



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

May 15, 2024, 1pm

Committee members must participate in person (except for just cause reasons or personal emergency reasons approved by the HSOC):

Room 101, County of San Luis Obispo Department of Social Services,  
3433 South Higuera St, San Luis Obispo, CA 93401

The public may participate in person or by Zoom video call:

<https://us06web.zoom.us/j/83605846747?pwd=JFf2c89NBucoEqIb3qtuM1pYbTuG0P.1>

Or dial in:

+1 669 444 9171

Meeting ID: 836 0584 6747

Passcode: 229376

1. Call to Order and Introductions (5 minutes\*)
2. Public Comment (10 minutes\*)
3. Consent: Approval of Minutes (3 minutes\*)
4. Action/Information/Discussion
  - 4.1. HSOC Administration
    - 4.1.1. Action Item: Vote to Approve Proposed Amendments to the HSOC Bylaws (15 minutes\*)
      - 4.1.1.1. Committee Questions
      - 4.1.1.2. Public Comment



- 4.1.1.3. Committee Discussion and Vote
- 4.1.2. Information Item: Membership Vacancies (5 minutes\*)
  - 4.1.2.1. Committee Questions
  - 4.1.2.2. Public Comment
  - 4.1.2.3. Committee Discussion
- 4.2. Implementing Five-Year Plan
  - 4.2.1. Discussion Item: Homeless Services Division's May Update to the Board of Supervisors (25 minutes\*)
    - 4.2.1.1. Committee Questions
    - 4.2.1.2. Public Comment
    - 4.2.1.3. Committee Discussion
- 4.3. Implementing Five-Year Plan Line of Effort 3 – Improve and Expand Data Management Efforts Through the Homeless Management Information System (HMIS) and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight
  - 4.3.1. Discussion Item: Point in Time (PIT) Count Update (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 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: Planned Parenthood Clinical Services and Educational Programming (25 minutes\*)
  - 4.4.1.1. Committee Questions
  - 4.4.1.2. Public Comment
  - 4.4.1.3. Committee Discussion
- 4.5. Discussion Item: Committee Updates (5 minutes\*)
- 4.6. Discussion Item: Updates from the Homeless Services Division (5 minutes\*)
5. Future Discussion/Report Items (2 minutes\*)
6. Updates and Requests for Information (5 minutes\*)
7. Next Regular Meeting: July 17, 2024
8. 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)

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)  
MEETING MINUTES**

**Date**

March 20, 2024

**Time**

1:00pm-3:00pm

**Location**

Room 101, Department of Social Services, 3433 S Higuera, San Luis Obispo, CA 93401

Members (those approved with just cause/ emergency reasons) and the public were able to participate via Zoom.

**Members Present:**

Amelia Grover  
Brenda Mack  
Christy Nichols  
Clint Weirick  
Dawn Ortiz-Legg  
Devin Drake  
Janna Nichols  
Jessica Thomas  
Kathy McClenathen  
Kristen Barneich  
Luke Dunn  
Marcia Guthrie  
Marie Bolin  
Mark Lamore  
Michelle Pedigo  
Michelle Shoresman  
Rick Gulino  
Rochelle Sonza  
Star Graber  
Steve Gregory  
Susan Funk  
Susan Lamont  
Wendy Blacker  
Wendy Lewis  
William Crewe

**Members Absent:**

Allison Brandum  
Jack Lahey  
Jeff Smith  
Margaret Shepard-Moore  
Rick Scott

Shay Stewart  
Susan Lamont  
Zara Landrum

**Staff & Guests:**

Aaron Bushnell  
Abby Lassen  
Ana Huynh  
Andrea Wasko  
Clementine Ellis  
Daisy Wiberg  
Erica Jaramillo  
Jeff Al-Mashat  
George Solis  
Kari Howell  
Kate Bourne  
Katherine Aguilar  
Laurel Barton  
Laurel Weir  
Lauryn Searles  
Lawren Ramos  
Linda Belch  
Loren Leidinger  
Mariam Shah  
Meaghan Gilbert  
Merlie Livermore  
Michael Kaplan  
Mimi Rodriguez  
Monique Davis  
Nathan Linski  
Russ Francis  
Sandra Bourbon  
Saha Aguilar  
Suzie Freeman  
Wade Reynolds

**1. Call to Order and Introductions**

Chairperson Michelle Shoresman called the meeting to order at 1:06 pm. Introductions were made by those new to the meeting.

