



**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)**

### **Meeting Agenda**

September 18, 2019, 1 p.m.  
San Luis Obispo Veterans Hall  
801 Grand Ave.  
San Luis Obispo, CA

1. Call to Order and Introductions
2. Public Comment
3. Consent: Approval of Minutes
4. Action/Information/Discussion
  - 4.1 Discussion Item: HSOC Membership
    - 4.1.1 Action Item: Vote to recommend Bettina Swigger to the Board of Supervisors for appointment to the Homeless Services Oversight Council's seat reserved for Local Businesses or Business Organizations
    - 4.1.2 Discussion Item: Amending the Membership and Term sections of the Homeless Services Oversight Council's Bylaws
  - 4.2 Continuum of Care (CoC) Grant
    - 4.2.1 Action Item: Vote to authorize the Chair of the HSOC to sign a Partnership Agreement between the CoC and the Workforce Development Board to share information and collaborate in support of increasing employment opportunities for persons experiencing homelessness
  - 4.3 Discussion Item: County of San Luis Obispo Department of Planning and Building 2020 Action Plan and 2020-2024 Consolidated Plan
  - 4.4 Discussion Item: Presentation by HomeBase regarding the State of California's new Housing First requirements

4.5 Discussion Item: State Homeless Assistance Grant Updates

4.6 Discussion Item: Moving next meeting to December

4.7 Discussion Item: 2019 Homeless Point in Time Count

5. Committee Reports

6. Future Discussion/Report Items:

7. Next Meeting Date: TBD

8. Adjournment

**HOMELESS SERVICES OVERSIGHT COUNCIL**  
**HSOC Special Meeting**  
**August 21, 2019 1:00 p.m.**  
**Social Services Room 358**  
**3433 S. Higuera St.**  
**San Luis Obispo, CA**

MEMBERS PRESENT	MEMBERS ABSENT	STAFF & GUESTS	
Devin Drake Mariam Shah Janna Nichols Carlyn Christianson Marlys McPherson Jessica Thomas Ken Trigueiro for Rick Gulino Marcia Guthrie Grace McIntosh Mark Lamore for Joe Madsen Steve Martin Anne Robin Theresa Scott Tim Waag Elaine Archer for Scott Smith Shay Stewart Paul Worsham Caroline Hall Susan Funk	Adam Hill Kristen Barneich Deanna Cantrell Marianne Kennedy Charles Bourbeau Rick Gulino Joe Madsen Scott Smith Amelia Grover	Wade Horton Laurel Weir Cherise Day Allison Rustick Elaine Mansoor Elaine Watson Jeff Smith Jeff Wilshusen Brandy Graham Sue Warren Courtney Ward Lisa Howe	
AGENDA ITEM		CONCLUSIONS/ACTIONS	FOLLOW UP
1. Call to Order and Introductions	Mariam Shah called the meeting to order at 1:01 PM. Introductions were made.		

2. Public Comment	None.		
<b>ACTION/INFORMATION/DISCUSSION,</b>			
3.1 Discussion Item: U.S. Department of Housing and Urban Development (HUD) Continuum of Care Grant Program	<p>Allison Rustick provided an overview of the Continuum of Care (CoC) program, and the local Request for Proposals process. Laurel Weir explained the application review and ranking process, including the scoring rubrics and how applications were ranked, including performance and severity of needs served. HUD requires that communities rank projects and place projects into Tier 1 and Tier 2. Tier 1 projects are considered "safe" and will receive funding if they meet eligibility criteria. At least one project must be placed into Tier 2 and projects in Tier 2 must compete against other projects nationally. Tier 2 is equivalent to 6% of the amount of funding it would take to renew all existing CoC projects in the County. A project that is partially located in Tier 2 and that has a budget of greater than 6% of the Annual Renewal Demand is considered to straddle Tier 1 and Tier 2 and the portion of the project funds in Tier 2 are subject to the national competition.</p>		

