



## AGENDA

### CONTRA COSTA COUNTY Contra Costa Council on Homelessness

---

Tuesday, February 25, 2025

1:00 PM

Hybrid meeting with virtual meeting at  
<https://homebaseccc.zoom.us/j/883044717>  
41 and in person meeting at 2400 Bisso  
Lane, D2, Concord

---

#### Governance

Agenda and Slide Deck for 2.25.25 Governance Committee

[25-711](#)

**Attachments:** [Governance Committee Meeting Agenda 2.25.25](#)  
[2025.02.25 Governance Committee Meeting Slides](#)

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

Michele Byrnes, Homebase

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

3. Level-Setting and Review 2024 CoH Bylaws and Memo

[25-712](#)

**Attachments:** [Draft Bylaws Revisions 021325](#)

4. Review and Discuss Potential 2025 Bylaws Revisions

Mark Mora, Homebase

5. Timeline for the Governance Committee in 2025

Mark Mora, Homebase

The next meeting is currently scheduled for March 25, 2025 from 1pm - 3 pm .

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 2400 Bisso Lane, D2, Concord during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: [contracostacoc@cchealth.org](mailto:contracostacoc@cchealth.org)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 25-711

**Agenda Date:** 2/25/2025

**Agenda #:**

---

Advisory Board: Contra Costa Council on Homelessness

Subject: Agenda and Slide Deck for 2.25.25 Governance Committee

Presenter:

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s):



# GOVERNANCE COMMITTEE

February 25, 2025 from 1:00pm – 3:00pm

## AGENDA

| AGENDA ITEM   | PRESENTERS                        | TIMING                    | DESCRIPTION  |
|---|-----------------------------------|---------------------------|--|
| <b>Introductions</b>                                      | - <i>Michele Byrnes, Homebase</i> | 15 minutes<br>(1-1:15)    | Introduction of Homebase and meeting participants. This section of the agenda will include an interactive activity.  |
| <b>Public Comment</b>                                     | - <i>Members of the Public</i>    | 5 minutes<br>(1:15-1:20)  | Time for comments from the public.   |
| <b>Level-Setting and Review 2024 CoH Bylaws and Memo</b>  | - <i>Michele Byrnes, Homebase</i> | 20 minutes<br>(1:20-1:40) | Overview of the CoH Governance Charter and Bylaws, review of 2024 approved and omitted revisions, and review of the 2024 Governance Committee memo.  |
| <b>Review and Discuss Potential 2025 Bylaws Revisions</b> | - <i>Mark Mora, Homebase</i>      | 75 minutes<br>(1:40-2:55) | The Committee will discuss the recommended 2025 revisions in detail. The committee will also consider any other potential revisions. The Committee may decide to vote on proposed revisions. |
| <b>Timeline for the Governance Committee in 2025</b>      | - <i>Mark Mora, Homebase</i>      | 5 min<br>(2:55-3:00)      | Review of the timeline for the 2025 Governance Committee.  |



# **Governance Committee Meeting**

February 25, 2025

Contra Costa Council on  
Homelessness

# Committee Purpose

---

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

# Meeting Goals

---

1

Review purpose  
of Governance  
Committee

2

Review &  
discuss  
proposed  
Bylaws revisions

3

Identify next  
steps

# Agenda

---

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

---

- 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

---

## 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?

---

- 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

---

- **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

---

- 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

---

Presenter:

Michele Byrnes, Homebase

Role of Participants:

Ask questions, as you have them.

