



**San Luis Obispo
Countywide 10 Year
Plan to End
Homelessness**

*We envision a future
in which the housing
and comprehensive
services necessary to
remain housed are
available for all,
affording everyone
maximum self-
sufficiency, and the
opportunity to be
productive and
participating
members of our
community*

HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)

Meeting Agenda

March 18, 2020, 1 p.m.

Physical Location: Veterans Hall, 801 Grand Ave, San Luis Obispo, CA

Members and the public may also participate by phone.

Call In Number: (717) 275-8940

PIN #: 798 2958

1. Call to Order and Introductions
2. Public Comment
3. Consent: Approval of Minutes
4. Action/Information/Discussion
 - 4.1 Discussion Item: Proposed HSOC Bylaw changes related to Election of Members
 - 4.2 Discussion Item: State Homeless Assistance Grant Updates
 - 4.3 Discussion Item: Coronavirus and Homelessness
 - 4.3.1 Discussion Item: Prevention and Mitigation Needs
 - 4.3.2 Action Item: Vote to authorize the HSOC Executive Committee to vote on grant recommendations, Continuum of Care policies, or urgent matters when action is needed before the next scheduled meeting of the full HSOC
5. Committee Reports
6. Future Discussion/Report Items:
7. Next Meeting Date: May 6, 2020
8. Adjournment

HOMELESS SERVICES OVERSIGHT COUNCIL

HSOC Meeting

January 15, 2020 1:00 p.m.

Family Care Network

1255 Kendall Rd

San Luis Obispo, CA

MEMBERS PRESENT	MEMBERS ABSENT	STAFF & GUESTS	
Nicole Bennett alt. Theresa Scott Carlyn Christianson Jessica Thomas Steve Gregory alt. Steve Martin Mariam Shah Mark Lamore Nicole Nix alt. Adam Hill Devin Drake Tim Waag Scott Smith Jeff Smith alt. Deanna Cantrell Amelia Grover Paul Worsham Shay Stewart Marlys McPherson Susan Funk Janna Nichols Bettina Swigger Caroline Hall Joe Thompson	Anne Robin	Laurel Weir Jessica Lorange Toby Depew Marianne Kennedy Joana Balsamo-Lillien Wade Horton Anne Wyatt Jeff Almashat Sue Warren Jan Maitzen Elaine Mansoor Tony Navarro Blake Fixler Lisa Howe Jill Bolster-White Wendy Lewis Brandy Graham	
AGENDA ITEM		CONCLUSIONS/ACTIONS	FOLLOW UP
1. Call to Order and Introductions	Mariam Shah called the meeting to order at 1:05 PM. Introductions were made.		

2. Public Comment	NA		
3. Consent: Approval of Minutes	Shay made a motion to approve the minutes from the previous meeting, seconded by Carlyn. All were in favor		
ACTION/INFORMATION/DISCUSSION,			
<p>4.1 Discussion Item: California Emergency Solutions Grant Continuum of Care Allocation</p> <p>4.1.1 Action Item: Vote to a) recommend and authorize the County of San Luis Obispo as the Administrative Entity for the Continuum of Care Allocation of Emergency Solutions Grant (ESG) funds from the State of California in 2020 and 2021 and b) authorize the HSOC Chair, Vice Chair or other HSOC officer to sign an authorizing letter and certifications on behalf of HSOC</p>	<p>Laurel explained to the group that we are eligible for funds from the state. As part of that process we need to have an administrative entity. It is recommended to authorize the county of San Luis Obispo as the Administrative entity as well as authorize an Homeless Service Oversight Council (HSOC) Officer to sign the letter on behalf of HSOC.</p>	<p>Carlyn made a motion to recommend and authorize the County of San Luis Obispo as the Administrative Entity for the Continuum of Care Allocation of Emergency Solutions Grant (ESG) funds from the State of California in 2020 and 2021 and b) authorize the HSOC Chair, Vice Chair or other HSOC officer to sign an authorizing letter and certifications on behalf of HSOC, seconded by Shay. All were in favor.</p>	

