



**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)  
Executive Committee Agenda**

October 16, 2019, 1 p.m.

San Luis Obispo County Department of Social Services  
3433 S. Higuera, Room 358  
San Luis Obispo, CA

1. Call to Order and Introductions
2. Public Comment
3. Consent: Approval of Minutes
4. Action/Information/Discussion
  - 4.1 Action Item: Vote to authorize the Chair to sign a letter of support for the County's application for the Bringing Families Home grant
  - 4.2 Discussion Item: Homeless Emergency Assistance Program (HEAP) Update
  - 4.3 Discussion Item: Homeless Housing, Assistance, and Prevention Program (HHAPP) Update and Planning
  - 4.4 Discussion Item: California Emergency Solutions and Housing (CESH) Update and Planning
  - 4.5 Discussion Item: HSOC Membership in 2020
    - 4.5.1 Action Item: Vote to make a motion that the HSOC amend its Bylaws to modify the composition and size of its membership
  - 4.6 Discussion Item: Warming Center Update
  - 4.7 Discussion Item: Homeless Continuum of Care Staffing Update
  - 4.8 Discussion Item: Committee Reports

5. Future Discussion/Report Items:
6. Next Meeting Date: December 18, 2019
7. Adjournment

**HOMELESS SERVICES OVERSIGHT COUNCIL  
 HSOC EXECUTIVE COMMITTEE  
 June 19, 2019, 1:00-3:00pm  
 Department of Social Services Room 358**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>STAFF &amp; GUESTS</b>	
Kristen Barneich Devin Drake Anne Robin Mariam Shah	Janna Nichols	Laurel Weir Jessica Lorange Allison Rustick Abby Lassen Brandy Graham Tim Koznek Lisa Howe Blake Fixler Bruce Gibson Marcia Guthrie Ann Gillespie	
<b>AGENDA ITEM</b>		<b>CONCLUSIONS/ACTIONS</b>	<b>FOLLOW UP</b>
1. Call to Order and Introductions of Guests	Kristen called the meeting to order and introductions were made.		
2. Public Comment			
<b>ACTION/INFORMATION/DISCUSSION</b>			
3. Review and Approval of Minutes		Anne approved the minutes, seconded by Devin. Vote was unanimous to approve the minutes	

<p>4.1 Discussion Item: Encampments and Unsheltered Homelessness</p>	<p>Supervisor Gibson shared with the group his idea regarding addressing unsheltered homeless. He explained that the coast has seen a significant increase in the number of homeless, specifically in Cambria. This change has caused different reactions such as concern for crime, fire danger, and environmental impact. The communities on the coast have been open to discussion and interested in helping those unsheltered individuals. There will be public forum this evening in Cambria to discuss ideas and to share information about what services and programs are available in our area. Supervisor Gibson shared his thoughts regarding having more community input through a sub-committee that focuses on encampments and unsheltered homelessness that could also include representatives from Community Service Districts. The group discussed what an Ad Hoc encampment committee would look like. The group also discussed what it might look like to have service providers dedicated to services focused in the farther outreach areas in our county including Cambria. Supervisor Gibson also asked the group about possibly looking at additional safe parking. Anne shared with the group the mapping app that has been under</p>		
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<p>4.2 Discussion Item: Creating a process whereby the HSOC Grant Review Subcommittee to propose awarding a different amount of funding to applicants than applicants have requested</p>	<p>discussion. It was agreed the staff would prepare a proposal about the Ad Hoc committee and what they would be doing and share it with the Full Homeless Services Oversight Council for approval.</p> <p>Laurel explained that the issue that has come up in the past has been that the grant application process has become more competitive than in the past. This has made the discussion by the nominating committee challenging if they would like to award smaller or different amounts than was originally requested by the applicant. Laurel explained that there are no specific guidelines in our by-laws about this issue. The group discussed spelling out a process whereby the HSOC Grant Review Subcommittee could propose awarding a different amount of funding to applicants than applicants have requested. Anne suggested putting the discussion about funding amounts into the request for proposal.</p>		
<p>4.3 Discussion Item: Coordinated Entry Evaluation</p>	<p>Laurel informed the group that we have requested and been approved for technical assistance through the State to look at our Coordinated Entry System and help evaluate our program and help improve that. We currently have 4 Coordinated Entry locations</p>		