# 2024 Bylaws Revisions

---

- 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

---

- 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

---

## Presenter:

Mark Mora, Homebase

## Role of Participants:

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

# Information Sources

---

- 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

---

- 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

---

## Recommendation:

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

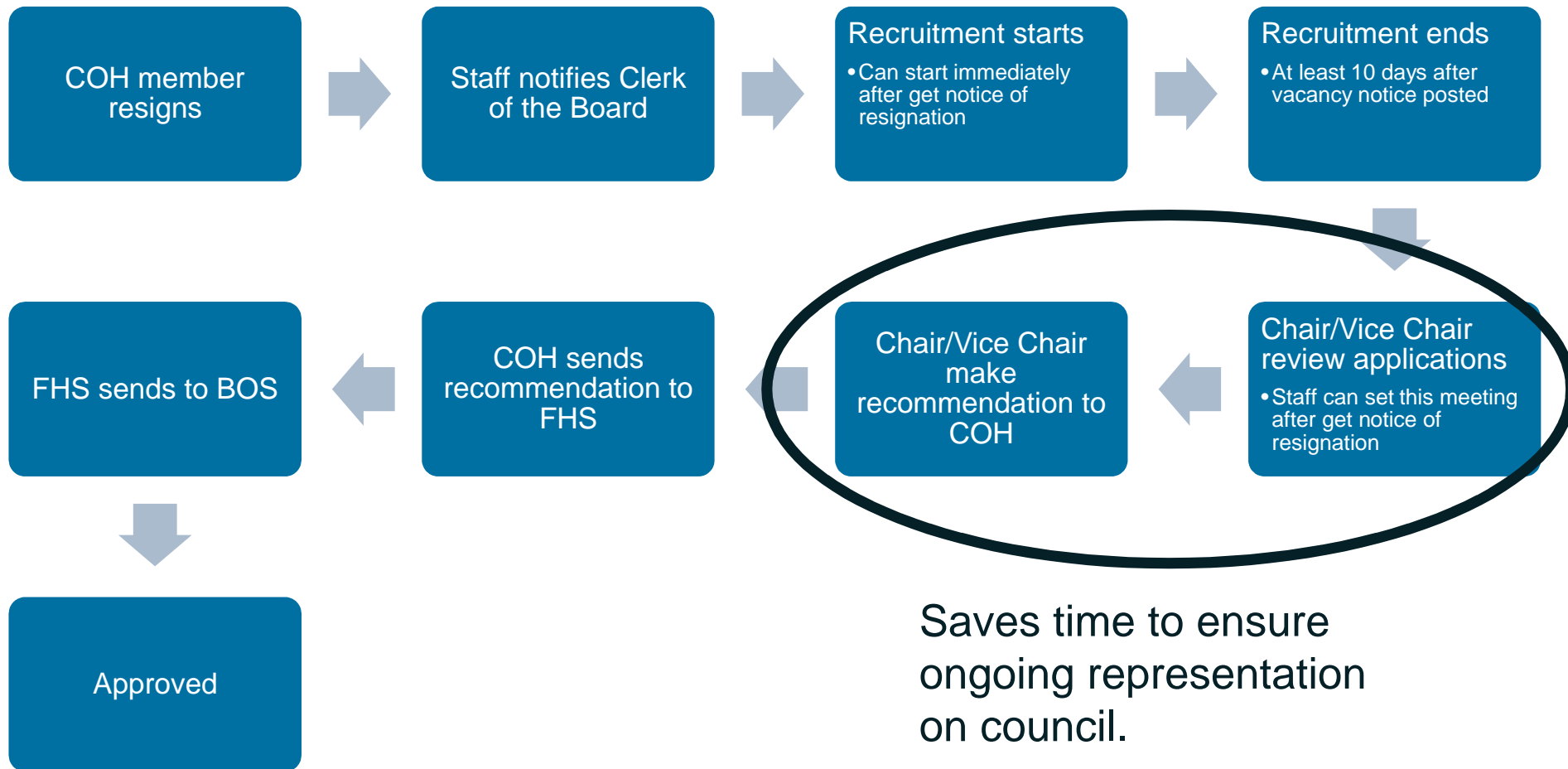
# Revision 2: Add mechanism to fill unscheduled Council on Homelessness vacancies

---

- **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

---

## Recommendation:

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

# Other Potential Changes

---

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

# 2025 Timeline for Governance Committee Meetings

---

## 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

---

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

# Next Steps

---

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



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 25-712

**Agenda Date:** 2/25/2025

**Agenda #:** 3.

---

Advisory Board: Contra Costa Council on Homelessness

Subject: **Level-Setting and Review 2024 CoH Bylaws and Memo**

Presenter: *Michele Byrnes, Homebase*

Contact:

Information: Overview of the CoH Governance Charter and Bylaws, review of 2024 approved and omitted revisions, and review of the 2024 Governance Committee memo.

Referral History and Update:

Recommendation(s)/Next Step(s):



## Contra Costa Council on Homelessness Governance Charter & Bylaws

*Approved and Adopted by the Council on Homelessness on 6/6/24*

|   |    |
|---|----|
| Contra Costa Council on Homelessness Governance Charter & Bylaws .....                      | 1  |
| Section 2. Background .....   | 3  |
| Article II. Structure .....   | 3  |
| Section 1. Contra Costa County Continuum of Care .....                                      | 3  |
| Section 2. Council on Homelessness .....  | 4  |
| Section 3. Collaborative Applicant & Administrative Entity .....                            | 4  |
| Bylaws .....  | 5  |
| Article I. Name of the Continuum of Care and the Contra Costa Council on Homelessness ..... | 5  |
| Section 1. Contra Costa Continuum of Care .....   | 5  |
| Section 2. Contra Costa Council on Homelessness .....                                       | 5  |
| Article II. Overview and Mission .....  | 5  |
| Article III. Council on Homelessness Responsibilities .....                                 | 5  |
| Section 1. Functions and Tasks .....  | 5  |
| Section 2. Transparency and Equitable Practices .....                                       | 8  |
| Article IV. Council Membership and Committees .....   | 9  |
| Section 1. Eligibility .....  | 9  |
| Section 2. Membership .....   | 10 |
| Section 3. Selection Process .....  | 12 |
| Section 4. Officers .....   | 12 |
| Section 5. When A Seated Member No Longer Meets the Eligibility Criteria .....              | 12 |
| Section 6. Meetings and Attendance .....  | 13 |
| Section 7. Voting Members .....   | 13 |