<p>3.1.1 Action Item: Approve the Ad Hoc Grant Review Committee's recommended prioritization of Continuum of Care Applications to be submitted to the U.S. Department of Housing and Urban Development.</p>	<p>There were four renewal applications received and one application for bonus funding. Based on the scoring rubrics, the committee ranked the applications as follows: #1 Coordinated Entry Project #2 Central Coast Permanent Supportive Housing Program #3 SLO City Permanent Supportive Housing Program #4 Bordeaux Expansion The HMIS project was put into the Tier 1/Tier 2 straddle. HMIS projects receive full points in one of the major categories in the competition, making it more competitive.</p>	<p><b>Motion:</b> <b>Devin Drake</b> moved to approve staff recommendation as submitted; <b>Marlys McPherson:</b> seconds the motion. All in favor; None opposed. Motion carried.</p> <p>Those who abstained: Janna Nichols, Carlyn Christianson, Grace McIntosh and Mark Lamore.</p>	
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<p>3.3.1 Ad Hoc Homeless Encampment Committee</p>	<p>The previous full HSOC committee agreed to authorize the creation of an ad hoc homeless encampment committee. Laurel discussed how to begin soliciting interest via mailing list. The Chair thought wanted the committee to discuss whom to invite and who should Chair the committee.</p> <p>Laurel suggested the Committee could be divided into functional subcommittees, e.g. one group for Public Health issues, another for Law Enforcement issues, another for Trash and Water issues, etc..</p> <p>Janna recommended convening a steering committee. Identify a working mission statement (purpose), create a work plan and timeline, then invite those with expertise to come.</p> <p>After further discussion of possible foci for the committee and partners, it was agreed that a Steering Committee should be formed.</p>		
<p>3.3.2 October 3. 2019 Water Board Forum on Homelessness</p>	<p>Laurel announced the Central Coast Water Board Water Quality Board was having a forum on homelessness in October. The forum will focus on the intersection of homelessness and</p>		

	water quality, including access to safe drinking water and sanitation.		
4. Committee Reports			
5. Future Discussion/Report Items	Point in Time Count		
6. Next Meeting Date:	September 18, 2019 at 1 p.m.		
7. Adjournment	Marian adjourned the meeting.		



**HOMELESS SERVICES OVERSIGHT COUNCIL**  
**ACTION ITEM**  
**September 18, 2019**

**AGENDA ITEM NUMBER: 4.1.1**

**ITEM:** Vote to recommend Bettina Swigger be appointed to fill the vacant Local Businesses/Business Organizations seat on the Homeless Services Oversight Council

**ACTION REQUIRED:** It is requested that the Homeless Services Oversight Council (HSOC) approve the nomination of Bettina Swigger to fill the Local Businesses/Business Organizations seat on the HSOC previously held by Christina Bearce and recommend Bettina Swigger to the San Luis Obispo County Board of Supervisors for appointment to the HSOC.

**SUMMARY NARRATIVE:**

Due to term limits, there is currently a vacant seat on the HSOC for a representative from a local business or business organization. The HSOC Ad Hoc Nominating Committee met on September 10, 2019 and recommended Bettina Swigger be appointed to the local business organization seat for a term that begins in 2019 and expires in 2021.

Bettina Swigger is the Chief Executive Officer of Downtown SLO, the business association serving Downtown San Luis Obispo. She has worked in the nonprofit sector for 15 years and at Downtown SLO, interacts with people experiencing homelessness on a daily basis. Homelessness affects businesses downtown and she would like to serve as a liaison between the HSOC and the business community to help convey information to the community about efforts to address homelessness and identify opportunities for collaboration.

**BUDGET/FINANCIAL IMPACT**

No current fiscal impact is anticipated.

**STAFF COMMENTS:**

It is recommended that the Homeless Services Oversight Council approve this item. Upon the HSOC's approval, staff will submit a recommendation for appointment to the Board of Supervisors.



While not necessarily required, knowledge of issues relating to homelessness and/or previous involvement in addressing homelessness are desirable for HSOC members and will be considered by the selection committee prior to making its recommendations to the Board of Supervisors. Please summarize your experience with the issue of homelessness or with homeless clients:

Working downtown and serving the downtown community, I interact with homeless people every day. While I have not directly worked in the social services, I have worked in the nonprofit sector for fifteen years and have had participated in trainings and worked with colleagues across disciplines to become educated about homelessness.

Please explain why you would like to serve on the HSOC (attach a separate sheet if necessary):

Downtown San Luis Obispo is affected by homelessness in major ways. As CEO of Downtown SLO, I serve on five committees, and the topic of homelessness is discussed daily. Having a role on the HSOC for our organization would be an incredible opportunity for us to learn about county-wide activities and resources so that we could better educate our businesses and members. Furthermore, we employ one ambassador who works on the streets, and by having a seat on the Council, we would be able to share our experiences and communicate with others in order to implement best practices and ensure coordinated programs and outreach.

