



## NOMINATING COMMITTEE MEETING

Monday, August 4, 2025

10:00am – 12:00pm

# WELCOME

*Homebase*

***Purpose of Meeting:*** Review and recommend revisions to the 2025 Council on Homelessness Nomination Process and

# Agenda

1. Welcome, Roll Call
2. Public Comment
3. Discuss the Purpose of the Committee & Proposed Timeline
4. Review the CoH Recruitment Process & Application Materials
5. Working Towards Representative Diversity on the CoH
6. Recommendations for Improving the Application Materials & Scoring
7. Review Marketing Materials & Recruitment
8. **Adjourn – 12:00 PM**



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# HYBRID MEETING NORMS

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# IN-PERSON / HYBRID MEETING

- As of March 1, 2023, all Council on Homelessness Meetings and CoH Committee meetings are required to convene in person or in a hybrid format
- All CoH members must attend in person unless using a “just cause” exemption

# VIRTUAL ATTENDANCE EXEMPTION

## Just Cause

- A need to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner
- A contagious illness that prevents a member from attending in person;
- A need related to a physical or mental disability that is not otherwise accommodated for; or
- Travel while on official business of the body or another state or local agency.

## Emergency Circumstances

- A physical or family medical emergency that prevents a member from attending in person.

# HYBRID MEETING NORMS

1. Masking is recommended but not required (masks are available)
2. Social distancing – red pen = please keep safe distance, black = ask first
3. Raise your hand (actual or virtual) before speaking
4. Say your name before speaking and try to speak as clearly as you can
5. Make and take space – consider your privilege and the other voices who are in and not in the room
6. Sign-in if you are in-person so we can track attendance
7. Maintain a safe and respectful environment, even when disagreeing
8. This meeting is being recorded
9. If in-person meeting is interrupted for an emergency, the meeting will be suspended or cancelled, case-by-case basis.



# HYBRID MEETING NORMS

An individual may be asked to leave should they behave in a manner that threatens the safety of the group or does not honor these meeting norms.

# WEBINAR VS MEETING FORMAT

- Due to Zoom Bombing, the virtual component of COH meetings have moved from Meeting to Webinar format.

## What's Different?

- Participants will join WITHOUT the ability to unmute or be seen on camera
- Host can give participants ability to unmute or be seen on camera as needed

## What's the Same?

- Participants can raise hand
- Participants can share in the chat

# NOMINATING COMMITTEE INTRODUCTION

**Name**

(example: Mark)

**Pronouns**

(example: he/him)

**Icebreaker**

What is your ideal weather?



# PUBLIC COMMENT

Presenter:

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Role of Nominating Committee Members:

Listen

Role of Community Members:

Provide a Public Comment (2 minute limit)

# HOW TO PROVIDE PUBLIC COMMENT

- In-person: stand where you are sitting when called upon.
- Via Zoom: indicate they wish to speak by using the “raise your hand” feature in the Zoom app.
- Calling in: indicate you wish to speak by pushing “9” on the phone.
- All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact:  
[contracostacoc@ccealth.org](mailto:contracostacoc@ccealth.org) or call 925-608-6700.
- Public comments may also be submitted before the meeting by email at [contracostacoc@ccealth.org](mailto:contracostacoc@ccealth.org) or by voicemail at 925-608-6700. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

# PURPOSE OF COMMITTEE AND INSIGHT ON APPLYING

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# PURPOSE OF THE NOMINATING COMMITTEE

- The purpose of the Nominating Committee is to review and recommend improvements to the nominating process for CoH seat appointments that will expire at the end of the 2025 calendar year
  - The nominating process includes recruitment and application materials
- Once recommended changes are approved by the Council and applications are received, the Nominating Panel will review and recommend applicants for seats (in October)

MENTIMETER



# When did you last apply for the Council on Homelessness?

0  
2021

0  
2020



# What words would you use to describe your application experience?



# REVIEW THE COH RECRUITMENT PROCESS AND APPLICATION MATERIALS

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# PROPOSED NOMINATING COMMITTEE TIMELINE