## Contra Costa Council on Homelessness

|   |    |
|---|----|
| Section 8. Amendment and Review .....                         | 13 |
| Section 9. Committee Structure and Operations .....           | 13 |
| Section 10. Council Staffing and Recordkeeping .....          | 15 |
| Article V. Conduct & Conflict of Interest .....               | 15 |
| Section 1. Code of Conduct.....                               | 15 |
| Section 2. Conflict of Interest .....                         | 16 |
| Appendix: Contra Costa County Continuum of Care Timeline..... | 17 |

## Governance Charter

### Article I. Purpose

#### Section 1. Overview

This charter identifies the purpose, composition, responsibilities, and governance of the Contra Costa County Continuum of Care (hereinafter referred to as the CoC).

For the history and evolution of the CoC, including naming conventions, relationships to other bodies, and strategic plans, please refer to the Timeline in the Appendix.

#### Section 2. Background

The U.S. Department of Housing and Urban Development (HUD) sets specific responsibilities for communities that receive funds through the Homeless Continuum of Care Program (“CoC Program”) under the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act). HUD’s 2012 HEARTH Interim Rule at 24 C.F.R. Part 578 (Interim Rule) states that the CoC Program is designed to address homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. This system must include, at minimum, outreach, engagement and assessment; shelter housing and supportive services; and homelessness prevention strategies.

Under the Interim Rule, the CoC is established as the planning body responsible for meeting the CoC Program goals and ensuring the system includes the necessary resources for the community. The purpose of the CoC Program is to:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States and local governments to quickly re-house individuals, including unaccompanied youth, and families experiencing homelessness, while minimizing the trauma and dislocation caused to those persons by homelessness;
- Promote access to and the effective use of mainstream programs by individuals and families experiencing homelessness; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

### Article II. Structure

#### Section 1. Contra Costa County Continuum of Care

- A. Contra Costa County provides coordinated housing and services to the community through public-private partnerships and collaborations, which function as a Continuum of Care (CoC). The CoC includes community members, housing and services providers, a governing body (Council on Homelessness), and an administrative entity and staff (Contra Costa Health Services’ Health, Housing, and Homeless Services Division). The CoC in Contra Costa is formally known as the Contra Costa County Continuum of Care.
- B. The CoC has been established and operates in compliance with HUD regulations, including:

## Contra Costa Council on Homelessness

1. Published agendas and meeting minutes, and
2. Monitoring reports of recipients and subrecipients.

### Section 2. Council on Homelessness

Each CoC must establish a board to act on its behalf. The board established by the Contra Costa CoC is the Council on Homelessness (“CoH” or “Council”). The Council:

- A. Is compliant with HUD’s conflict of interest requirements, including documentation of a conflict of interest policy signed by all Council members;
- B. Maintains bylaws governing the operation of the CoC;
- C. Maintains a board roster (including Council members’ affiliations/representation(s));
- D. Establishes and guides administration of CoC and Emergency Solutions Grant (ESG) funding processes in compliance with state and federal requirements, including HUD requirements.

### Section 3. Collaborative Applicant & Administrative Entity

Contra Costa Health, Housing, and Homeless Services, a division of the Contra Costa County Health Services Department (a county governmental entity), is the collaborative applicant for the Contra Costa Continuum of Care (CoC). The collaborative applicant’s role is to:

- A. Function as the Collaborative Applicant and Administrative Entity designated by the CoC to apply for and administer program funds for the CoC;
- B. Apply for HUD CoC planning funds on behalf of the CoC;
- C. Submit the consolidated application for HUD CoC funds;
- D. Develop a governance charter with the CoC; and
- E. Assist the Council and CoC comply with State and HUD CoC Program regulations, as designated by the Council.

## Bylaws

### Article I. Name of the Continuum of Care and the Contra Costa Council on Homelessness

#### Section 1. Contra Costa Continuum of Care

The name of this Continuum of Care (CoC) shall be the Contra Costa Continuum of Care, herein referred to as the Continuum of Care or the CoC. The Contra Costa Continuum of Care includes the full general membership of all community members committed to our guiding principle.

#### Section 2. Contra Costa Council on Homelessness

The name of this Continuum of Care’s governing body shall be the Contra Costa Council on Homelessness, herein referred to as the Council on Homelessness, the Council, or the CoH. The Council is comprised of the members serving in the seats outlined in Article IV. Council Membership and Committees.