	<p>throughout the county. The technical assistance providers will be with us in July and work with the Homeless Services Oversight Council subcommittees that work with coordinated entry as well as the agencies involved. The completion date is tentatively for October 2019.</p>		
<p>4.4 Discussion Item: 10 Year Plan Update</p>	<p>Laurel reminded the group that there has been previous discussion regarding an in depth 10 Year plan update. Laurel recommended moving the update to the fall to mirror the state HAPS grant date being delayed and thus giving the group additional time to update the 10 Year plan.</p>		
<p>4.5 Discussion Item: State Budget Update and Grant Outlook</p>	<p>Laurel shared with the group that the Governor proposed the Homeless Aid and Planning for Shelter (HAPS) grant. It is in the final negotiations as a bill now. The funding will be allocated based on communities Homeless Point in Time Count data. When the U.S. Department of Housing and Urban Development (HUD) publishes the official counts in December, the state will let communities know how much funding they can expect. The due date for the application is expected to be March 1, 2020. The grant needs to be spent within 3 years. The state</p>		

<p>4.6 Discussion Item: Committee Report</p>	<p>budget also renewed the Bringing Families Homes Grant.</p> <p>Anne shared that Whole Person Care allows for expansive services. There is discussion about having a staff person to focus on this program. No Place Like Home proposal was approved. The Board approved the California Emergency Solutions Grant 2019 round application. The Continuum of Care Notice of funding availability has not been released yet. We are expecting it any day and will let everyone know when it is released.</p> <p>Finance and Data Committee: Devin shared with the group that the Finance and Data Committee cancelled and rescheduled its meeting as they are awaiting the Point in Time Count results. The group will also be discussing the Longitudinal System Analysis (LSA) report. The next meeting is scheduled for July 2, 2019 at 9am at Social Services.</p> <p>Housing Committee: Anne shared with the group that the Housing Committee discussed looking at the Regional Housing Needs Assessment regarding housing in our area. The committee will be involved in feedback regarding the Planning Department's Consolidated Plan. The next meeting is scheduled for July 2, 2019 at 2pm at Social</p>		
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	<p>Services.</p> <p>Services Coordinating Committee: Laurel explained that the group reported that the Committee discussed possibly starting an Ad Hoc Veterans Committee. This discussion was tabled until the next meeting which is scheduled for July 23, 2019 at 9am at Social Services, because the persons making the request were not present at the meeting to explain the request.</p>		
5. Future Discussion/Report Items:	NA		
6. Next Meeting Date:	August 21, 2019 from 1-3pm in room 358 at Department of Social Services		
7. Adjournment	Kristen adjourned the meeting at 2:20pm.		



**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)  
EXECUTIVE COMMITTEE  
ACTION ITEM  
October 16, 2019  
AGENDA ITEM NUMBER 4.5.1**

**AGENDA ITEM NUMBER: 4.5.1**

**ITEM:** Vote to make a motion that the HSOC amend its Bylaws to modify the composition and size of its membership

**ACTION REQUIRED:** It is requested that the Homeless Services Oversight Council (HSOC) Executive Committee Vote to make a motion that the HSOC amend its Bylaws to modify the composition and size of its membership.

**SUMMARY NARRATIVE:**

The Homeless Services Oversight Council (HSOC) was created by the San Luis Obispo County Board of Supervisors in June 2009 serve as the San Luis Obispo County Continuum of Care oversight body for the federal McKinney-Vento Continuum of Care (COC) program funding in the county, in accordance with 24 C.F.R. Part 578.7.

Under 24 C.F.R. Part 578.3, the Continuum of Care is defined as the “group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.” 24 C.F.R. Part 578.5 requires the Continuum of Care to “establish a board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the conflict-of-interest requirements at § 578.95(b). The board must:

“(1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and

“(2) Include at least one homeless or formerly homeless individual.”

There are 27 membership seats on the HSOC. Members are appointed to the HSOC by the County Board of Supervisors, with the exception of seven seats reserved for representatives from the seven incorporated cities in the County, which are appointed by the City Councils of each city.

The current Membership section of the Bylaws are as follows:

### **Membership**

Membership is provided as follows:

- County Board of Supervisors, 1 member
- City Council Members, 7 members, one from each municipality
- County Government Service Providers, 2 members, selected from Behavioral Health, Planning, Social Services, Veterans Services, Probation
- Non-profit Service Providers, 3 regional members
- Affordable Housing Developers, 2 members
- Local Businesses/Business Organizations, 1 member
- Law Enforcement, 1 member
- Local K-12 Academic Institution, 1 member
- Local Health Provider, 1 member
- Local Faith Community, 1 member
- Interested Community, 2 members, preferentially with homelessness experience
- Currently or Formally Homeless Person, 1 member
- Veterans Services Representative, 1 member
- Local University or School of Higher Education, 1 member
- Local Hospital, 1 member
- Victims' Services Representative, 1 member

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 (See "Committees" on page 5), the Council will have the authority to modify the composition and size of its membership.