**2. Public Comment**

Representatives from CAPSLO (Community Action Partnership of San Luis Obispo County), ECHO (El Camino Homeless Organization), CHC (Five Cities Homeless Coalition), Lumina Alliance, Ecologistics-Economics of Being a Woman, HASLO (Housing Authority of San Luis Obispo), California Rural Legal Assistance, MICOP (Mixteco Indigena Community Organizing Project). PSHHC (People's Self-Help Housing Corporation), and T-MHA (Transitions-Mental health Association) presented and provided their agency's programs and the projects that would benefit from HHAP 3 & 4 funding allocations.

**3. Consent: Approval of Minutes**

Janna Nichols moved the minutes to be approved, seconded by Kristen Barneich. Minutes passed by voice vote.

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

##### **4.1. HSOC Administration**

**4.1.1. Discussion Item: Consider proposed amendments the HSOC Bylaws as set forth in Attachment 1 to 1) add a seat for a representative from the San Luis Obispo County Youth Advisory Board and specify the term of that seat; 2) establish a process for appointment of subcommittee alternates; 3) amend the Standing Committees section of the bylaws to remove named committees and create a process for creation of standing committees; 4) amend the Executive Committee section to change the composition of the Executive Committee, clarify and expand on the duties of officers section, and exempt the representative from a local Housing Authority from the time limits on how many consecutive years an officer may hold the same position; and 5) remove references to an HSOC Executive Director position.**

Due to time constraint, this item has been tabled for the next meeting.

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

**4.2.1. Action Item: Vote to recommend approval of the Homeless Housing, Assistance and Prevention Program Round 5 Regionally Coordinated Homelessness Action Plan and Memorandum of Understanding with the County of San Luis Obispo to participate and comply with the Regionally Coordinated Action Plan**

George Solis used slides in presenting HHAP Round 5 funding. According to George, eligible activities for this program funding are not much different from the HHAP 3 & HHAP 4 activities, except that the HHAP - 5 applicants must present a Regionally Coordinated Homeless Action Plan. This plan shall lay out a strategic approach to address homelessness within the region, emphasizing collaborative efforts among participating applicants (the County and the CoC).

Janna Nichols moved the motion to recommend approval of the HHAP 5 Action Plan and memorandum of Understanding. Rick Gulino seconded the motion. Roll was called and the motion passed.

##### **4.3. 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**

**4.3.1 Information Item: Report on the Housing Inventory Count**

Kate Bourne presented slides showing the timeline of the HIC and HMIS data of bed inventory collected from 2019-2023. HIC 2024 data is pending.

##### **4.4. Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources**

**4.4.1. Action Item: Recommend funding allocations of State Emergency Solutions Grant Program (\$105,059), Permanent Local Housing Allocation – City of Pismo Beach (\$414,208.60), Homeless Housing, Assistance and Prevention Program – Round 3 (\$2,918,025.63), Homeless Housing, Assistance and Prevention Program – Round 4 (\$1,734,767.51), and HOME Investment Partnerships Program – American Rescue Plan (\$328,924)**

George Solis presented slides showing HHAP available funds, and the allocation of such funds to the different projects that were recommended for funding. George said that approval of such funding recommendations would align with Lines of Effort 1 and 2 of the Five-Year Plan to address homelessness. The next step is to bring the recommendations for approval by the Board of Supervisors on April 9.