### Article II. Overview and Mission

The Council is committed to the Housing First approach, 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 the shared responsibility, accountability, and transparency of the community.”*

The Contra Costa Council on Homelessness is an advisory body to the Contra Costa County Board of Supervisors (click [here](#) for the Contra Costa County Advisory Body Handbook). Council members are appointed by the Board of Supervisors to provide advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Further, the Council on Homelessness establishes the local process for applying for, reviewing, and prioritizing project applications for funding in U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Grant Competitions, including the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program.

The Contra Costa Council on Homelessness is committed to centering the voices of people with lived experience of homelessness in matters of planning, policy development, strategy implementation, and communication to prevent and end homelessness.

### Article III. Council on Homelessness Responsibilities

#### Section 1. Functions and Tasks

The Contra Costa Council on Homelessness is the planning body that coordinates the community’s policies, strategies, and activities toward preventing and ending homelessness in Contra Costa County, California. It is a regional, year-round collective planning body of

## Contra Costa Council on Homelessness

stakeholders ranging from people with lived experience of homelessness to non-profit service providers to local governmental entities. The Council's work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homelessness, providing advice and input on the operations of the homeless system of care, and measuring the performance of the homeless system of care as it relates to serving people experiencing homelessness in Contra Costa County.

The responsibilities of the Council include the development and implementation of all procedures and policies needed to comply with the HEARTH Act and relevant HUD regulations and guidance (see 24 C.F.R §578.7). The Council must consult with recipients of CoC and ESG funds within Contra Costa County and other homeless service providers to coordinate care.

Further, it is the role of the Council to provide oversight and take direct action in the following areas:

### A. COUNCIL ON HOMELESSNESS PLANNING

#### 1. Policies and Procedures

- i. In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually the Contra Costa County Continuum of Care Governance Charter and Council on Homelessness Bylaws, subject to approval by the County Board of Supervisors.
- ii. Vote on any action items that arise at Council on Homelessness meetings that are on the agenda and within the Council's jurisdiction.
- iii. Review, rank, and recommend CoC and ESG Program Applications for submission to the Board of Supervisors, the California Department of Housing and Community Development, and HUD.

#### 2. Systems Development

- i. Implement a coordinated entry system focusing on quality assurance, access, interdependency between programs and interdependency between programs and clients, and addressing barriers.
- ii. Develop and implement written standards for providing CoC assistance, including written policies and procedures as required by HUD.

#### 3. Data, Analysis, and Evaluation

- i. Point-in-Time Count  
Plan for and conduct, at least biennially, a point-in-time count of homeless persons within Contra Costa County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for individuals and families experiencing homelessness, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
- ii. HMIS  
Design and operate the Contra Costa County Homeless Management

## Contra Costa Council on Homelessness

Information System (Contra Costa HMIS) Project. Designate a single HMIS lead agency. Ensure consistent participation in HMIS by recipients and subrecipients, and that the HMIS is administered pursuant to all HUD requirements. In compliance with Sub-part B of the HUD Interim Rule on the Continuum of Care Program (24 C.F.R. Part 578) and the HMIS requirements, the HMIS Governance Charter, Policies and Procedures, and the Data Security, Quality, and Client Data and Privacy Plans outline specific details as to the relationship between the Council on Homelessness and the collaborative applicant, namely the Contra Costa Health Services' Division of Health, Housing and Homeless Services. These Bylaws fully incorporate those standards, policies, and plans.

### iii. Performance Measurement

Develop performance measures that can be used to inform a variety of tasks, including CoC Program competition project scoring and reporting; determining how federal, state, and local funds should be utilized; and creating a responsive system that provides constructive support promoting efficiency by analyzing and responding to gaps in housing and service interventions offered in the system. Additionally, the Council will:

1. Set targets that focus on real change and are meaningful (relevant to the desired impact), measurable, realistic (adaptable and flexible), and regularly assessed.
2. Consult with recipients and subrecipients, evaluate their performance, and initiate corrective action with poor performers.

### iv. Conduct an initial comprehensive assessment in coordination with ESG Program, and then annually conduct a gaps analysis of the needs of people experiencing homelessness, as compared to available housing and services within Contra Costa County.

### v. Facilitate and support the reporting of outcomes of CoC and ESG programs to HUD in coordination with the Collaborative Applicant.

## B. FUNDING COORDINATION

1. Facilitate and support the development of funds and resources for services for individuals and families experiencing homelessness in Contra Costa County in partnership with local jurisdictions located in Contra Costa County. Specifically, the Council will:
  - i. Provide information required to complete the Consolidated Plan(s) within Contra Costa County.
  - ii. Consult with State and local government ESG recipients within Contra Costa County on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients. Further, in consultation with recipients of ESG funds within Contra Costa County, establish and consistently follow written standards for providing homeless services and housing assistance.

