



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

February 21, 2024, 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
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/82864455329?pwd=d6oGu0myCuEyWiyvtQ3RxBeCibr1F3.1>

Or dial in:

+1 669 444 9171

Meeting ID: 828 6445 5329

Passcode: 911265

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
 - 4.1.1. Action Item: Approve the Appointment of Alternates (*5 minutes)
 - 4.1.1.1. Committee Questions
 - 4.1.1.2. Public Comment
 - 4.1.1.3. Committee Discussion and Vote



- 4.2. HSOC Governance Structure
 - 4.2.1. Discussion Item: HSOC Bylaws Proposed Changes (*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 1 - Create Affordable and Appropriately Designed Housing Opportunities and Shelter Options for Underserved Populations
 - 4.3.1. Discussion Item: Update on Homeless Housing, Assistance and Prevention (HHAP) Round 5 Process (*15 minutes)
 - 4.3.1.1. Committee Questions
 - 4.3.1.2. Public Comment
 - 4.3.1.3. Committee Discussion
- 4.4. Implementing 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: Update from County Behavioral Health on 2024 Bridge Housing Program Application (*20 minutes)
 - 4.4.1.1. Committee Questions
 - 4.4.1.2. Public Comment
 - 4.4.1.3. Committee Discussion
- 4.5. 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



- 4.5.1. Discussion Item: 2024 Housing Inventory Count (HIC) Data (*20 minutes)
 - 4.5.1.1. Committee Questions
 - 4.5.1.2. Public Comment
 - 4.5.1.3. Committee Discussion
- 4.6. Committee Reports
 - 4.6.1. Discussion Item: Committee Reports (*5 minutes)
 - 4.6.1.1. Committee Questions
 - 4.6.1.2. Public Comment
 - 4.6.1.3. Committee Discussion
- 4.7. Discussion Item: Updates from County Staff on County Initiatives (*8 minutes)
 - 4.7.1. Committee Questions
 - 4.7.2. Public Comment
 - 4.7.3. Committee Discussion
- 4.8. Discussion Item: Five-Year Plan to Address Homelessness (*10 minutes)
 - 4.8.1. Committee Questions
 - 4.8.2. Public Comment
 - 4.8.3. Committee Discussion
- 4.9. Discussion Item: Learnings, Trends and Concerns, Future Issues and Next Steps (*5 minutes)
 - 4.9.1. Committee Questions
 - 4.9.2. Public Comment



4.9.3. Committee Discussion

5. Future Discussion/Report Items (*2 minutes)
6. Next Regular Meeting: April 17, 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

December 13, 2023

Time

1pm-3pm

Location

Rm 356, Department of Social Services
3433 S. Higuera St., San Luis Obispo, CA 93401

Members Present

Jack Lahey
Mark Lamore
Steve Gregory
Susan Funk

Staff and Guests

Abby Burgess
Christy Nichols
Dawn Ortiz-Legg
Erica Jaramillo
George Solis
Janna Nichols
Kari Howell
Kate Bourne
Laurel Weir
Lauryn Searles
Marie Bolin
Merlie Livermore
Michael Azevedo
Michelle Shoresman
Morgan Torell
Nathan Lenski
Sarah Hayter

1. Call to Order and Introductions

Susan Funk called the meeting to order at 3:03 pm. Nathan Lenski and Marie Bolin introduced themselves.

2. Public Comment

Steve Gregory shared that the City of Paso Robles has approved the budget for projects as part of their strategic plan in reducing homelessness.

Dawn Ortiz- Legg welcomed Morgan Torell as the new Homeless Services Division Manager.

3. Consent: Approval of Minutes

Jack Lahey moved the minutes to be approved. Steve Gregory seconded. Motion passed unanimously.

4. Action/Information/Discussion

4.1. HSOC Administration

4.1.1. Action Item: Approve the appointment of Anna Miller as the alternate for Rick Gulino

Jack Lahey moved the motion to approve the appointment. Mark Lamore seconded. Motion passed via roll call.

4.1.2. Action Item: Recommend a slate of candidates for election as HSOC officers in 2024

Laurel Weir shared the following names of candidates recommended for election: Michelle Shoresman as Candidate for Chair, Susan Funk as Vice-Chair, Mark Lamore for Finance and Data, Jack Lahey for Services Coordinating Committee. Recommendation included the amendment to have a secondary person in case Michelle Pedigo does not agree to be part of the Housing Committee seat. Jack Lahey moved the motion to approve, Steve Gregory seconded. Roll was called and motion passed.