<p>4.2 Discussion Item: HSOC Membership and Officers</p> <p>4.2.1 Action Item: Vote to amend the membership section of the HSOC Bylaws to a) increase the number of seats from 27 to 35, b) change the categories of seats and allow for more than one member from certain categories, and c) eliminate term limits</p> <p>4.2.2 Action Item: Vote to elect HSOC Executive Committee members for Calendar Year 2020</p>	<p>Laurel shared with the group that the discussion at the last meeting included changing the bylaws to increase the number of seats from 27 to 35, change the categories of seats and allow for more than one member from certain categories and eliminate term limits on the Homeless Services Oversight Council (HSOC). This needs to be voted on twice before going to the Board of supervisors. This is the second vote to change these items on the bylaws. Laurel explained that after 3 years all members other than city council members will be required to reapply to be on the HSOC.</p> <p>Laurel explained to the group that there are term limits for officer positions and all officers have ended their terms. All positions are open for new officers this year. There is ability to adjust the schedule for the executive committee. It is important</p>	<p>Susan made a motion to amend the membership section of the HSOC Bylaws to a) increase the number of seats from 27 to 35, b) change the categories of seats and allow for more than one member from certain categories, and c) eliminate term limits, seconded by Janna. All were in favor except Marianne Kennedy abstained.</p> <p>Housing Committee: Chair: Scott Smith Mariam made a motion, seconded by Janna. All were in favor. Homeless Services</p>	
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	<p>for the new officers to attend the executive committee as well as their subcommittee. The group discussed the current standing committees and what each committee discusses. Executive committee, Housing committee, Finance and Data committee, Services Coordinating committee, encampment committee and the Full HSOC. All committees will need a chair and vice chair to run and convene the committees. Laurel shared with the group that this year the HSOC will be looking at doing the 10-year plan update that all committees will be assisting with this project. Finance and Data will be looking the homeless management information system as well as the point in time count. The group discussed the meeting frequency of each committee.</p>	<p>Coordinating Committee Chair: Devin Drake Carlyn made a motion, seconded by Shay, all were in favor.</p> <p>Full HSOC Chair: Mariam Shah Vice Chair: Susan Funk Janna made a motion, seconded by Shay, all were in favor except Susan who abstained.</p> <p>Finance and Data Chair: Janna Nichols Janna made a motion, seconded by Shay. All were in favor except Janna who abstained.</p>	
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<p>4.3 Discussion Item: Homeless Housing, Assistance, and Prevention Program (HHAP)</p> <p>4.3.1 Action Item: Authorize the HSOC Chair, Vice Chair, or other HSOC officer to sign a letter of support and commitment for the County of San Luis Obispo's application for HHAP funding.</p>	<p>Laurel explained that the Homeless Housing, Assistance, and Prevention Program (HHAP) grant is a one-time pot of funding. One part goes to Continuum of Cares and the other part goes to County. A letter of commitment needs to be signed. The group discussed the recommendation to authorize the HSOC Chair, Vice Chair, or other HSOC officer to sign a letter of support and commitment for the County of San Luis Obispo's application for HHAP funding. The group discussed the funding timeframe.</p>	<p>Devin made a motion to authorize the HSOC Chair, Vice Chair, or other HSOC officer to sign a letter of support and commitment for the County of San Luis Obispo's application for HHAP funding, seconded by Carlyn. All were in favor.</p>	
<p>4.4 Discussion Item: Homeless Point in Time Count</p> <p>4.4.1 Action Item: Vote to approve January 27, 2020 as the date for the 2020 Sheltered Homeless Point in Time Count.</p>	<p>Laurel informed the group that the Finance and Data Committee discussed the Homeless Point in Time Count in preparation for 2021 count. HUD requires that an annual shelter count for communities that receive funding. This data helps to provide national homeless data. Laurel explained that Finance and Data committee discussed the importance of having the count around the same time as the street count in order to keep the data as consistent. The</p>	<p>Scott made a motion to approve January 27, 2020 as the date for the 2020 Sheltered Homeless Point in Time Count, seconded by</p>	