## **Ad Hoc Committee Review and Recommendation**

An Ad Hoc Committee was created by the Executive Committee to review the HSOC Bylaws and recommend changes. The Ad Hoc Committee has developed recommendations for changes to the Membership and Term Section of the Bylaws. The Committee proposes to amend the Membership and Term sections of the Bylaws and substitute the following language:

### **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 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)
- Currently or Formerly Homeless Persons
- Advocates
- Affordable Housing Developers
- Businesses
- Faith-Based Organizations
- Hospitals
- Public Safety

- Behavioral Health Agencies (including mental health and substance abuse focused agencies)
- Nonprofit Homeless Assistance Providers
- Organizations Serving Homeless Veterans
- Philanthropic Organizations
- Housing Authority
- County Office of Education
- Local School Districts
- Social Service Providers
- College and Universities
- Victim Service Providers
- Legal Aid/Pro Bono Attorneys

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 and shall begin on January 1<sup>st</sup>. A member may not serve more than two (2) full consecutive terms, with the following exceptions:

- a) City Councilmembers
- b) Housing Authority
- c) County Office of Education representatives
- d) Victim Services Providers
- e) County Government Service Providers

Representatives of categories a-e listed above have no limit on the number of terms they may serve. A member having served two (2) full consecutive terms may seek reappointment after one (1) year absence from Council membership.

These recommendations were brought for initial discussion to the full HSOC on September 18, 2019. Commenters discussed the need for term limits and whether it was necessary to specify types of seats available or number of seats.

## Staff Comments

### *Types of Seats*

HUD regulations require that the CoC Board be composed of representatives of “the relevant organizations and of projects serving homeless subpopulations.” In addition, having representation or participation from certain subcategories affects the CoC’s competitiveness for HUD CoC funding. In the annual CoC application, HUD asks the CoC to indicate whether representatives from each of the following categories are voting members, participates in CoC Board meetings, or participates in Coordinated Entry:

1. Local Government Staff/Officials
2. CDBG/HOME/ESG Entitlement Jurisdiction
3. Law Enforcement
4. Local Jail
5. Hospitals
6. EMS/Crisis Response
7. Mental Health Service Organizations
8. Substance Abuse Service Organizations
9. Affordable Housing Developers
10. Disability Service Organizations
11. Disability Advocates
12. Public Housing Authorities
13. CoC Funded Youth Homeless Organizations
14. Non-CoC Funded Youth Homeless Organizations
15. Youth Advocates
16. School Administrators/Homeless Liaisons
17. CoC Funded Victim Services Providers
18. Non-CoC Funded Victim Service Providers
19. Domestic Violence Advocates
20. Street Outreach Team(s)
21. Lesbian, Gay Bisexual, Transgender (LGBT) Advocates
22. LGBT Service Organizations
23. Agencies that serve survivors of human trafficking
24. Other homeless subpopulation advocates
25. Homeless or Formerly Homeless Persons
26. Mental Illness Advocates
27. Substance Abuse Advocates

The CoC is not required to have such agencies on the Board if such agencies do not exist. For example, communities who do not have Youth Homeless Organizations are not required to have such organizations on their Board. In some cases, representatives may

represent more than one issue, such as a substance abuse treatment advocate who specializes in youth issues.

The categories included in the CoC application could be covered by the Ad Hoc Committee recommendations – e.g. the “Advocates” category could include LGBT advocates, Youth advocates, Mental Health advocates – but it may be beneficial to set a minimum number of seats for those categories to ensure broader representations from the subcategories.

Staff recommend a minimum of two seats for the following categories:

- Nonprofit Homeless Service Providers
- Public Safety
- Advocates
- Currently or formerly homeless persons

Three of the categories proposed by the Ad Hoc Committee for specific seats are not mentioned in HUD’s list of desired categories: Legal Aid/Pro Bono Attorneys, Philanthropic Organizations, and Colleges and Universities. Two of those categories would be new seats for the HSOC and it is unknown whether representation could be obtained from each of the categories. The third category has been vacant for periods of time. Staff recommend consolidating these categories into a single category of Other Community Organizations.

#### *Term Limits*

At the full HSOC meeting in September, commenters noted that a limit on the consecutive number of terms a person may serve may result in valuable expertise being lost to the HSOC. It was noted that due to the size of the CoC compared to large cities, there may be a smaller pool of agencies that represent subpopulations or a smaller pool of persons with particular expertise.

An argument against eliminating term limits would be that term limits encourage participation by a broader cross-section of the community by ensuring at least some seats are vacant each year. An incumbent might be perceived to have a competitive advantage against a new person seeking a seat.

To date, most categories of seats on the HSOC have not had more than one candidate in a given year. Additionally, some seats on the HSOC have sat vacant for a year or more after the previous seat holder vacated the seat due to term limits. Eliminating term limits would likely reduce the number of vacant seats on the HSOC and may result in retention of highly engaged members. Staff support the recommendation to eliminate term limits.