:**

The HSOC Chair is authorized to create an Ad Hoc Committee to approve grant review recommendations on behalf of the full HSOC, when the following conditions are met: 1) due to the number of members of the full HSOC who have a financial conflict of interest related to the grant, and the availability of the remaining members, it is not possible to get a quorum of the full HSOC prior to the deadline for the HSOC to make a recommendation on the grant; 2) a non-conflicted grant review committee has been convened by County staff in accordance with County Purchasing guidelines and the Ad Hoc Committee will be voting on the recommendations of the grant review committee; and 3) there is an impending deadline for the grant to be secured, and convening the Ad Hoc Committee is the only way that the HSOC could make a recommendation by the deadline.

**Meetings**

The HSOC shall meet bi-monthly (six times per year), beginning in January of each year, at a time and date determined by its members. Meeting date changes may be made by a majority vote of the HSOC at any regular meeting. Additional meetings may be scheduled in accordance with and pursuant to the Brown Act, (Government Code, section 54950, et seq.)

**Quorum**

A quorum of the full HSOC and standing committees shall be a majority of the duly appointed members of the respective body. A majority vote shall be a majority of those present and voting.

**HSOC Conflict of Interest Policy**

### HSOC Board Members

No HSOC board member may participate in or influence discussions or resulting decisions concerning the award of a grant funds or other financial benefits to the organization that the member represents.

### Organizational Conflict

An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the HSOC board member is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in a decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents.

### Other Conflicts

No HSOC board member, or non-HSOC member participating in recommendations of funding of grant funds or other financial benefits, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

### Recusal Process

Those with a conflict of interest are expected to recuse themselves from decisions where such a conflict exists.

## Agenda

The agenda for the regular meetings shall be prepared by ~~the Executive Director County Department of Social Services staff~~ in consultation with the Executive Committee and distributed to the Council at least seventy-two (72) hours prior to the upcoming meeting. The agenda may be accompanied by agenda support materials.

## Posting of Meeting Notices, Agendas

Copies of notices and agendas of meetings shall be posted as required by law.

## Minutes

Minutes of HSOC and committee meetings shall be taken and distributed. The Chair of the HSOC and committees shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for the next meeting.

### **Amendment of By-laws**

These bylaws may be amended or revised by a two-thirds (2/3) vote of the HSOC members. Any amendment or revision of these Bylaws shall be introduced at a meeting of the HSOC and acted upon at the next regular meeting.

### **Governing Statute**

The Homeless Services Oversight Council is a legislative body as defined by the Brown Act, (Government Code, Section 54950 et seq.) and in accordance with the Maddy Act (Government Code, Sections 54970-54974), and its operations shall be in conformance as required by law. To the extent these bylaws are in conflict with the Brown Act or Maddy Act, the Brown Act and Maddy Act shall control.

### **Terms of Council Positions**

In order to achieve staggered member terms, concurrent with the approval of these amended bylaws the Executive Committee shall designate the terms of the HSOC positions so that 1/3 shall expire in one (1) year; 1/3 in two (2) years and 1/3 in (3) years, taking in consideration the service time of the member currently holding the position.

Proposed Committee Name: Coordinated Entry Committee

Description of Role and Goals of Proposed Committee:

The Coordinated Entry Committee oversees the development of the policies, guidance, and procedures of the four components of the Coordinated Entry System (CES): access, assessment, prioritization, and referral. The Committee also ensures that the guidance and procedures developed by CES workgroups are in alignment with the principles of the CES policies.

Proposed Committee Name: Data & Performance Committee

Description of Role and Goals of Proposed Committee:

The Data & Performance Committee functions as the governing body for the Homeless Management Information System (HMIS). The Committee shall provide oversight to the HMIS Lead and ensure compliance with the CoC Program Interim Rule and any HMIS requirements prescribed by HUD. It will balance the needs of all stakeholders in determining policy and the community's vision for HMIS management. To achieve this, the committee will complete the following:

- Review and approve HMIS Policies and Procedures
- Encourage full adoption and implementation of HMIS for the coordination of services within the Continuum of Care
- Review and approve annual HUD reports including the Point in Time Count and Systems Performance Measures
- Utilize HMIS reporting tools to evaluate effectiveness of homelessness interventions and projects
- Report activities to the Full HSOC as needed

Proposed Committee Name: Services Coordinating Committee

Description of Role and Goals of Proposed Committee:

The Services Coordinating Committee identifies and discusses service needs in the community. The Committee provides opportunities for provider agencies to collaborate and share information on specific issues, including coordination of services within and across systems.