Item	Date(s)	Description
<b>Committee Meeting</b>	8/4	Identify recommended changes to recruitment process & application materials
<b>Committee Meeting</b>	8/18	Finalize recommended changes to recruitment process & application materials
<b>CoH Meeting</b>	9/4	Review and approve recommended changes, recruit for Nominating Panel
<b>Recruit Applicants</b>	9/4-9/25	Includes office hours for applicants on week of 9/19
<b>Panel Orientation</b>	Week of 9/29	Panelists receive information on how to pre-score
<b>Panel Pre-Scoring</b>	~2 weeks	Panelists will pre-score applications before meeting #1
<b>Panel Meeting #1</b>	Week of 10/13	Review of applications
<b>Panel Meeting #2</b>	Week of 10/20	Finalize seat recommendations
<b>CoH Meeting</b>	10/30	Review and approve seat recommendations

# COH RECRUITMENT PROCESS

- **August 2025:** Refine Application Materials
- **September 2025:** Recruitment
- **October 2024:** Nominating Panel Selects Applicants
- **November 2025:** CoH/FHS Approval
- **December 2025:** Board of Supervisors Approval
- **January 2026:** New Council Members Start Term!

# COH OPEN SEATS FOR 2025

Behavioral Health

City Government

CoC/ESG Grantee

Community  
Member

Federal Homeless  
and Housing  
Funding Admin

Employment and  
Human Services  
(EHSD)

Faith Community

Public Housing  
Authority

Public Safety

Reentry Services

Youth

# COH APPLICATION MATERIALS

County Advisory Board Application

Council on Homelessness Supplemental Questions

Scoring Rubric

# WORKING TOWARDS REPRESENTATIVE DIVERSITY IN THE CoH

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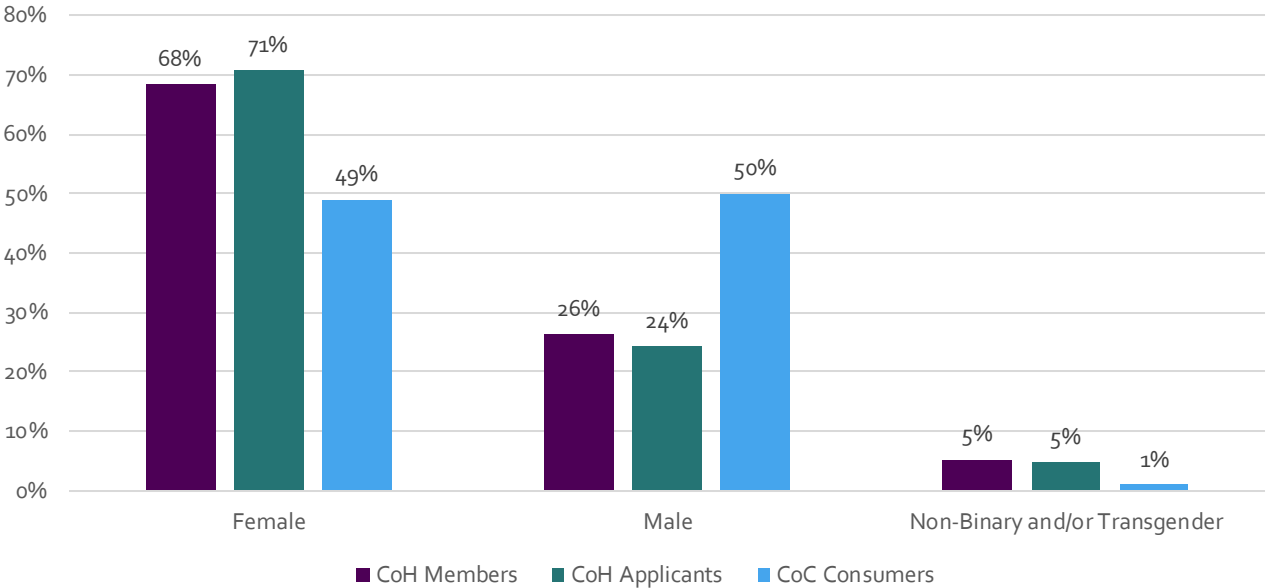
# COH DIVERSITY STATEMENT

The Council on Homelessness encourages all members of the community to apply for a seat on the Council.