<p>4.4.2 Action Item: Vote to 1) use a census methodology for the 2021 Homeless Point in Time Count unsheltered count, combined with a sampling methodology for obtaining demographic and survey information; and 2) to use a contractor to plan and carry out the count in accordance with this methodology.</p>	<p>group discussed approving the recommendation to approve January 27, 2020 as the date for the 2020 Sheltered Homeless Point in Time Count. The group discussed the importance of warming centers being open for the shelter count. Laurel explained that the 2020 sheltered count uses general demographic data.</p> <p>Laurel explained the HUD requires that the group approve the methodology of the large count each year. There are two different methodologies: sampling and surveying. There are pros and cons to both methodologies. Our area has used a hybrid of the two methodologies. The Finance and Data Committee recommends to 1) use a census methodology for the 2021 Homeless Point in Time Count unsheltered count, combined with a sampling methodology for obtaining demographic and survey information; and 2) to use a contractor to plan and carry out the count in accordance with this methodology. Laurel explained that this has been an approach we have used in past years and is in HUD compliance and is the</p>	<p>Susan. All were in favor.</p> <p>Janna made a motion to 1) use a census methodology for the 2021 Homeless Point in Time Count unsheltered count, combined with a sampling methodology for obtaining demographic and survey information; and 2) to use a contractor to plan and carry out the count in accordance with this methodology, seconded by Devin. All were in favor.</p>	
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	<p>most accurate way to collect the data. Group discussed south county not covering California valley next year. The group discussed what the contractor has done in years past for the count.</p>		
4. Committee Reports	<p>Homeless Services Coordinating Committee: Next meeting is scheduled for January 28 at 9am at DSS</p> <p>Executive Committee: Next meeting is scheduled for February 19 at 1pm at DSS</p> <p>Housing Committee: Next meeting is scheduled for February 4 at 2pm at DSS; the last meeting the group discussed</p> <p>Finance and Data Committee: Next meeting is scheduled for February 3 at 10am at DSS; the last meeting the group discussed the point in time count</p> <p>Encampment Committee: First</p>		

	Meeting is scheduled for January 22 at 10am at DSS		
5. Future Discussion/Report Items	Grant updates 10 Year Plan to end homelessness Seniors		
6. Next Meeting Date:	March 18, 2020 at the Veterans Hall		
7. Adjournment	Mariam adjourned the meeting at 2:17pm		

HSOC Discussion Item 4.1

HSOC Recommended Amendments

It is recommended that the Election and/or Re-Appointment of Members and Alternates sections of the HSOC Bylaws be repealed and replaced with the following language:

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 not seek reappointment for a subsequent term.
- b. The County of San Luis Obispo will be given notice of all vacancies for any member who does 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. **Staff shall convene** ~~The HSOC Executive Committee shall appoint~~ 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 last meeting, of the year for its review and **comment** ~~amendment~~, as appropriate.

~~In November~~ **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.



State of California

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

Gavin Newsom, Governor
Lourdes M. Castro Ramírez, Secretary

TO: Homeless Assistance Providers
FROM: California Business, Consumer Services and Housing Agency
DATE: March 10, 2020
SUBJECT: Guidance for Homeless Assistance Providers on Novel Coronavirus (COVID-19)

This guidance is based on what is currently known about the transmission and severity of Novel Coronavirus (COVID-19) disease and is directed to homeless assistance providers in California.

Background

COVID-19 is a respiratory illness caused by a novel virus that has been spreading worldwide. Community-acquired cases have now been confirmed in California. We are gaining more understanding of COVID-19's epidemiology, clinical course, immunogenicity and other factors as time progresses, and the situation is changing daily. The California Department of Public Health (CDPH) is monitoring COVID-19, conducting testing with local and federal partners, and providing guidance and resources to prevent, detect and respond to the occurrence of COVID-19 cases in California.