Supervisor Ortiz-Legg started the discussion by sharing her concern that the County does not have enough money, thus making hard decisions to pull back some of the needs identified. Kristen Barneich asked if there are newer projects that the County is taking on funding and not allocating for existing and successful projects such as the Cabins for Change in the South County. A few of the members expressed

their concerns about taking any funding from already successful projects. Supervisor Dawn Ortiz-Legg also shared the importance of narrowing HSOC's intentions and focus on the shelter piece. Marcia Guthrie said she is not supporting the existing funding recommendations if it will take funding away from the Cabins for Change project.

Susan Funk suggested a motion to approve the funding for Home ESG, Pismo Beach, and Home ERP, with \$49,700 moved to CAPSLO and CRLA would get \$140K. Kathy McClenathen seconded the motion. Roll was called. Motion passed.

Steve Gregory asked if the Home Key project for Calle Joaquin can be delayed without losing the funding, to accommodate funding for the Cabins for Change, prioritizing sheltering and bedding necessities. Other factors mentioned in considering allocation of funding included looking at the minimum amount necessary to fund a project, what are the minimum needs that can be funded, availability of other funding sources, cost effectiveness of results, shelter priorities in terms of permanent and transitional housing funding.

Clint Weirick suggested holding a special meeting in April to discuss what the priority projects are, and to discuss the minimum funding amount necessary per project. Susan Funk presented a motion to postpone the HHAP 3 & HHAP 4 funding decision until a revised recommendation is presented in a special meeting in April. This motion also included a backup plan that if a quorum cannot be reached for this meeting, the Executive Committee will be delegated to make the decision. Kristen Barneich seconded the motion, with the clarification that if the decision goes to Executive Committee, staff reports, and information will be provided to other HSOC members ahead of time for review and comments and for HSOC members to be able to attend the Executive Committee meeting if they want to. Roll was called. Motion passed.

A poll will be sent out to the HSOC members to determine the date for the special meeting in April.

#### **4.4. Discussion Item: Updates from the Homeless Services Division**

Linda Belch reported the division will be reporting to the Board of Supervisors in May. She also mentioned that HMIS went live. The Parking Village shutdown has been extended to March 29, pending a final closure date from the court decision. Linda also shared that the Welcome Home Village is still a project in process.

**5. Next Regular Meeting:** May 15, 2024

#### **6. Adjournment**

Michelle Shoresman adjourned the meeting at 3:25 pm.

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)  
SPECIAL MEETING MINUTES**

**Date**

April 24, 2024

**Time**

3:00 pm-5:00 pm

**Location**

Rooms 356 & 358, Department of Social Services, 3433 S Higuera, San Luis Obispo, CA 93401

Members (those approved with just cause/ emergency reasons) and the public were able to participate via zoom.

**Members Present**

Allison Brandum  
Amelia Grover  
Aurora William  
Christy Nichols  
Clint Weirick  
Devin Drake  
Jack Lahey  
Janna Nichols  
Jessica Thomas  
Kathy McClenathen  
Kristen Barneich  
Luke Dunn  
Marcia Guthrie  
Margaret Shepard-Moore  
Marie Bolin  
Michelle Pedigo  
Michelle Shoresman  
Rick Gulino  
Rochelle Sonza  
Shay Stewart  
Star Graber  
Steve Gregory  
Susan Funk  
Susan Lamont  
William Crewe

**Members Absent**

Brenda Mack  
Dawn Ortiz-Legg  
Jeff Smith  
Mark Lamore  
Rick Gulino  
Rick Scott  
Wendy Blacker  
Wendy Lewis

Zara Landrum

**Staff & Guests**

Austin Solheim  
Becky Jorgeson  
Brian Amoroso  
Devon McQuade  
Kelly Abbas  
Daisy Wiberg  
Erica Jaramillo  
Laurel Weir  
Lauryn Searles  
Linda Belch  
Lisa Murdoch  
Merlie Livermore  
Nathan Lenski  
Nick Edney  
Russ Francis  
Scott Collins  
Sister Theresa Harpin  
Tony Navarro  
Veronica Garcia

**1. Call to Order and Introductions**

Chairperson Michelle Shoresman called the meeting to order at 3:07 pm. HSOC Members representing agencies who applied for HHAP funding were recused in Room 358. No introductions were made.