The Council aims to include and engage a broad representation of abilities, ages, sexual and gender identities, immigration statuses, and racial, ethnic, and cultural backgrounds, as well as geographical representation within the County.

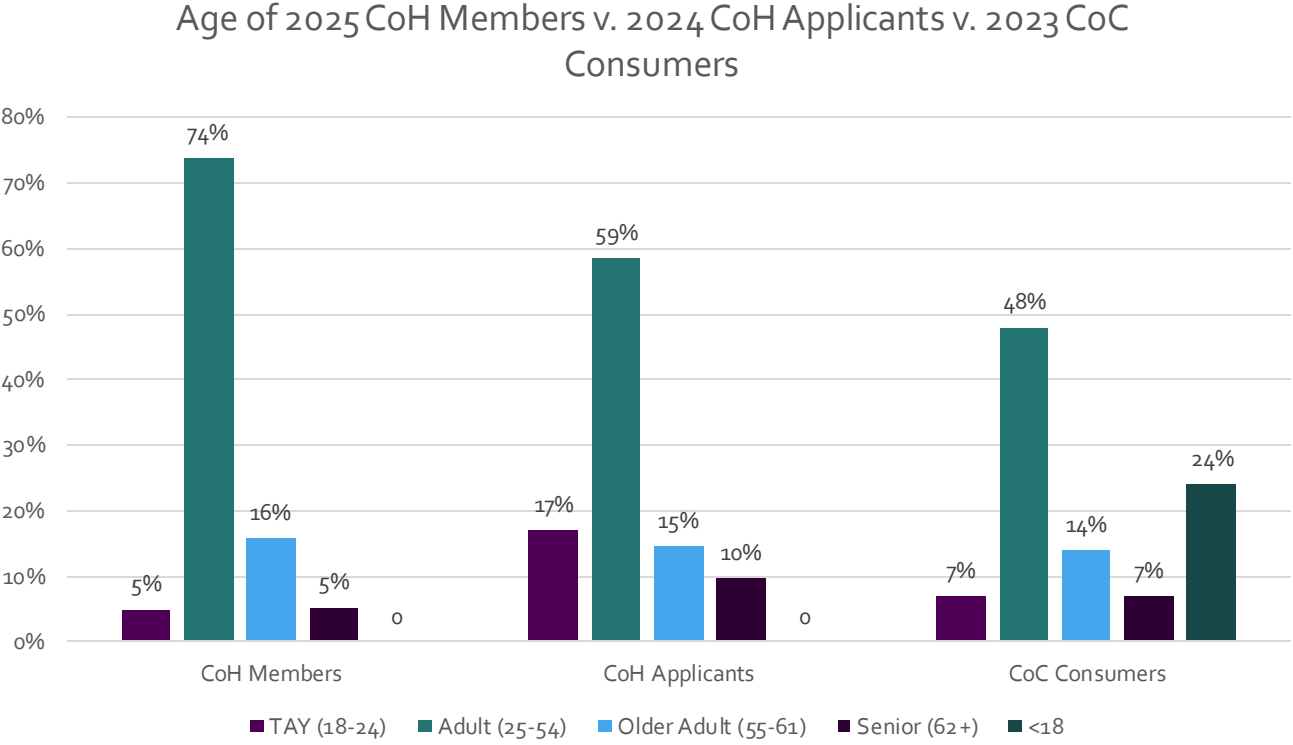
- Less men apply for and sit on CoH compared to men experiencing homelessness in Contra Costa County