4.2. HSOC Governance Structure

Laurel Weir shared about current HMIS governance. Laurel started by defining what HUD means by a Continuum of Care. The Continuum of Care is composed of representatives from relevant organizations within a geographic area. This involves a community planning process that brings together a lot of different sectors to develop what COC should look like. This also requires including relevant organizations specifically defined in the regulations. The regulations require a board to act on behalf of the continuum. The board must be composed of representatives of the relevant organizations serving homeless populations, and include at least one person who has lived experience of homelessness. The CoC process created the HSOC. The HSOC acts as an advisory body to the Board of Supervisors as well as the entity that is responsible for being the CoC planning body. The structure of the HSOC is set by the by-laws. Having a CoC and a CoC planning body is required for

several state grants that come to the CoC, without which the county would have received millions of dollars less in funding. Laurel also mentioned some of the responsibilities of the CoC: operating continuum of care, public invitation process for memberships, designate manager, and operator for the HMIS system, etc. Laurel then introduced Abby Burgess from ICA (Institute for Community Alliances) which is the agency contracted by the County to help with the transition to the new HMIS system. Abby shared that they are reviewing the HMIS procedures and documents, CoC governance and by-laws, standard operating procedures for Coordinated Entry and reviewing operating procedures for the CoC. According to Abby, the purpose of all these reviews is to align and bring everything up to date with current operations with the new HMIS system. Some of the structural stuff is to bring the new HMIS system into the existing plans.

In addition, Laurel mentioned that last summer there had been some conversations within different HSOC committees regarding the HSOC governance and explore ways on how to enhance its effectiveness, efficiency, and transparency. Laurel named the current committees of the HSOC, namely Executive, Data and Finance, Homeless Coordinating and Housing. Laurel said that by-law changes are required every time there's a need to add, remove or rename an existing committee. After talking with the committees, looking at structures at other CoC bodies around the state, Laurel reported that they are proposing to change some of the committee names and functions. One of the proposals is to rename the Data & Finance Committee into Data & Performance Committee since it has not worked on finance pieces for many years. The Homeless Services Coordinating committee will continue to stay. Another proposal is making the newly created Ad hoc Coordinated Steering committee a permanent standing committee. This Coordinated Entry piece will serve as the front door into the homeless services system, focusing on processes such as how people are assessed for referrals, how the agencies coordinate with each other, among many other functions.

Laurel also reported there is a recommendation to remove the committee names from the by-laws. This will allow the HSOC to determine its committees and give the authority to the Executive Committee to create and approve specific descriptions of roles and responsibilities for a committee. This information will be published on the website for transparency so that the public will be aware of the existing HSOC committees. Laurel also shared that this would allow flexibility to let the committees establish their working groups. County Counsel is looking into whether Ad hoc working groups would be subject to the Brown Act rule, specifically about attending meetings in person versus remote attendance.

Laurel also mentioned that another proposal is to not continue with the Housing Committee. Upon consultation with the Housing Committee chair and its members, it was agreed that that it would be more effective to hear actual updates from groups directly involved in meeting housing needs. If the Housing Committee is dissolved, this would mean there will no longer be a housing seat on the HSOC. Since a lot of CoCs have dedicated seats for their own Housing Authority, Laurel

asked members if they would like to see a designated housing seat. Suggestions provided at the meeting included having a designated housing seat for HASLO (Housing Authority for San Luis Obispo) as member of the Executive Committee, and maybe another seat, Housing at- large, preferably held by someone who has direct housing services, such as the Housing Trust Fund and Habitat for Humanity, to name a few.

Laurel said the next step would be working with the County Counsel regarding the proposed changes, then having an initial discussion with the full HSOC at the January meeting. The specific recommendations will be brought to the February Executive Committee meeting.

Laurel will also reach out to Michelle Pedigo, from the Housing Authority regarding her role as the Housing representative to the Executive Committee.

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 Homeless Action Plan

Laurel Weir shared that the funding has not been officially announced, but they suspect it to be between \$2.5 M and \$3.2 M, to be determined sometime in January. The application is due in March. Eligible activities are like the other rounds, including permanent housing. For this funding, a specific amount of funding for permanent housing needs to be determined first before remaining funds can be spent on interim housing. Laurel also mentioned that this funding would like to focus on sustaining existing investments, such as operating funds for the existing tiny homes projects. To take the grant, Laurel said that there are some responsibilities that need to be adhered to. This includes holding three public hearings and the requirement that the CoC and the Board of Supervisors approve a regionally coordinated Homelessness Action Plan. Laurel referred to an initial draft of the roles and responsibilities of the CoC (Attachment 4.3.1)

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

Kari Howell provided an update and confirmed the start time of 7:30am for the January 23rd PIT Count event.