C. COMMUNITY ENGAGEMENT

1. Encourage and develop public understanding and education on homelessness and housing issues and effective approaches to prevent and end homelessness.
2. Advise the Board of Supervisors, the Health Services Director, and the Health, Housing, and Homeless Services Director, on the needs of people experiencing homelessness and matters of urgency regarding homelessness. Specifically, the Council will:
  - i. Provide information and education about the causes of and solutions to homelessness to the Board of Supervisors and cities located in Contra Costa County.
3. Make recommendations about long-range planning and policy formulation to the Board of Supervisors and cities located in Contra Costa County.

Section 2. Transparency and Equitable Practices

The Council encourages all community members to apply for a seat on the Council, participate in community meetings, group discussions, committees and working groups, and make recommendations to the Council aimed at preventing and ending homelessness. The Council aims to ensure a diverse population of community members contributes to deliberations and decision-making— including people with lived experience of homelessness. It is the Council’s objective to include and engage as broad a representation as possible of people of various abilities, ages, sexual and gender identities, immigration statuses, involvement with the criminal legal system, and racial, ethnic, and cultural backgrounds, and geographical representation within the County. To align with this effort, the Council conducts an annual recruitment effort by advertising open positions. Further, all interested persons are encouraged to attend meetings, provide input, and voice concerns to the Council.

The Council is committed to developing and maintaining a diverse membership that reflects, as closely as possible, the demographics of the people experiencing homelessness in the County. In particular, the Council will endeavor to have significant representation of people with lived experience of homelessness and Black, Indigenous, and People of Color (BIPOC). The Council will endeavor to have at least one (1) Council member with lived experience of homelessness serving on each committee and working group. The Council’s composition will be reviewed annually in furtherance of its goal to reflect the current demographics of people experiencing homelessness in Contra Costa County.

CoC membership is open to any interested party, and is defined as participation in at least one CoC, Council, or committee meeting per year. Further, anyone interested in membership on the Council may submit an application in compliance with the process established by the Contra Costa County Board of Supervisors (see Article IV, Section 2 on Membership below for details).

The Council follows all provisions of the Brown Act and the Better Government Ordinance in its conduct as a public body.

## Article IV. Council Membership and Committees

### Section 1. Eligibility

To be eligible for Council membership:

- A. Candidates and Council members must reside in or be employed in Contra Costa County.
- B. Candidates and Council members must demonstrate a professional interest in, or personal commitment to addressing and alleviating the impact of homelessness on the people of Contra Costa County.
- C. Candidates and Council members must be willing to sign and abide by the Code of Conduct and Conflict of Interest policy upon being seated as a Council member and annually thereafter.
- D. Meet criteria for the designated seat

Unless specific qualifications are noted, individuals are eligible to serve in a seat with the following areas of representation if they work or volunteer in a role that provides services in the designated category. Individuals may also be eligible to serve in each area of representation if they work or volunteer for an agency that provides services in the designated category. Eligible candidates that also have lived experience of homelessness will be given priority in the application selection process.



## Section 2. Membership

Membership on the Council will consist of the seats listed below. The Council will make an annual invitation to the public for new members to apply for open seats. Each seat will have a term of two years expiring in alternating years, with the following areas of representation:

1. **Affordable Housing Developer** – Must be an employee of an affordable housing developer with projects in Contra Costa County.
2. **Behavioral Health Representative** – Must be an employee of an agency providing behavioral health services in Contra Costa County (i.e., peer support, clinician, system-level behavioral health planner, etc.) with experience impacting behavioral health policy, decision-making, and/or funding.
3. **City Government Seat** – Must be an employee of a city or town located in Contra Costa County. This seat is not open to representatives elected to positions in Contra Costa County.
4. **CoC/ESG Program Grantee** – Must be an employee of an agency receiving Continuum of Care and/or Emergency Solutions Grant funding in Contra Costa County, including agencies that are providing housing and/or services to survivors of domestic violence.
5. **Community Member Seat** – Must live or work in Contra Costa County.
6. **Lived Experience Advisor #1** – Must have current or past experience of homelessness in Contra Costa County.
7. **Lived Experience Advisor #2** – Must have current or past experience of homelessness in Contra Costa County.
8. **Education Services Representative** – Must be an employee of an agency providing K-12 educational services to individuals experiencing homelessness in Contra Costa County.
9. **Federal Homeless and Housing Funding Administrator Representative** – Must be an employee of an agency in Contra Costa County that administers federal funding for homelessness and/or housing programs.
10. **Employment and Human Services Department (EHSD) Representative** – Must be an employee of the Contra Costa Employment and Human Services Department.
11. **Faith Community Representative** – Must be an employee, volunteer, or congregant of a faith community in Contra Costa County.
12. **Health Care Representative** – Must be an employee for an agency providing health care services in Contra Costa County.
13. **Homeless Service Provider** – Must work for an agency providing housing and/or services to individuals experiencing homelessness in Contra Costa County, which can include those who are also fleeing domestic violence.
14. **Public Housing Authority** – Must be an employee of a Housing Authority in Contra Costa County.
15. **Public Safety Representative** – Must be an employee of a public safety agency in Contra

Costa County.

