



NOMINATING COMMITTEE MEETING

Monday, August 18, 2025

10:00am – 12:00pm

WELCOME

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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. Recommendations for Improving the Application Materials & Scoring
4. Review Marketing Materials & Recruitment
5. **Adjourn – 12:00 PM**



Jaime Jenett, *Community Engagement Specialist*

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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.

NOMINATING COMMITTEE INTRODUCTION

Name

(example: Mark)

Pronouns

(example: he/him)

Icebreaker

Best food you've had this
summer?



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@cchealth.org or call 925-608-6700.
- Public comments may also be submitted before the meeting by email at contracostacoc@cchealth.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)

IMPROVING THE APPLICATION MATERIALS & SCORING

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APPLICATION MATERIALS & SCORING PROCESS

Recommendations (items to revisit highlighted in yellow):

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

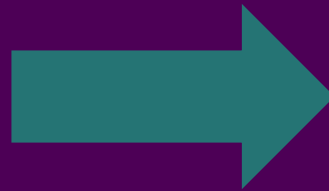
RECOMMENDATION #1 RE: SUPPLEMENTAL QUESTION 4

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

- **Feedback from Equity Cmte:** Be clear. Specify a number of 'reasons' in the Q

- **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 3 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 #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 1st or 2nd term only (encourages some continuity)
 - Provide extra points to all incumbent candidates (regardless of participation or tenure)

RECOMMENDATION #5: SUMMARY OF DISCUSSIONS

8/4 Nominating Committee

- Most members like the idea of creating opportunity for incumbents to receive extra points but there was not agreement on specifics
 - Some concern expressed that this may prevent new candidates from being selected which is important
 - Some concern about how we define “participation” as a threshold
 - Some concern expressed over the Lived Experience scoring factor (12 points max) disadvantaging committed incumbents without lived experience
 - Some support for increasing point total (current proposal: 5 pts)
 - Some support for using this only as a tiebreaker
- Committee decided to table decision until 8/18 meeting, staff will develop alternative options

8/12 Equity Committee

- Committee expressed importance of striking the right balance between retaining expertise and making room for new voices.
- Several participants at the committee expressed interest in giving bonus to incumbents that have only served 1-3 terms.

RECOMMENDATION #5: ALTERNATIVE OPTIONS

	Concern/Idea	Current Recommendations	Alternative/Staff Suggestions
1	Giving bonus points to all incumbents will disadvantage new applicants. Strike a balance between retaining expertise and providing opportunity for new leadership	All incumbents who meet participation minimum standards will receive 5 points.	Only incumbents in 1st or 2nd term AND who meet participation standard are eligible for 5 points
2	The threshold for participation could be more meaningful	Given bonus points for attending 75% of Council meetings and 2 committees/work groups/ panels (with 50% attendance)	No alternate staff suggestions
3	Lived Experience factor (up to 12 pts) may disadvantage incumbents	Applicant earns 5 points for being the incumbent	Could increase factor from 5 points, but staff suggests 5 points & possibly adjusting in the future
4	Use incumbent status as a tiebreaker	Staff suggest not using as a tiebreaker. A tiebreaker already exists and multiple tiebreakers are hard to weigh	N/A

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

ACTION ITEM

- Approve Homebase and H3 recommendations for making the CoH nominating process better for applicants and working toward diversity on the CoH



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

NEXT STEPS

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PROPOSED NOMINATING COMMITTEE TIMELINE

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

ADJOURN

Next Steps:

- 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 with questions.