



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: January 19, 2016

Subject: Revisions to the Contra Costa Council on Homelessness (Rules for the Conduct of Business)

RECOMMENDATION(S):

APPROVE the change of the name of the Contra Costa Inter-jurisdictional Council on Homelessness to the Contra Costa Council on Homelessness; and

APPROVE the Contra Costa Council on Homelessness By-Laws (Rules for the Conduct of Business); and

APPROVE the change in the appointment terms from two years expiring on March 31 of even numbered years to two year terms expiring on December 31st, with half the seats expiring in even numbered years and half the seats expiring in odd numbered years; and

ADD a Philanthropy Representative, Education and Vocational Services Representative, Homeless Housing Provider, Emergency Solutions Grants Representative, Veterans Administration Representative and a Behavioral Health Representative seat; and

DECLARE the Consumer 1, Consumer 2, Health Care Representative, Law Enforcement Representative, Non-Profit Developer or Homeless Service Provider, Consumer Advocate, and the Faith Community Representative seats vacant; and

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/19/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Mary N. Piepho, District III
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 19, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie L. Mello, Deputy

Contact: Lavonna Martin,
313-7704

DELETE the Consumer 1 and the Consumer Advocate seats; and

RENAME ten other seats as shown:

RECOMMENDATION(S): (CONT'D)

Current Name	New Name
Housing Provider	Public Housing Authority
County Government #1	Government Seat #1
County Government #2	Government Seat #2
At-Large No. 1	Community Member Seat #1
At-Large No. 2	Community Member Seat #2
At-Large No. 3	Community Member Seat #3
Law Enforcement Representative	Public Safety Representative
Non-Profit Developer or Homeless Service Provider	CoC/ESG Program Grantee
Consumer 2	Consumer/Consumer Advocate
Consumer - Alternate	Consumer/Consumer Advocate-Alternate

FISCAL IMPACT: The revision and endorsement of the Council on Homelessness By-Laws will allow the County to meet federal requirements for funding to prevent and end homelessness. There is no match requirement and no additional County funds are required.

BACKGROUND:

The Continuum of Care (CoC) Program interim rule requires by-laws to be developed by the Homeless Management Information System (HMIS) lead, the CoC, and the collaborative applicant. The by-laws must include:

- All of the policies and procedures that are required to comply with the requirements designated to the CoC in Subpart B of the interim rule;

- All policies and procedures required to comply with the HMIS requirements; and

- A code of conduct and recusal process for the board, its chair, and other persons acting on behalf of the board

Because some of the requirements in Subpart B of the CoC Program interim rule are new, the by-laws need to be updated to consider all additional requirements in Subpart B. Further, the CoC Program interim rule requires that the by-laws be reviewed annually and updated as needed. In March of 2015, the Advisory Board formed an Ad Hoc Committee to address these requirements and align the by-laws with the current goals of the CoC. On June 11, 2015 the Advisory Board moved to approve the suggested edits to the by-laws from the Ad Hoc Committee.

The following highlights the key changes from the 2013 by-laws:

- Modifying the name of the Continuum of Care from the “Contra Costa Inter-jurisdictional Council on Homelessness” to the “Contra Costa Continuum of Care” for clarity and simplicity;

- Modifying the name from the “Contra Costa Inter-jurisdictional Council on Homelessness Advisory Board” to the “Contra Costa Council on Homelessness” for clarity and simplicity;

- Council member terms are to be modified so that each seat will have a term of two years expiring on December 31 of alternating years to be compliant with the interim rule. There is a maximum of two consecutive terms in the same seat.

Approval of the revised by-laws by the Board of Supervisors will reaffirm Contra Costa’s goal of preventing and ending homelessness. A coordinated response to homelessness is in alignment with the requirements of federal funding sources for homeless assistance, and will effect change through improved outcomes for persons experiencing

homelessness, as well as improved competitiveness in national competitions for federal funding sources.

The proposed Contra Costa Council on Homelessness roster, after all changes, is shown below:

	Seat Name	Appointee	Current Term Expiration	Proposed New Term Expiration
1	Behavioral Health Representative	Vacant		12/31/2017
2	CoC/ESG Program Grantee	Vacant	3/31/16	12/31/2016
3	Community Member Seat #1	Teri House	3/31/16	12/31/2016
4	Community Member Seat #2	Vacant	3/31/16	12/31/2017
5	Community Member Seat #3	Janet Kennedy	3/31/16	12/31/2016
6	Consumer/Consumer Advocate **	Vacant	3/31/16	12/31/2017
7	Education and Vocational Services Representative	Vacant		12/31/2017
8	Emergency Solutions Grants Representative	Vacant		12/31/2017
9	Faith Community Representative	Vacant	3/31/16	12/31/2016
10	Government Seat #1	Kevin Corrigan	3/31/16	12/31/2016
11	Government Seat #2	Brenda Kain	3/31/16	12/31/2016
12	Health Care Representative	Vacant	3/31/16	12/31/2016
13	Homeless Housing Provider	Vacant		12/31/2017
14	Philanthropy Representative	Vacant		12/31/2017
15	Public Housing Authority	Joseph Villarreal	3/31/16	12/31/2016
16	Public Safety Representative	Vacant	3/31/16	12/31/2017
17	Veterans Administration Representative	Vacant		12/31/2017
18	Consumer/Consumer Advocate - Alternate **	Valerie Sloven	3/31/16	12/31/2016

** The appointees to the Consumer/Consumer Advocate and Alternate seats should have a lived experience of homelessness. CONSEQUENCE OF NEGATIVE ACTION: The County may be in jeopardy of losing funding due to non-compliance with the Continuum of Care (CoC) Program interim rule. CHILDREN'S IMPACT STATEMENT: Not applicable ATTACHMENTS Revised Bylaws - Final Revised Bylaws - Redline version