Gender Identity of 2025 CoH Members v. 2024 CoH Applicants v. 2023 CoC Consumers



# GENDER

- All TAY CoH applicants applied for the youth representative seat

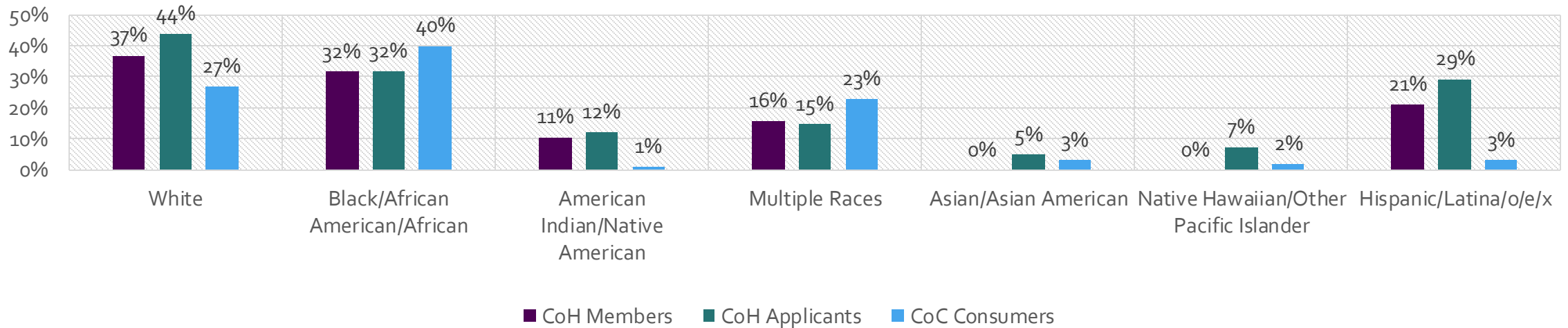


AGE

# RACE AND ETHNICITY

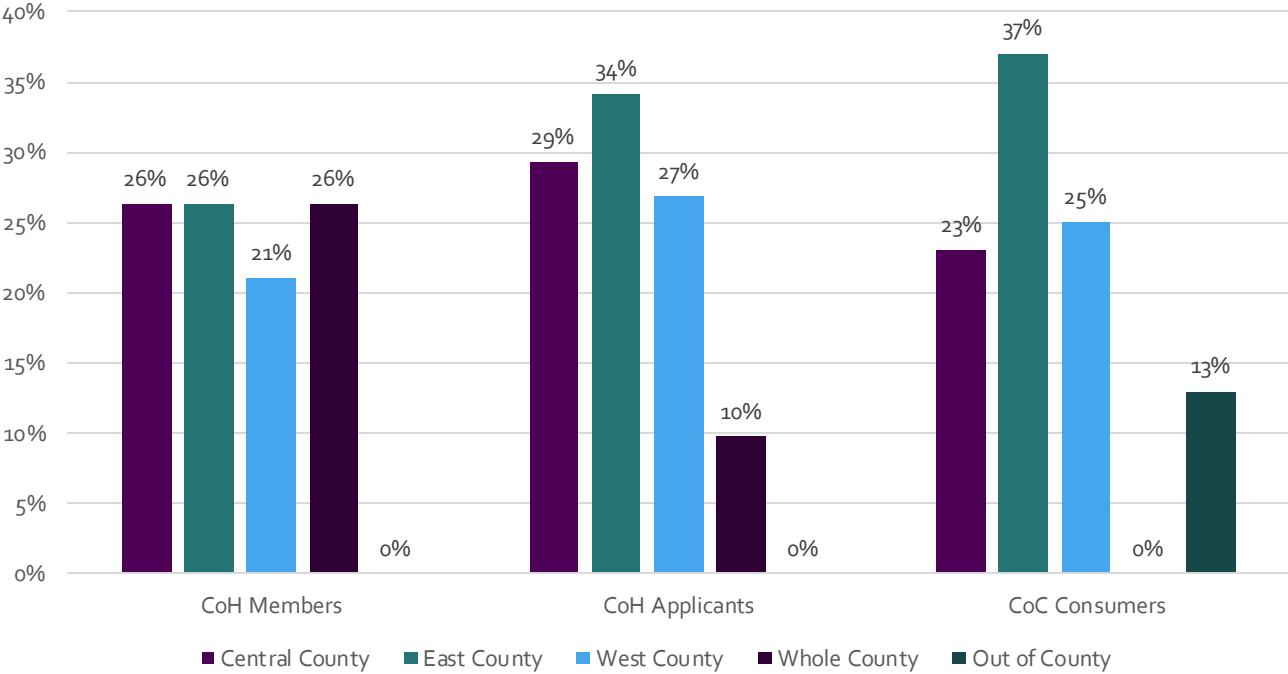
- CoC Consumer demographics captured differently, not allowed to select more than one race or ethnicity
- Opportunity to recruit and seat more BIPOC individuals