4.4. Discussion Item: Committee Reports

Mark Lamore reported the Finance & Data Committee has been working hard on clearing up the HMIS errors by reaching out to different agencies regarding data that

need to be corrected in preparation for the migration into the new Bitfocus Clarity system. He mentioned that the agencies will continue to use their existing Release of Information forms until the standard form is fine-tuned and adapted with the new system.

Jack Lahey shared how the current Services Coordinating Committee and the Ad hoc Committees will function. He mentioned that in their meetings, they discussed the importance of getting real-time feedback from case managers and having a committee that will focus on policy changes. They also talked about continuation of the street medicine discussions, public bathrooms access, and warming shelter updates. Jack mentioned that CAPSLO, ECHO and the Five Cities Homeless Coalition will get together to produce documents on how warming shelters can better operate in the county.

Supervisor Dawn Ortiz- Legg shared they continue to work through the Welcome Home Village efforts.

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

Laurel Weir shared that besides helping with the Welcome Home Village project efforts, the staff is continuing to work on the Oklahoma Avenue Parking drawdown. The site is now down to 29 people on the site and staff are helping place people in permanent supportive housing opportunities that are coming up. There has been a delay on some of the permanent support housing start dates, thus also delaying potential exit strategy for some of the people in the parking site. The county has been providing incentives such as gift cards and minor vehicle repairs for those individuals who leave the site earlier.

George Solis provided a funding update. He shared that the division will be releasing some Request for Funding by the end of January. HHAP 3 has about \$2.9 M left to obligate. This needs to be contracted by May 31, 2024, and expended by June 2026. HHAP 4 received an initial disbursement of \$1.7M which is fifty percent of the total award. To receive the second half of the award, seventy five percent of this initial amount needs to be obligated and expend fifty percent of it by May 31, 2025.

Second funding amount needs to be used by June 30, 2027. Prioritization is given to interim shelter, prevention and diversion and delivery of permanent housing.

George also mentioned that there is \$104,000 in the ESG (Emergency Solutions Grant) funding through the State, for emergency shelters, rapid rehousing and HMIS. There is also a separate allocation of \$342,000 for the City of Pismo Beach and \$373,000 for Home ARP (American Rescue Plan) funded projects.

Laurel additionally shared that the county requested some technical assistance from the state on how to navigate the CalAIM system. There will be a workshop for providers in January and an Invitation will be sent out for this workshop.

5. Future Discussion/Report Items

- Update on different projects

6. Next Regular Meeting: February 21, 2024

7. Adjournment

Susan Funk adjourned the meeting at 5:07pm.

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
ACTION ITEM
February 21, 2024**

AGENDA ITEM NUMBER: 4.1.1

ITEM: Approve the Appointment of Alternates

ACTION REQUIRED: Vote to approve the appointment of HSOC member alternates as listed below.

HSOC Member	Seat	Agency	Proposed Alternate	Alternate's Position
Star Graber	County Government Service Providers	County of San Luis Obispo Behavioral Health Agency	Frank Warren	Deputy Director
Margaret Shepard-Moore	Advocates	Transitions-Mental Health Association	Miriam Vargas	Program Manager
Marie Bolin	Nonprofit Homeless Assistance Providers	Family Care Network	Jon Nibbio	Chief Operations Officer

Proposed 2024 HSOC Bylaw Amendments

Key Concepts and Justification

Topic: Membership

Membership Seats and the Youth Advisory Board

Proposed Change: Add a seat on the HSOC for a representative from a local Youth Advisory Board.

Justification: This would add to the HSOC's understanding of youth homelessness and allow for youth homelessness representation on the HSOC.

Alternates

Proposed Change: If a member has an alternate for the HSOC, they are automatically the alternate for the member on the committees to which the member belongs. If a member doesn't have an alternate or needs to change an alternate before the meeting, then the member can request the Committee Chair appoint the member's recommendation for an alternate. Appointment will be at the Committee Chair's discretion.

Justification: The Bylaws do not currently address alternates for committees. This would provide clarity for purposes of determining whether a quorum is present at a committee meeting.

Topic: Committee Structures

Executive Committee

Proposed Change: Change the composition of the Executive Committee to add two additional seats. One would be for a representative from a local Housing Authority. The other would be designated for a second representative from the affordable housing sector, defined as a representative from a local, nonprofit, low-income Housing Developer, a representative from a Housing Trust Fund, or a representative from a private foundation that provides grants for low-income housing development. These seats would be held for appointed members of the full HSOC and would be voted on by the full HSOC during HSOC leadership elections. Should a vacancy occur in one of these two seats, the Chair may nominate a replacement from the appointed members of the HSOC.

