



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

December 13, 2023, at 3 p.m.

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

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

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

<https://us06web.zoom.us/j/86486666102?pwd=bSlwF4QHDnDyPnonVHbYpNhgtChM.1>

Or dial in:

+1 669 444 9171

Meeting ID: 864 8666 6102

Passcode: 865873

1. Call to Order and Introductions (*2 minutes)
2. Public Comment (*6 minutes)
3. Consent: Approval of Minutes (*2 minutes)
4. Action/Information Discussion
 - 4.1. HSOC Administration (*10 minutes)
 - 4.1.1. Action Item: Approve the appointment of Anna Miller as the alternate for Rick Gulino
 - 4.1.1.1. Committee Questions
 - 4.1.1.2. Public Comment



- 4.1.1.3. Committee Discussion and Vote
- 4.1.2. Action Item: Recommend a slate of candidates for election as HSOC officers in 2024
 - 4.1.2.1. Committee Questions
 - 4.1.2.2. Public Comment
 - 4.1.2.3. Committee Discussion and Vote
- 4.2. HSOC Governance Structure (*35 minutes)
 - 4.2.1. Discussion Item: Planning for changes to HSOC Governance Structure
 - 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 1 - Create Affordable and Appropriately Designed Housing Opportunities and Shelter Options for Underserved Populations
 - 4.3.1. Discussion Item: Homeless Housing, Assistance and Prevention (HHAP) Round 5 Regionally Coordinated Homelessness Action Plan (*12 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 3 – Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight
 - 4.4.1. Discussion Item: Update on 2024 Homeless Point in Time Count (*5 minutes)



- 4.4.1.1. Committee Questions
- 4.4.1.2. Public Comment
- 4.4.1.3. Committee Discussion
- 4.5. Committee Reports
 - 4.5.1. Discussion Item: Committee Reports (*5 minutes)
 - 4.5.1.1. Committee Questions
 - 4.5.1.2. Public Comment
 - 4.5.1.3. Committee Discussion
 - 4.5.2. Discussion Item: Learnings, Trends and Concerns, Future Issues and Next Steps (*5 minutes)
 - 4.5.2.1. Committee Questions
 - 4.5.2.2. Public Comment
 - 4.5.2.3. Committee Discussion
- 4.6. Discussion Item: Updates from County Staff on County Initiatives (*8 minutes)
 - 4.6.1. Committee Questions
 - 4.6.2. Public Comment
 - 4.6.3. Committee Discussion
- 5. Future Discussion/Report Items (*2 minutes)
- 6. Next Regular Meeting: February 21, 2024
- 7. Adjournment



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

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

*Times allotted for discussion are approximate and subject to change

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

Date

October 18, 2023

Time

3pm-5pm

Location

Conference Rm 1, County of San Luis Obispo Department of Social Services
3563 Empleo St., San Luis Obispo, CA 93401

Members Present

Jack Lahey
Mark Lamore
Steve Gregory
Susan Funk

Staff and Guests

Devin Drake
Erica Jaramillo
Jenny Russell
Laurel Weir
Merlie Livermore
Michael Azevedo
Russ Francis

1. Call to Order and Introductions

Susan Funk called the meeting to order at 3:04 pm. Michael Azevedo introduced himself representing 5Cities Homeless Coalition.

2. Public Comment

None.

3. Consent: Approval of Minutes

Mark Lamore moved the minutes to be approved. Jack Lahey seconded. Motion passed unanimously.

4. Action/Information/Discussion

4.1. HSOC Administration – Membership and Leadership

4.1.1. Action Item: Vote to Recommend Seven Persons for Appointment to Vacant or Expiring Seats on the Homeless Services Oversight Council

Russ Francis shared the names of nominees for the vacant and or expiring HSOC seats. He mentioned that for vacant seats, the Committee did not receive any applications for the Housing seat which was recently vacated by Elaine Archer. Also, the Business' seat will soon be vacant as Bettina Swigger announced her leaving HSOC and Jim Dantona did not renew his application. Mark Lamore made the motion to approve nominees with the amendment to include Devin Drake's application for renewal (his application was received a day after the Nominating Committee's meeting). Jack Lahey seconded the amended motion. Motion passed through a roll call vote.