Race/Ethnicity of 2025 CoH Members v. 2024 CoH Applicants v. 2023 CoC Consumers



- Most CoC consumers lost housing in East County in 2023

Geographic Representation of 2025 CoH Members v. 2024 CoH Applicants v. 2023 CoC Consumers



# GEOGRAPHIC REPRESENTATION

# LIVED EXPERIENCE OF HOMELESSNESS

	2025 CoH Members	2024 CoH Applicants
2025 CoH members with current or previous lived experience of homelessness	42%	64%

# CONSIDERING DIVERSITY IN COH APPLICATION MATERIALS

- 12 points (out of 68 or 18%) are associated with lived experience of homelessness or connection to someone with lived experience of homelessness.
- 12 pts (18%) are associated with an applicant's commitment to equity and ensuring that all communities have equal access to services

# ENCOURAGING DIVERSITY IN COH RECRUITMENT PROCESS

- The Nominating Panel receives a short training on implicit bias during orientation.
- The diversity statement is included on the website and in all email communications.
- Recruitment is announced via email, website, and at several committee meetings.
- Recruitment through organizations and networks that serve and work with underrepresented groups on the CoH is important.
- Recruitment is open for at least 2 weeks (3 weeks this year).



# IMPROVING THE APPLICATION MATERIALS & SCORING

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# APPLICATION MATERIALS & SCORING PROCESS

## Recommendations (based on 2024 Feedback):

1

- Make supplemental questions 2, 4, 5, and 7 more readable and accessible

2

- Improve scoring guidance for supplemental question 4

3

- Convert supplemental question 8 (availability for meetings) into a threshold question (not scored)

4

- No longer score 3 county application questions (interest, qualification, and volunteer) but add an “interest” question in supplemental application

5

- Provide an opportunity for incumbent candidates who meet an attendance and participation standard to receive extra points

# RECOMMENDATION #1 RE: SUPPLEMENTAL QUESTION 2

- **Feedback from 2024:** Make application questions more readable and accessible to applicants, particularly those with lived experience of homelessness

- **Current Question 2**

- *"Please briefly describe any personal or professional skills, experiences, or connections (such as affiliations with organizations addressing homelessness) that you would bring to the Council on Homelessness and/or the specific seat you are applying for. For example, you can talk about things like having insight because you received services in the county, comfort with public speaking, experience working with unhoused youth, community activism, etc."*



- **Proposed Revision**

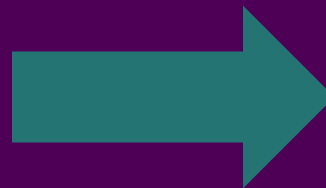
- *"Please briefly describe any personal or professional skills, experiences, volunteer work, or connections that you would bring to the Council on Homelessness. For example, you can talk about things like your experience getting services in the county, comfort with public speaking, experience working with unhoused youth, community activism, relationships with organizations, etc."*

# RECOMMENDATION #1 RE: SUPPLEMENTAL QUESTION 4

- **Feedback from 2024:** Make application questions more readable and accessible to applicants, particularly those with lived experience of homelessness

- **Current Question 4**

- “Unhoused people in Contra Costa County come from many different backgrounds in terms of race, ethnicity, culture, ability, age, sexual and gender identity, and immigration status. From your personal experience, why do you think it’s important for all people have equal (or equitable) access to the service and help that they need?”