16. **Reentry Services Representative** – Must be an employee of an agency in the reentry field in Contra Costa County (i.e., services provider and/or correctional staff supporting individuals reentering the community after involvement with the criminal legal system).
17. **Veterans Services Representative** – Must be an employee of the Veterans Administration in Contra Costa County.
18. **Youth Representative** – Must be between the ages of 17 and 24 and have current or past lived experience of homelessness in Contra Costa County.
19. **Workforce Development Representative** – Must be an employee of an agency in the workforce development or vocational services fields in Contra Costa County.

All members are appointed by the Board of Supervisors and may have their appointments rescinded by majority vote of the Board of Supervisors.

In addition to the seats that have already been designated, outreach will be made to obtain participation in COH meetings and activities from groups including, but not limited to, the following:

- Affordable housing developers
- Agencies that serve survivors of human trafficking
- Community Development Block Grant (CDBG) /Home Investments Partnerships Program (HOME) / Emergency Solutions Grant (ESG) entitlement jurisdictions
- Disability advocates
- Disability service organizations
- Domestic violence advocates
- EMS emergency medical services/crisis response teams
- Hospitals
- Individuals with current or past lived experience of homelessness
- Law enforcement
- LGBTQIA+ advocates\*
- LGBTQIA+ service organizations
- Local government staff/officials
- Local jails
- Mental health service organizations
- Mental health advocates
- Other homeless subpopulation advocates
- Public housing authorities
- School administrators/homeless liaisons
- Street outreach teams
- Substance use advocates
- Substance use service organizations
- Victim service providers
- Youth advocates
- Youth homeless organizations

*\*LGBTQIA+ stands for lesbian, gay, bisexual, transgender, questioning/queer, intersex, and agender/asexual and is also meant to be generally inclusive of those who don't identify as heterosexual and cisgender.*

In addition to the above requirements, both public- and private-sector seats should, as much as possible, include representation from people with lived experience of the following subpopulations or from organizations or agencies who serve these subpopulations: families with children, persons experiencing chronic homelessness; persons with chronic substance use issues; persons with HIV/AIDS; persons with mental health challenges; seniors; veterans; survivors of domestic violence, dating violence, sexual assault, trafficking, and stalking; and youth and young adults with a lived experience of homelessness.

Upon expiration of the term of a Council seat, the seat will be vacated and filled through the annual selection process. Council members whose seats expire are eligible to reapply for the seat they previously filled.

If a seated Council member is unable to complete the two-year term, the Council can recommend a qualified replacement, through administrative consultation with the Council Chair and Vice-Chair.

As vacancies occur, the Council will fill seats in a way that prioritizes retaining institutional knowledge and representation of lived experience of homelessness.

During a scheduled vacancy (i.e., when a seat term expires), if there is a delay in seating a new member, the Council may decide by majority vote to extend an outgoing member's term until a successor is seated, provided that the outgoing member is agreeable.

### Section 3. Selection Process

The Council will review all eligible applications for open seats annually. The Council will recommend new members through majority vote. This selection process must be reviewed, updated, and approved by the CoC at least once every five (5) years as per 24 C.F.R. §578.7 (a)(3).

### Section 4. Officers

The Council shall elect one Chair and one Vice-Chair to provide for the operation and conduct of business. Terms for the Officers shall be one year. Officers may serve no more than four consecutive terms in the same Council seat. The Council must take action to replace an Officer within three months from the date of vacancy or expiration of term. During the time the Council is acting to replace an Officer in a Council seat that has expired, the Officer may continue to serve in that role until the Council finds a replacement.

The Chair of the Council shall provide oversight for the operation of the Council. The Chair shall preside over meetings of the Council. The Chair may call for special meetings of the Council or its committees.

If the Chair is absent, or the office is vacant, the Vice-Chair shall assume responsibility for the operation of the Council.

### Section 5. When A Seated Member No Longer Meets the Eligibility Criteria

If a seated Council member no longer meets the eligibility criteria for the seat to which they are appointed, the Council:

- A. May request the Council member to submit a statement of resignation to the Council within 30 days of the change.
- B. May recommend to the Board of Supervisors the removal of the member and the subsequent appointment of an eligible Candidate selected by the Council.
- C. May, where there is no apparent candidate to fill the seat, continue the seated member's participation, with or without limitation, until an eligible candidate is found.
- D. May, with no less than 10 business days' notice to the Council member at issue, review the Council member's membership status on the Council and vote to limit the Council member from further participation, until the Council member resigns or the Board of Supervisors removes the member.

