



# **Governance Committee Meeting**

February 25, 2025

Contra Costa Council on  
Homelessness

# Committee Purpose

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Review and revise the Governance Charter and Bylaws to increase the efficiency and impact of the Council on Homelessness

# Meeting Goals

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1

Review purpose  
of Governance  
Committee

2

Review &  
discuss  
proposed  
Bylaws revisions

3

Identify next  
steps

# Agenda

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1. Introductions
2. Public Comment
3. Level-Setting and Review 2025 CoH Bylaws Revisions & Memo
4. Review & discuss potential 2025 Bylaws revisions
5. Committee Timeline for 2025
6. Adjourn

# Introductions



Michele Byrnes, *Directing Analyst*

Mark Mora, *Senior Policy Analyst*

Email: [ContraCosta@homebaseccc.org](mailto:ContraCosta@homebaseccc.org)

# 2025 Governance Committee Members

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- Alejandra Chamberlain, *Education Services Representative*
- Hope Dixon, *Community Member Representative*
- Juno Hedrick, *Lived Experience Advisor*
- Sherina Criswell, *Homeless Service Provider Representative*
- Tony Ucciferri, *Public Housing Authority Representative*

# Roles

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## Committee Members:

- Attend each meeting
- Ask questions and propose changes
- Listen carefully to members of the public

## Members of the Public

- Attend meetings
- Ask questions and propose changes

## Homebase

- Facilitate each meeting
- Provide HUD compliance guidance

# Public Comment

Presenter:

Michele Byrnes, Homebase

Role of Participants:

Provide a public comment if needed.



# Governance Charter & Bylaws

Presenter:

Michele Byrnes, Homebase

Role of Participants:

Provide a public comment if needed.

# What are Governance Charter & Bylaws?

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- Written document that brings an organization or group into existence and controls internal affairs
- Outlines main purpose and objectives of organization
- Fit the needs of a specific organization but also shares common features:
  - Official name, purpose, requirements for membership, officer titles and responsibilities, how meetings should be conducted, etc.

Sources: [BoardEffect](#) and [Bizfluent](#)

# Overview of CoH Governance Charter & Bylaws

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- **Governance Charter: pp. 3-4**
  - Background (p. 3)
  - Structure: Council on Homelessness (pp. 3-4)
- **Bylaws: pp. 5-14**
  - Overview and Mission (p. 5)
  - CoH Responsibilities (pp. 5-8)
  - CoH Membership & Committees (pp. 10-15)
    - Membership (pp. 8-12)
    - Officers (p. 12)
    - Committee Structure (pp. 13-15)

# Overview of CoH Governance Charter & Bylaws

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- Revisions recommended by the Governance Committee with the help of Homebase
- Last revision approved by CoH on 6/6/24
- Revision process:
  1. Governance committee is convened (annually)
  2. Governance committee makes recommended revisions
  3. County Counsel reviews and may edit revision
  4. CoH reviews and approves revision (requires two-thirds majority vote)
  5. Board of Supervisors (BoS) reviews and approves

# Summary of 2024 Governance Committee Actions

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Presenter:

Michele Byrnes, Homebase

Role of Participants:

Ask questions, as you have them.

# 2024 Bylaws Revisions

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- Updated seat descriptions for Behavioral Health, Education Services, Workforce Development, Public Safety, Homeless Service Provider & ESG/CoC Grantee seats.
- Aligned Bylaws with current practice.

# 2024 Governance Committee Memo

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- Consider how to ensure there is law enforcement representation on the CoH
- Update the PATH Committee description in the Bylaws to align with the Committee workplan
- Note: 2023 Committee recommended considering term limits on an annual basis

# 2025 Revision Considerations

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## Presenter:

Mark Mora, Homebase

## Role of Participants:

Ask questions in the **chat**, as you have them. Participate in discussion.



# Information Sources

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- Discussions at Council Meetings
- 2024 Equity, Nominating & Governance Committees
- CoH Governance Charter & Bylaws
- Contra Costa County Advisory Body Handbook
- Homebase expertise from other CoCs
- Conversations with H3 staff

# 2025 Proposed Revision Considerations

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- Update committee descriptions
- Clean up Council seat descriptions
- Add mechanism to fill unscheduled Council on Homelessness vacancies
- Introduce term limits (revisit annually)

# Revision 1: Update Committee Descriptions

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## Recommendation:

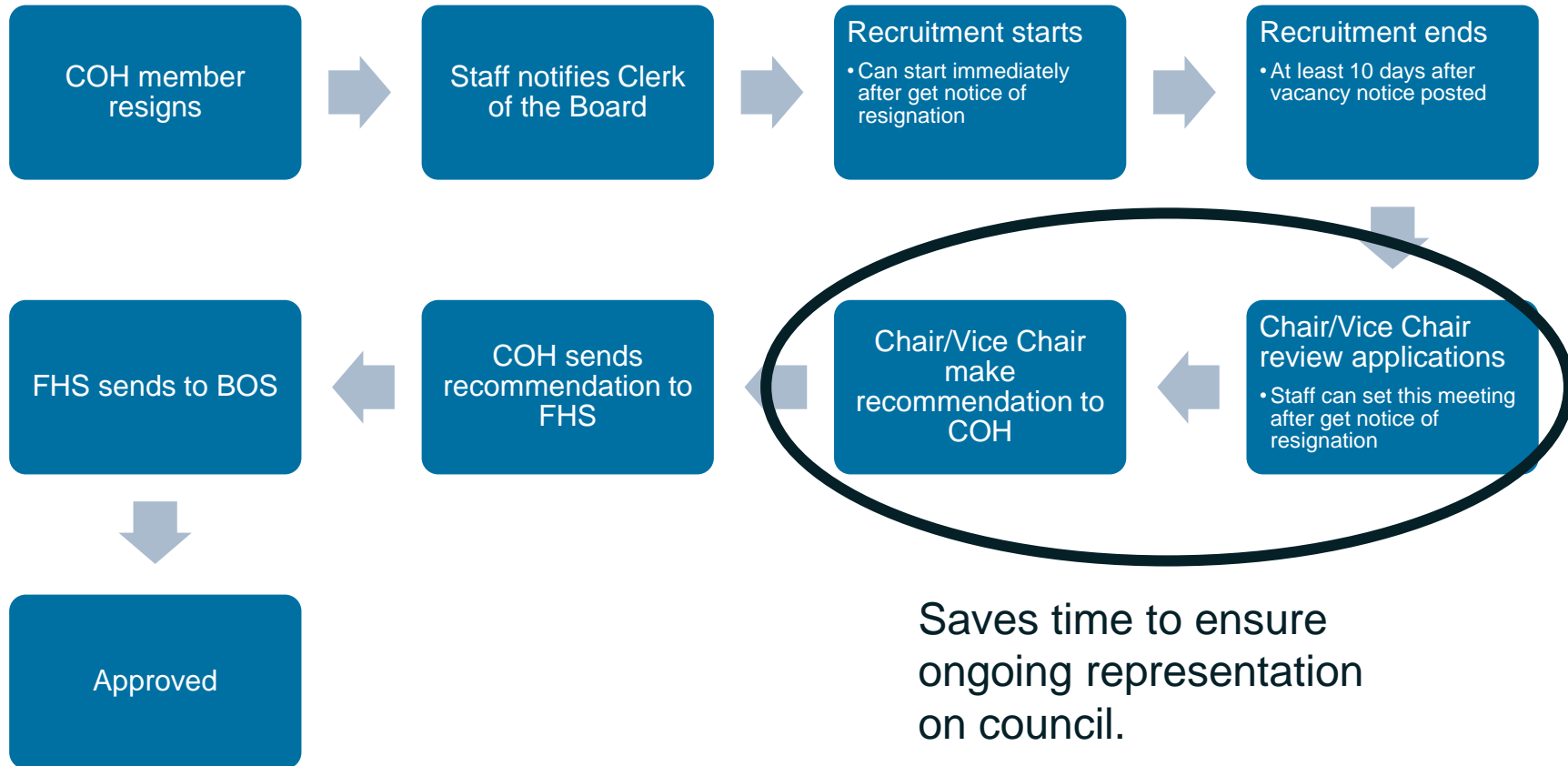
- List Committees alphabetically
- Delete CoC/ESG Committee description
- Add Nominating Committee to Ad-Hoc committees
- Update PATH Committee description
- Delete Policy Committee description

# Revision 2: Add mechanism to fill unscheduled Council on Homelessness vacancies

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- **Current language in bylaws:** Silent on this issue.
- **Language in Advisory Body Handbook:** “State law, [Cal. Gov. Code §54974 \(a\)](#), requires that an official notice of the vacancy must be posted by the Clerk of the Board within twenty (20) days of when the vacancy occurs. The vacancy notice must be posted for at least ten (10) business days before a new appointment can be approved.”
- **Recommendation:** To minimize the time to fill unscheduled vacancies, build ability for Council to appoint a replacement through consultation with Chair and Vice Chair.
- **Staff Feedback:** It typically takes several months for the Board of Supervisors to approve the CoH seat.

# Process



# Revision 3: Update Council seat descriptions for consistency

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## Recommendation:

- Change “work for” to “be an employee” in relevant seat descriptions
- Ensure all descriptions specify “Contra Costa County”

# Other Potential Changes

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- Are there other changes to the Governance Charter and Bylaws this Committee should consider recommending?

# 2025 Timeline for Governance Committee Meetings

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## Presenter:

Mark Mora, Homebase

## Role of Committee Members:

Ensure these dates and times have made it on your calendar.

## Role of Participants:

Identify which meetings you will be interested in participating in moving forward.



# Timeline

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1. Thursday, February 25, 1-3pm: Governance Committee
2. Tuesday, March 25, 1-3pm: Governance Committee (if needed)

# Next Steps

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- Send us your questions or feedback:  
[ContraCosta@homebaseccc.org](mailto:ContraCosta@homebaseccc.org)