- **Proposed Revision**

- “Unhoused people in Contra Costa County come from many different backgrounds in terms of race, ethnicity, culture, ability, age, sexual and gender identity, and immigration status. Please list and explain several reasons why certain groups might have a harder time accessing services than others. For example, services located mostly in urban areas can be more difficult for people living in rural areas to reach.”

# RECOMMENDATION #1 RE: SUPPLEMENTAL QUESTION 5

- **Feedback from 2024:** Make application questions more readable and accessible to applicants, particularly those with lived experience of homelessness

- **Current Question 5**

- *"Please share and explain two (2) ideas to help Contra Costa County better support unhoused people and people at risk of being unhoused. Your ideas can come from your own experience receiving services, your work, and/or what you've seen in the news."*



- **Proposed Revision**

- *"Please share and explain two (2) ideas to help Contra Costa County better support people who are unhoused and people at risk of being unhoused. Your ideas can come from your own experience receiving services, your work, and/or what you've seen in the news."*

# RECOMMENDATION #1 RE: SUPPLEMENTAL QUESTION 7

- **Feedback from 2024:** Make application questions more readable and accessible to applicants, particularly those with lived experience of homelessness

- **Current Question 7**

- *"The Council is committed to the Housing First approach (meaning no barriers or requirements as a prerequisite to housing, including sobriety, religious affiliation, or other structure not required for housing) and has established this Guiding Principle: Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through shared responsibility, accountability, and transparency of the community. Are you in support of the Housing First approach and Guiding Principle described above?"*



- **Proposed Revision**

- *"The Council is committed to the Housing First approach, which means people can get into housing without needing to meet certain requirements like being sober, participating in a religious program, or having a job. In response, the Council has established this Guiding Principle: Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through shared responsibility, accountability, and transparency of the community. Do you agree with the Housing First approach and Guiding Principle described above?"*

# RECOMMENDATION #2: IMPROVE SCORING GUIDANCE FOR SUPPLEMENTAL QUESTION 4

- **Feedback from 2024:** Provide more guidance for panelists to score supplemental question 4
- **Proposed Revision to Question 4:** *"Unhoused people in Contra Costa County come from many different backgrounds in terms of race, ethnicity, culture, ability, age, sexual and gender identity, and immigration status. Please list and explain several reasons why certain groups might have a harder time accessing services than others? For example, services located mostly in urban areas can be more difficult for people living in rural areas to reach."*
- **Current scoring rubric:** no guidance aside from 12 pts maximum
- **Proposed revision to scoring rubric:**
  - 0 pts – no understand of equity and barriers to access
  - 6 pts – basic awareness of equity and mentions 1-2 barriers that limit access to services (e.g., racism, income) with limited explanation
  - 12 pts – thoughtful explanation of equity in homeless response system that identifies 3 or more relevant barriers to access (e.g., language, immigration status, disability, etc.)

# RECOMMENDATION #3: CONVERT SUPPLEMENTAL QUESTION 8 INTO A THRESHOLD QUESTION

- **Feedback from 2024:** Include committee meeting frequency into supplemental question 8
- **Current Question 8:** *"Council on Homelessness meetings take place on the first Thursday of the month from 1 pm – 3pm in Martinez. Members of the Council are also expected to participate in at least one committee or workgroup, which typically meet on a monthly basis. All Councilmembers are expected to attend meetings in person and can only attend virtually twice per calendar year under very narrow circumstances. Additionally, Councilmembers may miss up to two Council meetings per calendar year. Based on this information, please identify the level of commitment you can provide to the Council on Homelessness by selecting one of the options below."*
- 4 possible responses with varying levels of availability, responses mention regular Council meeting but no specificity regarding the committee meetings
- Current scoring rubric states: 9 pts for "YES", 4.5 pts for some conflicts, and disqualifying if applicant is unable to attend Council meeting or other monthly meetings
- Staff recommends converting this to a threshold factor: 1) staff will revise the question to ask if applicants can regularly attend the Council meeting and join at least 1 committee (list committee names and meeting frequency), 2) if the answer is "no" then it is disqualifying, 3) question will no longer be scored nor will panelists have to review



