



HOMELESS COORDINATING AND FINANCING COUNCIL GOVERNANCE SUBCOMMITTEE

Staff Report

Overview

The Welfare and Institutions Code Section 8255 established the Homeless Coordinating and Financing Council (Council) to oversee the implementation of the Housing First guidelines and regulations and to identify resources, benefits, and services to prevent, and end homelessness in California. On October 10, 2017, the Council established the Governance Subcommittee, (herein after referred to as "Subcommittee") to manage the year-round and multi-year planning process.

The purpose of the Subcommittee is to establish organizational procedures and assist the Council in its oversight established in the statute. This Staff Report intends to provide recommendations, assist the Council and its members, and provide administrative support.

Action Item 1: Establish a Council Chairperson and Vice Chair:

At the inaugural Council meeting, Ben Metcalf, HCD Director volunteered to preside over the first meeting until the Council can permanently elect a chairperson. At the same meeting, the Council members did not identify a Vice Chair.

Staff Recommendation: Since Interim Chair Metcalf led the inaugural Council meeting, the Subcommittee should permanently nominate Ben Metcalf, HCD Director as the Council Chairperson and a Vice Chair for all of 2018.

Going forward, the appointment tenure for the Council Chairperson and Vice Chair shall be a one-year term. The Chairperson and Vice Chair shall be a representative from any of state agencies appointed to the Council. This allows for multiple Council members to rotate through the chairperson and vice chair pool and allows the Subcommittee to select from when considering a new Council Chairperson and Vice Chair.

The Subcommittee shall identify a schedule of which designated appointees will assume Chairperson and Vice Chair duties in the coming years. For example, 2018 the Vice Chair could be the representative from the Department of Veterans Affairs and in 2019 be the Chairperson, 2019 the Vice Chair could be the representative from the Department of Social Services and in 2020 be the Chairperson, etc. This would allow the future Chairperson and Vice Chair to have

the opportunity to prepare for their new role. The recommended schedule is as follows:

Year	Chairperson	Vice Chair
2018	Ben Metcalf, Director from the Department of Housing and Community Development	Russell Atterberry, Undersecretary from the Department of Veterans Affairs
2019	The representative from the Department of Veterans Affairs	The representative from the State Department of Social Services
2020	The representative from the State Department of Social Services	The representative of the California Housing Finance Agency
2021	The representative of the California Housing Finance Agency	The representative from the California Tax Credit Allocation Committee in the Treasurer's office

Action Item 2: Council Member Expectations and Responsibilities

All Council members should demonstrate an interest in understanding and addressing issues related to ending homelessness. Members are expected to fully participate and be committed to working cooperatively together to advance the objectives of the Council.

Staff Recommendations: The Council shall adopt the following principles:

- i. The Council should address all types of communities and population groups experiencing homelessness.
- ii. Council members shall maintain a professional code of conduct, behavior, and demeanor during Council meetings and when representing the Council.
- iii. Council members are expected to make every effort to attend all meetings and be present for the entire meeting. If a Council member is unable attend, they are responsible to notify the Chairperson of their impending absence.
- iv. Council members are required to be prepared prior to the meeting.

- v. All action agenda items generated by the Council and subcommittees shall be approved via the majority vote of the Council members present at the meeting.

Action Item 3: Meeting Structure

SB 1380 requires the Council to hold quarterly meetings throughout the calendar year.

Staff Recommendations:

- i. All Council meetings are subject to requirements the Ralph M. Brown Act (California Government Code Section 54950 et. seq.).
- ii. The Council shall use Roberts Rules of Order to conduct business and approve action items.
- iii. Opportunity for public comment shall be made available after every agenda item that indicates an action to allow for comment on that specific topic or action. General public comment will also be on the agenda for every Council meeting. Persons attending the meeting in person who wish to address the Council on agenda or non-agenda items shall be asked (but are not required) to complete a Public Comment Card and give it to the Clerk prior to the start of the meeting. Public comments shall be limited to three minutes per person; however, the Chairperson may decide to shorten or lengthen the Public Comment period at his/her discretion.

Action Item 4: Standing Meeting Agenda/Staff Report Items

SB 1380 outlines a number of goals and responsibilities for the Council, including collaborating with state agencies and departments prior to July 1, 2019 to ensure their programs incorporate the core components of Housing First. Additionally, one of the values of the Council is for Agencies/Departments and stakeholders to learn from one another and be updated on the progress occurring at state and local levels.

Staff Recommendations:

- i. In order to help state agencies and departments meet the July 1, 2019 requirement, each council meeting agenda should include a review of at least one state departments or agencies and their programs in order to assist them in adopting Housing First standards.
- ii. Each agenda shall incorporate a presentation and discussion of at least one promising or best practice that is resulting in decreasing homelessness, and potential action items related to specific steps to adopt best practices discussed.

- iii. The Staff Report for each Council meeting shall also provide an opportunity for Council members to inform fellow members of key updates (i.e. funding opportunities or awards to homelessness programs) and progress that has been made over the previous quarter by their respective agency, department, organization, or constituency. These written updates would provide a record for progress as background information and should be provided to HCD staff in writing by Council members within thirty days of the next quarterly meeting for inclusion in the meeting's Staff Report.
- iv. The Staff Report for each Council meeting should also include any relevant data that has emerged from HUD or state agencies in the previous quarter (e.g. Point in Time Counts, updates on housing inventory, etc.), to provide background and context to the Council discussions.

Action Item 5: Meeting Locations

Homelessness is an issue that touches every geographic area of California.

Staff Recommendations:

- i. At least one Council meeting per year shall take place at a location other than Sacramento.
- ii. At least one Council meeting per year shall take place at a location that provides services or provides housing to persons that are homeless or were formerly homeless (e.g. an affordable or permanent supportive housing development, a bridge housing, emergency shelter, transitional housing, navigation center or recuperative care provider, health/mental health provider, etc.).

Action Item 6: Reporting to the Legislature

SB 1380 outlines the Council's responsibility to report to the Governor, federal Cabinet members, and the Legislature on homelessness and work to reduce homelessness. Additionally, the Council is required to assist agencies and Departments in meeting their Housing First goals by July 1, 2019.

Staff Recommendation:

Beginning the first quarter of each calendar year, beginning 2019, the Council shall review the staff report on the activities of the Council in the preceding year, adopt that report, and send to the Governor and the Legislature. All additional materials will be available on the Council's [homepage](#).

Action Item 7: Establishing Subcommittees

SB 1380 permits the Council to establish subcommittees from within its membership to meet the goals specified in statute.

Staff Recommendations:

- i. From time to time, the Council may establish work groups, committees, or identify existing entities to carry out activities or tasks as defined by the Council. The established subcommittee can elect a Chairperson where they may serve as a subcommittee Chairperson for more than one term in succession.
- ii. An established subcommittee shall meet when directed to do so by the Council, to make recommendations to be considered as future agenda items discussed by the full Council. The Council shall direct the meeting and purpose of each subcommittee meeting. The subcommittee will forward its recommendations to the Council for action on each matter considered.

Should you have any questions regarding this staff report, please contact Catherine Kungu at 916-263-2659 or Catherine.Kungu@hcd.ca.gov.