**Please note:** It is possible that the selection committee may contact you to ask for additional information if necessary to prepare its recommendations for HSOC membership to the Board of Supervisors. If appointed, are you willing to participate in the majority of meetings each year and, if necessary, in numerous related meetings of subcommittees? ☒ Yes ☐ No

Should you be appointed, are you willing, if necessary for that particular body, to file a statement of disclosure as a public official under the standards set forth by the Fair Political Practice Commission? ☒ Yes ☐ No

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Date called/interviewed \_\_\_\_\_ Recommended for appointment? ☐ Yes ☐ No

Signed \_\_\_\_\_ Date \_\_\_\_\_

Appointee prefers not to have address or phone numbers(s) published? ☐ Yes ☐ No

Additional Comments:

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)**  
**DISCUSSION ITEM**  
**September 18, 2019**  
**AGENDA ITEM NUMBER 4.1.2**

**Structure and Function of HSOC Membership**

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 members
- 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 and will be bringing the recommendations to the HSOC Executive Committee meeting on October 16, 2019.

The Ad Hoc Committee has proposed to amend the Membership and Term sections 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> of the first year of the three year term. 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.

### **Next Steps**

These recommendations will be brought back to the HSOC Executive Committee on October 16, 2019. The Executive Committee will review at the October 16 meeting and bring final recommendations to the next meeting of the full HSOC.

**HOMELESS SERVICES OVERSIGHT COUNCIL**  
**ACTION ITEM**  
**September 18, 2019**

**AGENDA ITEM NUMBER: 4.2.1**

**ITEM:** Vote to authorize the Chair of the HSOC to sign a Partnership Agreement with the Workforce Development Board to share information and collaborate in support of increasing employment opportunities for persons experiencing homelessness

**ACTION REQUIRED:** It is requested that the Homeless Services Oversight Council (HSOC) authorize the Chair of the HSOC to sign a Partnership Agreement with the Workforce Development Board to share information and collaborate in support of increasing employment opportunities for persons experiencing homelessness.

**SUMMARY NARRATIVE:**

For homeless adults who are able to work, finding employment or increasing earned income can provide a more rapid way to exit from homelessness. Yet many homeless adults face significant barriers to obtaining employment. Finding and maintaining a job is difficult without stable housing.

The San Luis Obispo County Workforce Development Board (WDB) is part of the public workforce system that supports economic expansion and development of talent in the local workforce. The WDB utilizes local labor market information to develop strategies to focus resources on high growth industries in the area. The WDB also administers federal Workforce Innovation and Opportunity Act (WIOA) funding and contracts with services providers for employment and training activities for youth, adults and dislocated workers.

WDB oversees America's Job Center of California in San Luis Obispo. America's Job Center of California (AJCC) provides a comprehensive range of no-cost employment and training services for employers and job seekers. AJCC can assist employers in finding and hiring skilled workers. Via CalJOBS, employers can post unlimited job listings, search and screen résumés, and contact potential applicants. Employers can also connect with local resources to provide training programs for their employees, learn about tax credits for their business, and access additional resources, including labor market information.

Homeless persons may access WDB/WIOA programs and resources, including America's Job Center and CalJOBS, but some persons may not access services because they do not know about them or how to access them. In some instances, case managers at homeless programs may not have a full knowledge of all the programs



that WDB may offer, and staff at WDB funded employment and training programs who may be serving homeless persons may not know about available shelter, housing, or supportive services and case management resources for persons experiencing homelessness or how to help persons they are serving to access those resources. Increasing both homeless services staff's knowledge and WDB contractor staff's knowledge of each other's programs would further improve their ability to connect people experiencing homelessness with needed assistance.

A Partnership Agreement (Attachment 4.2.1.1) has been drafted that would provide for mutual training of WDB and homeless services staff and add homeless persons to the populations prioritized by the WDB for services. Training for homeless services staff would include instruction on how to access the CalJOBS online program remotely and help clients enroll in and use its online job search services. Additionally, CoC staff would provide training for WDB staff on location of homeless services and how clients can access those services. The agreement would also provide for sharing of aggregate data between the CoC and WDB programs, and authorizing meetings to discuss opportunities for collaboration.

**BUDGET/FINANCIAL IMPACT:**

No fiscal impact is anticipated.

**STAFF COMMENTS:**

It is recommended that the HSOC approve this item. Entering into this Partnership would lay the foundation for increased collaboration between the WDB and the Continuum of Care to assist people experiencing homelessness. Entering into a partnership with the WDB is consistent with the strategies recommended by Home Together, the federal Plan to End Homelessness and would also help the San Luis Obispo County Continuum of Care to meet priorities identified by the U.S. Department of Housing and Urban Development in the 2019 Continuum of Care competition. Upon the HSOC's approval and signing of the Agreement, staff will work with the Workforce Development Board staff to implement.