### Section 6. Meetings and Attendance

The Council will set an annual meeting schedule. The Council will meet monthly, and the full membership of the Continuum of Care will convene quarterly with published agendas.

Two absences, excused or unexcused, from the regularly scheduled Council meeting in any 12-month period will warrant inquiry from the Council as to ability and interest of the individual in continuing as a member. Three unexcused absences within any 12-month period from time of appointment will result in a recommendation to the Board of Supervisors that this member be removed from the Council.

Any Council member unable to attend a meeting should notify the Chair of the Council or its administrative designee to request an excused absence.

The Chair of the Council or its administrative designee will maintain attendance records, and notify the Council when two absences are recorded.

### Section 7. Voting Members

A quorum of a majority of the appointed Council members is required for the conduct of business. Decisions must be made by an affirmative vote of a majority of Council members present during a Council meeting.

### Section 8. Amendment and Review

The Council will review the Governance Charter and Bylaws at least annually and update and approve as needed.

Amendment of the Council on Homelessness Governance Charter and Bylaws requires an affirmative vote of two-thirds majority of current sitting Council members, provided that public notice of the scheduled vote on the amendment was provided at least two weeks prior to that Council meeting. Amendments must be submitted to the Contra Costa County Board of Supervisors for approval, and take effect only upon approval by the Board of Supervisors.

### Section 9. Committee Structure and Operations

#### **Overview Committees and Working Groups**

As per 24 C.F.R. §578.7 (a)(4), the CoC must appoint additional committees, subcommittees or

workgroups. The Council will have Standing Committees, Ad-Hoc Committees and Working Groups. All Council members are expected to participate in at least one Committee or Working Group for the calendar year or the duration of the Committee or Working Group, if it is a time limited Committee or Working Group. Each Committee and Working Group will develop its own strategy and approach to meet goals in alignment with the annual Council Workplan. Each Committee and Working Group will decide whether to designate a chair (who must be a Council member). Contra Costa Health, Housing, and Homeless Services Division (H3) of Contra Costa Health Services and/or their designee will provide support and coordination to all Committees and Working Groups.

All Committees and Working Groups will strive to make decisions through consensus. Committees and Working Groups can independently provide feedback to the Council on Homelessness on the topics they are tasked with focusing on and conduct planning processes (e.g., work planning, establishing goals for an evaluation). All other items (e.g., establishing prioritization, developing or updating policy) must be brought to the Council on Homelessness for a vote.

### **Standing Committees**

Standing Committees meet on a regular, ongoing basis and meetings are open to the public. Only the Council on Homelessness has the authority to create a Standing Committee. The creation, suspension, or dissolution of a Standing Committee does not require a revision to these Bylaws.

1. Equity Committee – The purpose of the Equity Committee is to increase awareness, community dialogue, and lead concrete actions to achieve equity throughout the homeless system of care.
2. Funding Committee – The purpose of the Funding Committee is to direct the community input process for time-sensitive federal and state funding streams, including the CoC/ESG programs administered by HUD.
3. HMIS Policy Committee – The purpose of the HMIS Policy Committee is to develop and share updates on the Homeless Management Information System (HMIS), including HMIS policies and practices, compliance, and troubleshooting.
4. Oversight Committee – The purpose of the Oversight Committee is to oversee the annual monitoring process and review and assess the development, implementation, and improvement of the CoC and Coordinated Entry System.
5. PATH (Plan for Accelerating Transformative Housing) Innovations Committee – The PATH Innovations Committee monitors projects related to the countywide goal of reducing unsheltered homelessness in Contra Costa County in alignment with the Regional Action Plan.

### **Ad-Hoc Committees**

Ad-Hoc Committees meet on an as-needed basis for a time-limited period. Ad-Hoc Committee meetings are open to the public. Only the Council on Homelessness has the authority to create an Ad-Hoc Committee. The creation, suspension, or dissolution of an Ad-Hoc Committee does not require a revision to these Bylaws.

1. Governance Committee – The purpose of the Governance Committee is to review and revise the Governance Charter and Bylaws on an annual basis to increase Council efficiency and impact.
2. Homelessness Awareness Month Committee – The purpose of the Homelessness Awareness Month Committee is to plan annual Homelessness Awareness Month activities.
3. Nominating Committee – The purpose of the Nominating Committee is to review and recommend improvements to the nominating process for CoH seat appointments. The Nominating Panel reviews CoH applications and recommends applicants for seats.
4. Point in Time (PIT) Count Committee – The purpose of the PIT Count Committee is to oversee the annual Point in Time count of people experiencing homelessness in Contra Costa County.