Illness Severity

The complete clinical picture regarding COVID-19 is not fully understood. Reported illnesses have ranged from mild to severe, including illness resulting in death. Older people and people with certain underlying health conditions like heart disease, lung disease and diabetes, for example, seem to be at greater risk of serious illness.

Context

Because of the higher likelihood of pre-existing health conditions and the transient nature of the homeless population, people who are homeless or at risk of homelessness, and the people who interact with this population, may have an increased risk of COVID-19 infection and greater potential to increase COVID-19 transmission.

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Alcoholic Beverage Control Appeals Board | California Horse Racing Board | California Housing Finance Agency | Cannabis Control Appeals Panel
California Alcoholic Beverage Control | Department of Business Oversight | Department of Consumer Affairs | Department of Fair Employment & Housing
Housing and Community Development | Department of Real Estate | Seismic Safety Commission

The goals of this guidance are: (1) to protect persons experiencing homelessness, employees of homeless assistance providers, and people who come into contact with persons experiencing homelessness from COVID-19 infection and (2) to reduce community transmission and introductions of COVID-19 into new communities.

Basic Guidance

The guidance that the public has been receiving applies to homeless assistance providers and people others who come into contact with homeless individuals. They include:

- **Wash hands frequently with soap and water**
Wash your hands with soap and water regularly. Wash for at least 20 seconds.
- **Cover a cough or sneeze**
Cover your cough or sneeze with your sleeve or disposable tissue.
- **Don't touch**
Avoid touching eyes, nose or mouth with unwashed hands
- **Keep your distance**
Avoid close contact with people who are sick
- **Stay home if you are sick**
If you experience respiratory symptoms like a fever or cough, stay home.
- **Get help**
If you experience symptoms of COVID-19, call your health care provider.

Additional guidance and other information about COVID-19 can be found on the [California Department of Public Health's website](#).

Specific Guidance for Homeless Service Providers

The Centers for Disease Control and Prevention (CDC) has issued [guidance for homeless assistance providers](#) to plan and respond to COVID-19. It is summarized below.

Plan

Continuums of Care (CoCs), city and county homelessness officials and their partners should prepare now to protect people experiencing homelessness, homeless service provider staff, and volunteers from COVID-19. Specific steps include:

- Establishing ongoing communication with local public health departments and connecting to community-wide planning.

- Developing or updating an emergency operations plan, which includes key contacts, a list of healthcare facilities, and contingency plans for dealing with increased absenteeism.
- Addressing key prevention strategies, such as best practices for preventing the transmission and spread of COVID-19.
- Providing prevention supplies, such as alcohol-based hand sanitizers, tissues, trash baskets, disposable facemasks (to be used only by sick individuals in your organization), and mobile hand washing stations.
- Procedures for reporting suspected COVID-19 cases to local health officials.
- Identifying spaces that can be used to accommodate unsheltered people with mild respiratory symptoms and those at significantly elevated risk of infection who have no option to self-quarantine outdoors.
- Those who are sick should be immediately isolated from those who are not sick and given a clean disposable facemask to wear while staying at the shelter.
- Identifying clients who could be at high risk for complications.
- Do not refer individuals to emergency rooms or physician offices unless the individual is experiencing shortness of breath or other complications. Make sure to notify the healthcare facility and transport personnel in advance.