**COUNTY OF SAN LUIS OBISPO**  
**DEPARTMENT OF SOCIAL SERVICES**  
**WORKFORCE DEVELOPMENT BOARD**

**Devin Drake** *Director, Department of Social Services*

**Dawn Boulanger** *Workforce Development Board Director*

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**PARTNERSHIP AGREEMENT  
BETWEEN  
Workforce Development Board of San Luis Obispo County  
AND  
San Luis Obispo County Continuum of Care  
AND  
San Luis Obispo County Homeless Services Oversight Council**

**INTRODUCTION**

THIS PARTNERSHIP AGREEMENT ("Agreement"), dated September 10, 2019 is between the Workforce Development Board of San Luis Obispo County (WDBSLO) and the San Luis Obispo County Continuum of Care (CoC) and the San Luis Obispo County Homeless Services Oversight Council (HSOC). The purpose of this Agreement is to establish a framework for collaboration, communication and capacity building to better connect persons experiencing homelessness to employment services.

**PREAMBLES**

WHEREAS, the missions of the Partners are complementary;

WHEREAS, this Agreement has as its objective the establishment of a framework for collaboration, communication and capacity building; for this reason, this Agreement facilitates the establishment of ways to jointly work together;

THEREFORE, the Partners wish to continue working together and in accordance with the following clauses:

**PARTNERSHIP PRACTICES**

The Partners, including the America's Job Center of California (AJCC), Workforce Innovation and Opportunity Act (WIOA) Youth employment and training program, the WDBSLO, the San Luis Obispo County CoC, and the San Luis Obispo County HSOC agree to the following practices:

- Provide each other with opportunities for capacity building and staff development, to ensure Partners feel confident in their knowledge and ability to navigate the workforce or homeless services systems.

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**County of San Luis Obispo Workforce Development Board**

3433 South Higuera Street, San Luis Obispo, CA 93401-7301 | P.O. BOX 8119, San Luis Obispo, CA 93403-8119

(P) 1-805-781-1908 | (F) 1-805-781-1846 | [workforceadmin@co.slo.ca.us](mailto:workforceadmin@co.slo.ca.us) | [www.SLOworkforce.com](http://www.SLOworkforce.com)

- Share agency contact information to ensure that Partners can confidently direct and/or refer clients to the correct staff and locations for services.
- Share aggregated program data, excluding individual client information except what is allowable under signed Releases of Information.
- Meet as necessary to ensure consistent opportunities to share information, discuss issues, and discuss projects for collaboration.
- Provide agency and program updates, specifically those that may affect the client referral and participation process.

In addition, the WDBSLO agrees to the following:

- Offer priority of services in WIOA programs to homeless persons, along with the existing categories of prioritized persons.
- On an annual basis, offer a training to CoC, Coordinated Entry, and Emergency Solutions Grant (ESG) staff on how to help CoC clients register in CalJOBS, California's online resource to help job seekers and employers navigate the state's workforce services. By registering in CalJOBS, clients access employment tools and services such as support with creating and upload resumes, search employer job postings, access local and statewide employment and training resources and benefit from the automated job search functions of the system from homeless services sites with computer and internet access.

## **AMENDMENTS**

This Agreement may be modified, altered, or revised, as necessary, by mutual consent of all Partners, by the issuance of a written amendment, signed and dated by all Partners.

## **MEMBERSHIP**

Any Partner may resign from this Agreement at any time and for any reason with a request of thirty (30) days prior written notice to the other Partner.

## **NO JOINT VENTURE**

Notwithstanding the terms "Partners" and "Partnership", all Partners agree that they are not entering into a Legal Partnership, joint venture or other such business arrangement. Neither Partner will refer to or treat the arrangements under this Agreement as a Legal Partnership or take any action inconsistent with such intention.

## **INDEMNIFICATION**

To the extent permitted by law, all Partners shall hold harmless, defend at its own expense, and indemnify Partners and their officers, agents, employees and volunteers from any and all liability, claims, losses, damages or expenses, including reasonable attorney's fees, for personal injury (including death) or damage to property or losses arising from acts or omissions of Partners and their respective officers, agents, employees, volunteers, other contractors and subcontractors in the course of rendering services under this Agreement.

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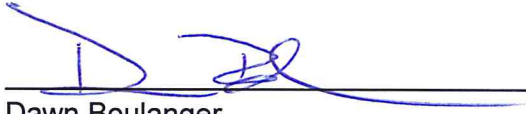
### **County of San Luis Obispo Workforce Development Board**

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**ENTIRETY**

This Agreement embodies the entire and complete understanding and agreement between all Partners.

For the Workforce Development Board of San Luis Obispo County

  
\_\_\_\_\_  
Dawn Boulanger  
Workforce Development Board Director

DATE: 9/10/19

FOR the San Luis Obispo County Homeless Services Oversight Council

\_\_\_\_\_  
Kristen Barneich  
Chairperson

DATE: \_\_\_\_\_

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**County of San Luis Obispo Workforce Development Board**

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