**2. Public Comment**

Representatives from Restorative Partners, City of San Luis Obispo, ECHO (El Camino Homeless Organization), HASLO (Housing Authority of San Luis Obispo), PSHHC (People's Self-Help Housing Corporation), and the 5 Cities Homeless Coalition presented and provided their agency's programs and the projects that would benefit from HHAP 3 & 4 funding allocations.

**3. Action/Information/Discussion**

**3.1. Action Item: Recommend funding allocations of Homeless Housing, Assistance and Prevention Program – Round 3 (\$2,918,025.63), and Homeless Housing, Assistance and Prevention Program – Round 4 (\$1,734,767.51)**

County Staff Tony Navarro of the Adult & Homeless Services Division presented slides showing the draft funding recommendations for the HHAP 3 and HHAP 4 State Grants programs (Attachment Agenda Item 3.1)

After Tony's presentation, Clint Weirick made a motion to accept staff recommendations. Shay Stewart seconded. After a thorough discussion, Susan Funk presented a counter recommendation to the staff's funding allocations. Susan's recommendation was to award funding of \$1,237,138 to 5Cities Homeless Coalition (5CHC); \$1,000,000 to the Community Action Partnership of San Luis Obispo (CAPSLO); \$1,200,000 to a partnership of the Housing Authority of the City of San Luis Obispo (HASLO) and the El Camino Homeless Organization (ECHO), consisting of \$1,000,000 for

ECHO and \$200,000 for HASLO; \$100,000 to the Mixteco Indigena Community Organizing Project (MICOP); \$300,00 to People's Self-Help Housing; and \$200,000 to Restorative Partners. Michelle Shoresman asked if there was any objection to withdrawing the motion on the floor which was to approve the staff's recommendation. There were no objections, so the motion was withdrawn. Michelle then asked for a new motion. Kathy Mclenathen made the motion to approve the recommendation of allocations as presented by Susan Funk, combining HHAP 3 & HHAP 4 to be allocated by county staff. The motion was seconded by Steve Gregory. Roll was called. Motion passed.

### **3.2. 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**

Laurel Weir presented slides showing the proposed changes to the by-laws of the Homeless Services Oversight Council (attached to the agenda packet). She highlighted some recommendations for key changes in membership composition, term appointments of members and their alternates, member attendance and committees. Laurel also shared that the staff would review and make revisions if needed, then bring the changes to the next HSOC meeting in May. After approval of the by-law changes, the HSOC website will be updated with the names of the new committees.

**5. Next Regular Meeting:** May 15, 2024

### **6. Adjournment**

Michelle Shoresman adjourned the meeting at 5:05 pm.

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)  
ACTION ITEM  
May 15, 2024**

**AGENDA ITEM NUMBER: 4.1.1**

**ITEM:** Vote to Approve Proposed Amendments to the HSOC Bylaws

**ACTION REQUIRED:** Vote to approve proposed amendments the HSOC Bylaws to 1) Add a seat for a representative from the San Luis Obispo (SLO) County Youth Advisory Board and specify the term of that seat; 2) Establish a process for appointment of subcommittee alternates; 3) Amend the Standing Committees Section of the Bylaws to remove named Committees and create a process for creation of Standing Committees; 4) Add two seats on the Executive Committee for Representatives from the low-income housing development and finance sector, and exempt the representative from a local Housing Authority from the time limits on how many consecutive years an Officer may hold the same position on the Executive Committee; 5) Clarify and expand on the duties of the Officers; 6) Clarify the process for filling vacant seats on the Executive Committee if there is a mid-term vacancy in one or more of the seats reserved for representatives of the housing development and finance sector; 7) Update references to the staffing positions that support the HSOC; 8) Update references to the Countywide homelessness plan; 9) Clarify that the HSOC is the Governing Board for the San Luis Obispo County Continuum of Care (CoC); and 10) Grant the Chair the authority to create an Ad Hoc Grant Approval Committee to approve grant recommendations when the Full HSOC cannot obtain a quorum prior to the grant deadline.