# RECOMMENDATION #4: NO LONGER SCORE 3 COUNTY APP QUESTIONS BUT ADD "INTEREST" TO SUPPLEMENTAL APP

- **Feedback from 2024:** Revisit whether county board application should continue to be scored for completion, does not allow room for differentiating between responses
- **Current questions scored from County Board Application:**
  - *Interest: Please explain why you would like to serve on this particular board, committee, or commission*
  - *Qualification: Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)*
  - *Volunteer: List any volunteer or community experience, including any advisory boards on which you have served.*
- Currently they are scored at 1 pt max each for applicant simply responding to the question

# RECOMMENDATION #4: NO LONGER SCORE 3 COUNTY APP QUESTIONS BUT ADD "INTEREST" TO SUPPLEMENTAL APP (CONT.)

- Staff recommends:
  1. no longer score these 3 county app questions
  2. "qualification" and "volunteer" are captured by proposed revision to supplemental question 2
  3. "interest" will be captured by new supplemental question (see below)
  4. staff will streamline the application process so applicants don't need to develop different content for similar questions between the county and supplemental apps
- Proposed "interest" question: Please explain why you would like to serve on the Council on Homeless and in the specific Council seat you are applying for.
- Proposed scoring:
  - 0 pts – no explanation provided
  - 6 pts – limited explanation of reasons and/or did not address why they would like to serve in the specific Council seat they are applying for
  - 12 pts – thoughtful explanation of reasons that addresses their interest in serving on the Council and in the specific seat they are applying for

# RECOMMENDATION #5: PROVIDE OPPORTUNITY FOR INCUMBENT CANDIDATES TO RECEIVE EXTRA POINTS

- **Feedback from 2024:** consider giving extra points to incumbent candidates to encourage continuity
- **Current scoring rubric:** *No points for incumbent candidates*
- In 2023 and 2024 there were 5 instances where the incumbent either won or lost by a total of 7 points or less (incumbent lost in 1 of those 5 instances by 6.5 points)
- Staff proposes a new scoring factor: Incumbent candidates (those who are currently serving on the Council) who have attended at least 75% of monthly Council meetings AND participated in at least 2 committees/work groups/panels (defined by at least 50% attendance in those meetings) in their current term to date will receive 5 bonus points.
- Other options:
  - Do not incentivize incumbent candidates (leave scoring rubric as is)
  - Provide extra points to incumbent candidates in their 1<sup>st</sup> or 2<sup>nd</sup> term only (encourages some continuity)
  - Provide extra points to all incumbent candidates (regardless of participation or tenure)

# DISCUSSION

Any other recommendations to improve the process for applicants and panelists?

# Review Recommendations

# COH APPLICATION & SCORING: RECOMMENDATIONS

1. Make supplemental questions 2, 4, 5, and 7 more readable and accessible
2. Improve scoring guidance for supplemental question 4
3. Convert supplemental question 8 (availability for meetings) into a threshold question (not scored)
4. No longer score 3 county application questions (interest, qualification, and volunteer) but add an “interest” question in supplemental application
5. Provide an opportunity for incumbent candidates who meet a participation and attendance standard to receive extra points
6. Other recommendations brought forth by the committee

# MARKETING MATERIALS & RECRUITMENT PROCESS

*Jaime Jenett, H3*

# MARKETING & RECRUITMENT

- FAQ Document (substantial revisions made this year)
- Email Language for Applicants
- Office Hours
- Translation
- Seat Descriptions



# ADJOURN

## Next Steps:

- 8/18 - Nominating Committee Meeting #2 to finalize recommendations
- 9/4 - Council Meeting to approve recommended changes
  - Volunteer to speak on recommendations?
- Interested in serving on Nominating Panel?

## THANK YOU!

Please reach out to [ContraCosta@homebaseccc.org](mailto:ContraCosta@homebaseccc.org) with questions.