Justification: The creation of housing is an essential element needed to meet the goals of the Five-Year Plan. Adding seats on the Executive Committee for housing experts will help provide a mechanism for identifying opportunities and pathways to move the Five-Year Plan housing goals forward.

Standing Committees

Proposed Change: Remove names of standing committees (except for Executive Committee) and replace with a process for reviewing and appointing Standing Committees. Standing Committees would be created by the Executive Committee. At the time of creation, the Executive Committee would also approve a statement identifying the purpose and goals of the Standing Committee and this statement would be published on the HSOC webpage. The HSOC webpage would maintain a list of Standing and Ad Hoc committees and their roles.

On an annual basis, or as otherwise directed by the HSOC Chair, the HSOC Chair and staff would meet with the Standing Committee Chair to discuss whether to recommend any changes to help the HSOC carry out the mission of the committee. Any recommended changes would be reported to the HSOC.

Justification: This change would ensure regular review of the function of committees and create a more nimble process for creation of new committees when they are needed. It would also provide transparency and a consistent understanding of the purpose of each committee.

2.5 Plan to Utilize Local, State, and Federal Funds to End Homelessness

1. The plan must include the total amount of available funding, the amount prioritized for permanent housing solutions, and an explanation of how each participating applicant is utilizing local, state, and federal funding programs to end homelessness.

These programs must include, but are not limited to:

- The Homekey Program,
- The No Place Like Home Program
- The Multifamily Housing Program
- The Housing for a Healthy California Program
- The Homeless Housing, Assistance, and Prevention Program
- Building Homes and Jobs Act
- The California Emergency Solutions Grants Program
- The National Housing Trust Fund established pursuant to the Housing and Economic Recovery Act of 2008
- HOME Investment Partnerships Act
- Parolee or probation programs that are intended to prevent homelessness upon release.

Guidance

*All of the above programs **must** be included and fully explained in the table. Where the region has multiple awards for the same program that are administered by different entities, those may be listed on separate lines. For example, in a region with one county and one CoC who receive their HHAP awards separately, each jurisdiction may enter their HHAP awards in separate lines.*

If one of the ten required programs is not present in a region, type N/A.

In addition to the listed programs, participating Eligible Applicants should add any other funds and programs that are being utilized to address and end homelessness in the region.

To add additional funding programs, add rows to the bottom of the table.

Definitions:

- **Local Fund Administrator:** *The entity responsible for administering the given funding source.*
- **Description of How Funds are/will be Utilized to End Homelessness in the Region:** *Comprehensive summary of how the funding program will be utilized in the region. Applicants should highlight whether, how, and to what extent the funds are being used for permanent housing.*
- **Funding Amount:** *Amount of known, dollars secured or available to spend within the HHAP-5 grant timeframe (FY 23-24 through FY 27-28)*
- **Timeframe of Use:** *The date range the local fund administrator anticipates expending the identified program funds.*

Funding Program	Local Fund Administrator	Description of How Funds are/will be Utilized to End Homelessness in the Region	Funding Amount	Amount Prioritized for Permanent Housing Solutions	Timeframe of Use
The Homekey program	HASLO, PSHH, City of SLO, FCN, County of San Luis Obispo	Conversion of motel to Permanent Housing and Emergency Shelter; conversion of existing building to Transitional Housing; conversion of Hotel to Permanent Housing	\$44,383,270	\$30,958,270	1/10/2020 – 6/30/2026
The No Place Like Home Program			\$29,034,423	\$29,034,423	6/26/2020 – No expenditure deadline
The Multifamily Housing Program			-	-	
The Housing for a Healthy California Program			-	-	
The Homeless Housing, Assistance, and Prevention Program	County of San Luis Obispo	Homeless Youth Program, rehabilitation of motels into Permanent Housing and shelter, develop and provide Permanent Housing, outreach and case management, emergency shelter, prevention and diversion, navigation centers	\$12,953,806	\$2,028,588	5/19/2020 – 6/30/2027
The Building Homes and Jobs Act Funding			-	-	
The California Emergency Solutions Grants Program	County of San Luis Obispo	Emergency shelter, rapid rehousing	\$114,049	-	7/1/2023 – 6/30/2024
The National Housing Trust Fund established pursuant to the Housing and Economic Recovery Act of 2008			-	-	

Agenda Item 4.3.1

HOME Investment Partnerships Act	County of San Luis Obispo	Construction of multi family rental apartments for senior households experiencing or at risk of homelessness	\$6,303,360	\$6,303,360	11/24/2020 – 9/30/2032
Parolee or probation programs that are intended to prevent homelessness upon release.			-	-	
[other]					