### **Working Groups**

The Council or Committees may form time-limited Working Groups to focus on specific tasks or projects. Working Groups are comprised of Council members and meetings are open to the public. Working Groups report to the body that formed it – either the full Council or a Committee. The creation, suspension, or dissolution of a Working Group does not require a Bylaws revision.

### Section 10. Council Staffing and Recordkeeping

The Council on Homelessness is supported by Contra Costa Health, Housing, and Homeless Services Division (H3) of Contra Costa Health Services as outlined in the Governance Charter. The responsibilities of Contra Costa Health, Housing, and Homeless Services staff to the Council include:

- A. Storage of all Council and committee records, including agendas and minutes for all meetings;
- B. Presentation of annual reports to the Board of Supervisors or reports as called for by the Family and Human Services Committee;
- C. Implementation, administration, and management of the Contra Costa County homelessness response system, including the Coordinated Entry System and Homeless Management Information System;
- D. Serving as the Collaborative Applicant and Administrative Entity designated by the CoC to apply for and administer program funds for the CoC;

All duties identified throughout these Bylaws that may be delegated to an administrative designee.

## Article V. Conduct & Conflict of Interest

### Section 1. Code of Conduct

Each Council member will uphold certain standards of performance and good conduct and avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, a Council member, chairperson, employee, agent, or consultant of the Council may not:

- A. Influence decisions concerning the selection or award of a grant or other financial

benefit to an organization that the Council member, employee, officer, or agent has a financial or other interest in or represents, except for the Council itself.

- B. Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimal value as defined by the California Fair Political Practices Commission (FPPC).
- C. Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.
- D. Engage in violations of the law or unethical business practices, which includes any payments for illegal acts, indirect contributions, rebates, and bribery.

## Section 2. Conflict of Interest

All Council members must file an initial and annual Conflict of Interest statement with the Chair of the Council or its administrative designee. Failure to file such a statement may result in the removal of a member.

## Appendix: Contra Costa County Continuum of Care Timeline

|   |   |
|---|---|
| <b>1986</b>   |   |
| Concerned community members begin drafting, “A Plan for Dealing with Homelessness in Contra Costa County”.  | <b>1987</b>   |
|   | The Task Force on Homelessness reports to the Board of Supervisors on Homelessness in Contra Costa County and includes Recommendations for Action.  |
| <b>1991</b>   |   |
| A symposium is held to address homelessness in Contra Costa County.   | <b>1994</b>   |
|   | Contra Costa County Board of Supervisors mandates that a comprehensive, integrated plan for homeless services must be developed for the County. In response, the Ad Hoc Homeless Task Force is created to coordinate a countywide planning process and write the county’s first official Homeless Plan. |
| <b>1997</b>   |   |
| The Board of Supervisors officially establishes the Homeless Continuum of Care Advisory Board (CoCB) under Board Order C.87.  |   |
| <b>1999</b>   |   |
| The CoCB meets to oversee the planning process, to review the original plan, and to update the 2001-2006 Contra Costa Continuum of Care Homeless Plan.  | <b>2000</b>   |
|   | Contra Costa County begins the process of developing a new five-year Homeless Continuum of Care Plan. The CoCB coordinates the planning process.  |
| <b>2001</b>   |   |
| The plan is adopted. The CoCB is the lead agency for the Continuum of Care Planning Process, setting new objectives in response to changing circumstances.  | <b>2003</b>   |
|   | The CoCB adopts by-laws that include assuming all previous functions of the Contra Costa Homeless Advisory Committee and the new responsibilities under federal and state regulation of the Homeless Continuum of Care Boards.  |
| <b>2004</b>   |   |
| The Board of Supervisors approves <i>Ending Homelessness in Ten Years: A County-wide Plan for the Communities of Contra Costa County</i> . This plan embraces key concepts of the Five Year Plan but does not replace it. HIJIDWG, a newly formed group, is charged with the implementation of the Ten Year Plan provisions. This group begins meeting regularly. | <b>2005</b>   |
|   | On parallel tracks the CoCB and HIJIDWG continue to work towards ending homelessness, with similar issues and membership.   |
| <b>2014</b>   |   |
| Using the ten-year plan as a foundation, CCICH develops a strategic plan update, <i>Forging Ahead</i> , outlining the guiding principle that homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed.  | <b>2008</b>   |
|   | The CoCB and HIJIDWG merge to become the Contra Costa Interjurisdictional Council on Homelessness (CCICH).  |
|   | <b>2015</b>   |
|   | CCICH rebrands as the Council on Homelessness, adopting new by-laws and governance charter to reflect the role of the CoC and the Council.  |