**SUMMARY NARRATIVE:** Last summer, as part of the effort to further Five-Year Plan implementation, Homeless Services Division staff began consulting with the HSOC Executive Committee, the Homeless Services Coordinating Committee, and the Data and Finance Committee regarding the current HSOC structures and how they could be changed to better help implement the County Five-Year Plan to Address Homelessness. Following initial input from these bodies, staff developed proposed changes to HSOC's structure and sought input on these proposed changes from the HSOC Executive Committee. Staff then developed the proposed Bylaw amendments and discussed with the HSOC at the April meeting of the full HSOC. Per HSOC Bylaws, any proposed changes to the Bylaws must be introduced at a meeting of the full HSOC and then acted upon at the next regular meeting.

Following the April meeting, staff made amendments to the proposed Bylaws based on feedback received and worked with County Counsel to finalize the proposed amendments.

A redlined version of the HSOC Bylaws is attached as Attachment 4.1.1A. The HSOC is being asked to approved the changes listed in Attachment 4.1.1A.

### **Summary of Proposed Changes**

1. Add a seat to the HSOC for a member of the San Luis Obispo County Youth Advisory Board and specify a term for that seat

The Five-Year Plan proposes to actively engage persons with lived experience in the development, refinement and execution of plans. As part of the implementation of that plan, staff last year worked with the HSOC and community partners to create the San Luis Obispo County Youth Advisory Board (YAB) for the purpose of providing input to the HSOC and the Division on issues affecting youth experiencing homelessness.

The proposed change would add a seat to the HSOC for a representative from the YAB. While the HSOC currently has two seats reserved for persons with lived experience, there are no seats specifically for representatives of youth. The proposed change would also set the term of appointment for the YAB representative from three years to one year. Like other members of the HSOC, YAB representatives appointed to the HSOC would be eligible to apply to serve additional terms.

2. Establish a process for appointment of subcommittee alternates

The proposed change would establish a process for appointment of subcommittee alternates and provide clarity to committees regarding whether an alternate counts towards quorum and is eligible to vote.

3. Amend the Standing Committees section of the bylaws to remove named committees and create a process for creation of standing committees

Because Standing Committees are currently named in the Bylaws, any proposal to add, rename, or eliminate standing committees requires a minimum of three months to make the necessary changes to the Bylaws (this is the timeline for the recommendation to be brought to the HSOC first as a discussion item, then as an action item at the following meeting). To provide more agility to the HSOC, it is proposed that the names of the Standing Committees be removed from the Bylaws and authority to create, modify or eliminate standing committees be vested with the Executive Committee. To ensure transparency, the Executive Committee must also vote on the name and mission of the committee and, if the change is approved, the HSOC webpage must be updated to reflect those changes.

4. Add two seats on the Executive Committee for Representatives from the low-income housing development and finance sector, and exempt the representative from a local Housing Authority from the time limits on how many consecutive years an Officer may hold the same position on the Executive Committee

Under the current Bylaws, the composition of the Executive Committee consists of the Chair, Vice Chair, and Chairs of the HSOC Standing Committee. The Executive Committee would still include this composition, but to ensure that there was adequate representation from housing experts, the Bylaws would specifically set aside seats for a representative from the local Housing Authority and from the low-income housing sector.

Also, because the Housing Authority is the only entity in the county that administers the Housing Choice Voucher program locally, the Bylaws would exempt the representative of the Housing Authority from the three-year limit on consecutive service in the same position on the Executive Committee. The proposed language would also expand the Duties of Officers section to provide an explanation of the duties of the new positions. Current language references the Chair and Vice-Chair positions but does not reference the newly created positions, which are not tied to committee chair positions.

5. Clarify and expand on the duties of the Officers

The proposed language would expand the Duties of Officers section to provide an explanation of the duties of the two new seats on the HSOC Executive Committee referenced above. Current language references the Chair and Vice-Chair positions but does not reference the newly created positions, which are not tied to committee chair positions.