The future of the Housing Committee was also discussed. Susan Funk recommended having the Housing representative continue to be part of the Executive Committee. Susan Funk also mentioned that her term as head of the Executive Committee is ending this year. She highly recommends Michelle Shoresman to be the new chairperson.

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. Discussion Item: Homeless Housing, Assistance and Prevention (HHAP) Round 5

Laurel Weir shared a slide about the HHAP 5 funding overview. The deadline to submit applications is March 27, 2024. More information will be provided at the HSOC meeting in November.

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. Discussion Item: Update on 2024 Homeless Point in Time Count

Erica Jaramillo shared the date for the PIT Count is January 23, 2024. The adult unsheltered count will take place at 4:30am and the youth count will take place between 2pm and 7pm. The Homeless Services Division has

contacted the Thurman Consulting Group, a firm based in Sacramento, to assist in this project.

4.4. Discussion Item: Committee Reports

Mark Lamore reported on the Finance & Data Committee. In addition to the PIT Count, he shared that the Committee was having some confusing issues regarding the Release of Information (ROI) forms in relation to the new HMIS upgraded system.

Jack Lahey reported that during the last Services Coordinating Committee meeting, they were able to meet quorum and agreed to put together recommendations to reshape the Services Committee into a Coordinated Entry Oversight body. However, this motion was amended and voted to remain as Services Coordinating Committee to serve as a place where all the other Committees can share and receive information. Still, Jack Lahey emphasized the need for a committee to meet and discuss issues outside of the Brown Act jurisdiction. Susan Funk then approved the creation of the Ad hoc Coordinated Entry Steering Committee and appointed Jack Lahey to chair this committee.

4.4.1. Discussion Item: Learnings, Trends and Concerns, Future Issues and Next Steps

- Substance Abuse-affordable detox facilities/centers
- Discussion with Drug and Alcohol Services- mobile unit
- Dialogue with Behavioral Health- streamline client screening

4.5. Discussion Item: Report from County Staff on County Initiatives

Devin Drake reported that there are seven candidates for the Homeless Services Division Manager position and the interview panel is preparing for interviews. For the Welcome Home Village project, he mentioned that there are three business owners in the area who are pushing back against this project.

Laurel Weir reported on the Oklahoma Parking site and mentioned that the announcement for the \$1000 incentive plan has been made to encourage clients to leave the parking site. She also mentioned the involvement of the County Staff, 5 Cities Homeless Coalition and CAPSLO (Community Action Partnership in San Luis Obispo) in facilitating this effort. Jack Lahey shared that so far, CAPSLO has been able to get about 25 people out of the site and housed.

5. Next Regular Meeting

December 13, 2023

6. Adjournment

Susan Funk adjourned the meeting at 3:03pm.

Part II: Regionally Coordinated Homelessness Action Plan

2.1 Participating Jurisdictions' Roles and Responsibilities

1. **First** identify and describe the specific roles and responsibilities of **each participating Eligible Applicant** in the region regarding:
 - a. Outreach and site coordination;
 - b. Siting and use of available land;
 - c. Development of interim and permanent housing options; and
 - d. Coordination and connection to the delivery of services for individuals experiencing or at risk of experiencing homelessness within the region.
2. **Then** describe and explain how all collaborating Eligible Applicants in the region are coordinating in each area.

Optional: You may also include roles and responsibilities of small jurisdictions in the region that elect to engage and collaborate on the plan.

Guidance

Each jurisdiction must identify and describe their role in the region for each table.
To add additional Jurisdictions, add rows to the bottom of each table.

Outreach and Site Coordination

Participating Jurisdictions	Role(s) and Responsibilities in Outreach and Site Coordination
County	Serve as the Administrative Entity for the HHAP-5 grant including application submittal and grant management. Work with the CoC to establish funding priorities for HHAP-5 in alignment with the San Luis Obispo Countywide Plan to Address Homelessness to curb homelessness by 50% in 5 years. Serve as the HMIS Lead for the CoC and manage HMIS street outreach data. Work with the CoC to manage street outreach performance outcomes. Work with the CoC to develop Policies and Procedures for Coordinated Entry. Provide staffing resources to the CoC Services Coordinating Committee.
Continuum of Care	Work with the County to develop Policies and Procedures for Coordinated Entry and monitor Coordinated Entry implementation. Evaluate annual HHAP System Performance Measures data on outreach placements, including equity.

Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to ensure comprehensive outreach and site coordination to individuals experiencing and at-risk of experiencing homelessness in the region.

Attachment 4.3.1

The CoC and County will work together to develop HHAP-5 priorities and recommendations. County staff will provide annual HHAP System Performance Measures to the CoC’s Finance and Data Committee for evaluation and discussion. The Committee will provide recommendations for any measure where improvement is needed.

Land Use and Development

Participating Jurisdictions	Role(s) and Responsibilities in land use and development
County	<p>Coordinate with County staff, our incorporated cities, and other public and private entities to identify possible sites for interim and permanent housing, or other service projects. Support housing developers in the development approval processes for projects on County land or in the unincorporated areas of the County that are subject to County ordinances, while assuring thorough environmental review compliance. To the extent practicable, promote rapid development of housing and shelter by removing unnecessary barriers and streamlining the land use approval and construction permit processes. Manage grants and conduct RFPs for grants for site development, as funding becomes available. . Collaborate with local jurisdictions and other partners for development of projects.</p> <p>Serve as the Administrative Entity for the HHAP-5 grant including application submittal and grant management. Work with the CoC to establish funding priorities for HHAP-5 in alignment with the San Luis Obispo Countywide Plan to Address Homelessness to curb homelessness by 50% in 5 years. Provide staffing resources to the CoC Housing Committee.</p>
CoC	<p>Assist, when possible, with site identification and liaison with other local public and private entities that may have available land. Work with County to approve HHAP-5 funding priorities and specific grant awards.</p>

Attachment 4.3.1

Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to use and develop available land to address and end homelessness in the region

Where appropriate, the County will enact a shelter crisis ordinance to assist with establishment or operations of emergency shelters at public facilities with the jurisdiction of County ordinances. The County will also work with local jurisdictions and other partners to develop Homekey applications and support development and ongoing operations of Homekey projects.

Development of Interim and Permanent Housing Options

Participating Jurisdictions	Role(s) and Responsibilities in development of interim and permanent housing options
County	Serve as the Administrative Entity for the HHAP-5 grant including application submittal and grant management. Work with the CoC to establish funding priorities for HHAP-5 in alignment with the San Luis Obispo Countywide Plan to Address Homelessness to curb homelessness by 50% in 5 years. Assist in identifying and leveraging funding opportunities for development and sustaining interim and permanent housing options. Coordinate with incorporated cities and other public entities to help identify possible sites for development of interim or permanent housing.
CoC	Work with County to approve HHAP-5 funding priorities and specific grant awards. Encourage landholding entities participating in the CoC to look at their properties to see if any might be suitable and available for the development and operation of interim or permanent housing.

Given the individual roles and responsibilities identified above, describe and explain how all participating jurisdictions are or will begin to coordinate these efforts to develop adequate interim and permanent housing options to address and end homelessness in the region.

Where possible, the County will work in coordination with local partners to identify funding for leveraging interim and permanent housing.

Coordination of and Connection to Service Delivery

Participating Jurisdictions	Role(s) and Responsibilities in connection to service Delivery
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Attachment 4.3.1

County	Serve as the Administrative Entity for the HHAP-5 grant including application submittal and grant management. Work with the CoC to establish funding priorities for HHAP-5 in alignment with the San Luis Obispo Countywide Plan to Address Homelessness to curb homelessness by 50% in 5 years. Manage the HUD CoC Coordinated Entry grant to ensure coordination of services. Serve as the HMIS Lead for the CoC and manage HMIS policies and procedures for consistency with privacy laws governing sharing of HMIS data. Work with the CoC to implement HMIS policies and procedures. Provide staffing resources to the CoC Services Coordinating Committee.
CoC	Oversee Coordinated Entry System, including Policies and Procedures. Work with County to evaluate and update Policies and Procedures for HMIS.

Given the individual roles and responsibilities identified above, describe how all participating jurisdictions are or will begin to coordinate to provide the full array of services, including interim and permanent housing solutions to people experiencing and at-risk of experiencing homelessness in the region.

The County is in the process of upgrading its HMIS, with a goal of increased data sharing and reporting. This will enhance coordination and connection to service delivery.

With assistance from County staff, the CoC will review and, where appropriate, update CES policies and procedures to enhance coordination. With input from County staff, the COC will also review data