Communicate

CoCs, city and county homelessness officials and their partners should communicate frequently about COVID-19 and everyday preventive actions. To do this, they should:

- Create a communications plan for providing timely information to the general public as well as to unsheltered homeless individuals
- Identify and address potential language, cultural and disability barriers
- Counter stigmatization and discrimination

Other resources from the CDC include:

- [CDC: Interim Guidance for Homeless Service Providers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)
- [Questions to Assist CoCs and Public Health Authorities to Limit the Spread of Infectious Disease in Homeless Programs](#)
- [Specific Considerations for Public Health Authorities to Limit Infection Risk Among People Experiencing Homelessness](#)

- [Eligible ESG costs for Infectious Disease Preparedness](#)
- [CDC: Interim Environmental Cleaning and Disinfection Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\)](#)

Guidance from the U.S. Department of Housing and Urban Development (HUD)

The U.S. Department of Housing and Urban Development has also developed [specific guidelines](#) homeless assistance providers. These include an [Infectious Disease Toolkit for Continuums of Care \(CoCs\)](#), an [Ask A Question \(AAQ\) Portal](#), and other resources.

All homeless assistance providers, including (CoCs), city and county homelessness officials, and their partners should make themselves familiar with the HUD publication [Preventing and Managing the Spread of Infectious Disease for People Experiencing Homelessness](#). This document covers preparation including planning, and training and education; mitigation activities; and response to an infectious disease outbreak.

CoCs, city and county homelessness officials, shelter operators and case workers, city and county public health officials, and local law enforcement may also wish to consult two other HUD publications: [Preventing and Managing the Spread of Infectious Disease within Shelters](#) and [Preventing and Managing the Spread of Infectious Disease within Encampments](#).

Please note that, per HUD guidance, shelter providers should consult with their local health department before turning away individuals with respiratory symptoms. If an individual requires medical attention, providers should continue to direct them to a healthcare provider.

Questions? Contact the Homeless Coordinating and Financing Council at HCFC@bcsh.ca.gov.

HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
ACTION ITEM
March 18, 2020

AGENDA ITEM NUMBER: 4.3.2

ITEM: Authorize the HSOC Executive Committee to make grant recommendations; amend Continuum of Care policies; or take action on urgent matters when action is needed before the next scheduled meeting of the full HSOC

ACTION REQUIRED: Vote to authorize the HSOC Executive Committee to make grant recommendations; amend Continuum of Care policies; or take action on urgent matters when action is needed before the next scheduled meeting of the full HSOC.

SUMMARY NARRATIVE:

The Homeless Services Oversight Council is an advisory body to the County Board of Supervisors and serves as the Continuum of Care for the San Luis Obispo County Continuum of Care for purposes of the federal Continuum of Care (CoC) grant. The responsibilities of the HSOC include making recommendations to the Board or the State or federal government regarding awards of grants to assist homeless persons, as well as approving policies for the Continuum of Care, identification of critical issues and recommending solutions, and coordinating the county's collaborative systems of care.

The HSOC consists of 27 membership seats, representing a cross-section of the community working to address homelessness. The HSOC meets approximately six times per year and meetings must typically be scheduled far in advance in order to accommodate members' schedules and ensure the presence of a quorum so that the HSOC may take action.

Due to the rapidly changing COVID-19 pandemic and its potential impact on persons experiencing homelessness and those who serve them, there may be a need for the HSOC to take action before the next regularly scheduled meeting. In some instances, it may not be possible to obtain a quorum in the time frame in which action is needed.

In addition, some state or federal grants may require action after one scheduled meeting of the HSOC but prior to the next regularly scheduled meeting of the HSOC. Failure to meet could result in lost grant opportunities.

The HSOC Executive Committee consists of five members: the Chair of the HSOC, the Vice-Chair, and the Chairs of the Housing Committee, the Finance and Data Committee, and the Homeless Services Coordinating Committee. The Executive Committee typically meets during alternate months in which the full HSOC does not meet.

To ensure that timely action may be taken on urgent matters, it is recommended that the HSOC authorize the Executive Committee to vote on behalf of the HSOC on grant recommendations; amend Continuum of Care policies; or take action on urgent matters when action is needed before the next scheduled meeting of the full HSOC.

BUDGET/FINANCIAL IMPACT:

Should the Executive Committee make grant recommendations, it may affect the award of grant funds.

STAFF COMMENTS:

Staff recommend that this item be adopted.