6. Clarify the process for filling vacant seats on the Executive Committee if there is a mid-term vacancy in one or more of the seats reserved for representatives of the housing development and finance sector

The proposed amendments would specify how mid-term vacancies in the new seats on the Executive Committee would be filled. While the seat on the HSOC would be filled through the normal process (e.g. application, Ad Hoc Nominating Committee, HSOC recommendation, Board appointment), that process may take several months or longer. Allowing the Chair to nominate, and the HSOC to appoint, one of the existing HSOC members who represent this sector to fill that seat would ensure representation on the HSOC from the affordable housing sector.

7. Update references to the staffing positions that support the HSOC

The HSOC Executive Director position was originally created by the United Way when the United Way first provided administrative support for the HSOC but has not existed since the County took over providing administrative support for the HSOC in 2012. These proposed changes would remove references to the HSOC staff and replace with references to County staff.

8. Update references to the Countywide homelessness plan

The first plan approved by the County to address homelessness was the Ten-Year Plan that has now been replaced with the current Five-Year Plan. The proposed amendments would remove the references to the old plan and change the language to refer to the Countywide Plan approved by the Board of Supervisors.

9. Clarify that the HSOC is the Governing Board for the San Luis Obispo County CoC

The U.S. Department of Housing and Urban Development, which administers the Continuum of Care grant, requires a CoC to have a Governing Board. Amending the Roles Section of the Bylaws to add this as an HSOC role will clarify that one of the HSOC roles is to serve as the Governing Board for the San Luis Obispo County CoC.

10. Grant the Chair the authority to create an Ad Hoc Grant Approval Committee to Approve Grant Recommendations When the Full HSOC Cannot Obtain a Quorum Prior to the Grant Deadline

One of the responsibilities of a CoC Governing Board is to vote on grant funding recommendations for the CoC grant. HSOC's Conflict of Interest Policies require that any member who work for or sits on the Board of an agency applying for grant funding, or who has any other financial conflict of interest related to an agency's application for grant funding, must recuse themselves from the discussion of or voting on recommendations of grant awards where the financial conflict exists. Due to the number of recusals that occur related to certain grants, this sometimes makes it challenging to convene a quorum of the HSOC in time to meet grant deadlines.

If the HSOC were to fail to be able to obtain a quorum by a grant deadline, funding for the grant could be at risk. To protect funding, the proposed language recommends granting the Chair the authority to appoint an Ad Hoc Grant Approval Committee of the HSOC to vote on grant recommendations when it is not possible the to convene a quorum of the

HSOC by the grant deadline. This option would only be allowable when an Ad Hoc Grant Review Committee had been convened according to County guidelines and had already made recommendations that the Ad Hoc Grant Approval Committee could review.

**BUDGET/FINANCIAL IMPACT:** The proposed changes would have no immediate financial impact. Adding a dedicated seat on the HSOC for a representative from the YAB would improve the Continuum of Care's competitiveness for the Youth Homelessness Demonstration Grant from the U.S. Department of Housing and Urban Development (HUD). HUD is expected to release a Notice of Funding Availability for another round of YHDP this year.

Adding the Ad Hoc Grant Approval Committee option in cases where a quorum of the full HSOC could not be achieved in time to meet grant deadlines would ensure that state and federal funding would not be lost.

**STAFF COMMENTS:** County Counsel has reviewed and approved the proposed amendments as to content and form.

## By-Laws, Homeless Services Oversight Council

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

(Proposed changes as of May 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 plan 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 plan 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. The term Continuum of Care is defined as set forth at 24 C.F.R. 578.3.
- 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
- e.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 plan 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 plan to address homelessness10-Year Plan as a guide, the HSOC will:

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

2. Prepare/approve annual goals and work plans for HSOC and ~~the HSOC~~County 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 plan 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 plan to address homelessness10-Year Plan to End Homelessness objectives and priorities / Endorse grant applications to local jurisdictions to ensure compliance with countywide plan 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.