

Contra Costa County Board of Supervisors



Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Phase II

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our county. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most county advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

INSTRUCTIONS

Phase II of the Triennial Review will cover the years 2021, 2022, and 2023. Please complete all three parts of the attached survey, including [Part I: Questions](#),

Part II: Materials, and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Friday, November 29, 2024**. You can submit your completed materials to Lauren Hull, Senior Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
Attn: Lauren Hull, Senior Management Analyst

1025 Escobar Street, 1st Floor
Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

Part I: Questions

STAFFING & CONTACT INFORMATION

Name of Advisory or Independent Body: Contra Costa Council on Homelessness

Name of Person Completing the Triennial Review Survey: Jaime Jenett

Chairperson Name: Wayne Earl

Main Staff Person Name: Jaime Jenett

Staff Agency/Department: CCH: Health, Housing and Homeless Services

Main Staff Telephone Number: 925-608-6700

Main Staff Email: chomelesscouncil@cchealth.org

Website (enter "N/A" if the body does not have a website): <https://www.cchealth.org/about-contra-costa-health/leadership/commissions-advisory-groups/council-on-homelessness>

How many staff members provide support for this body? 1 FTE dedicated staff with support from 4 FTE and contracted technical assistance providers

On average, how many total hours per week of staff support does this body utilize? 5

MEMBERSHIP

1. How many authorized, voting seats are on the body? 19

2. How many authorized, voting seats are currently filled? 19

3. Does the body have a sufficient number of members to achieve its mission?

Yes

No

If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

[Click or tap here to enter text.](#)

4. Does the body have a sufficient composition of members/types of seats to achieve its mission?

Yes

No

If “No”, please indicate which seats you would modify and why.
[Click or tap here to enter text.](#)

5. **Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?**

- Yes
 No

If “Yes”, please describe the membership challenges experienced.

The in person requirement under the Brown Act creates a hardship for our member, particularly those in the Lived Experience, Community Members and Youth Representative seats because they typically are participating on their own time, versus through a job. Travel can add up to 2 hours to the time needed to fulfill their attendance requirements.

6. **Are there special qualifications, requirements, or prerequisites for members to serve on the body?**

- Yes
 No

If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

It depends on the seat, as our Council seats are composed by sector represented, not by geography. We have 3 seats that require a lived experience of homelessness

MEETINGS

1. **How many “full body” meetings were scheduled during the last 36 months?** 36
2. **How many “full body” meetings were cancelled during the last 36 months?** 0
3. **How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum?** 0
4. **How many subcommittees does the body have and how frequently do they meet?**
There are 9 committees. Some meet monthly, some are Ad Hoc.
5. **How many times did members attend meetings remotely for “just cause” in the past year?** 22
6. **How many times did members attend meetings remotely for “emergency circumstances” in the past year?** 2
7. **Aside from being in person, how can members of the public view meetings and provide public comment?**
 N/A (i.e. attending in person is the only option)
 Via both phone and an online platform
 Via phone only

Via an online platform only

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. **How does the body engage stakeholders and the general public on issues and programs within the body's area of responsibility?** *The advisory body engages stakeholders and the general public through well-advertised, regular public convenings. We have a mailing list of over 2,700 people and a number of the COH's activities necessitate and encourage broad public participation, such community forums to determine funding priorities, Homelessness Awareness Month activities and the annual Point-in-Time Count of homeless persons in the geographic area. We also have further refined mailing lists so that people can select updates and information about topics of specific interest.*
2. **How are stakeholder and public input incorporated into the body's mission and objectives?** *We have developed a listserv of over 2,700 contacts that we engage 2-4 times a month on upcoming advisory body meetings and sponsored activities where the public is encouraged to contribute thoughts and suggestions, which are documented in meeting minutes and incorporated into action planning following meetings. In addition, we do targeted outreach to key community contacts depending on the event or meeting*
3. **What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?** *When meetings moved online in early 2020 due to COVID, we saw an increase in meeting attendance and participation in discussions by members of the public. While we have had to move back to in person meetings for Advisory Board members, we now create online access for all our meetings. The Equity Committee developed an "Amplifier" list of people and agencies identified to work with Latinos at risk of homelessness and we have incorporated those contacts into our database. We also have begun providing nominal compensation for People With Lived Experience to participate in specific types of meetings where we especially need input from this population.*
4. **How far in advance of the meeting date does the body post its agenda?** *96 hours*
5. **Where are meeting notices (e.g., agendas & cancellation notices) posted? Please note all locations, both physical and electronic.** *2400 Bisso Lane, Suite D2, Concord. Also Legistar.*
6. **How are meeting agendas currently created, as of the date of this survey?**
 - Legistar
 - Microsoft Word
 - Other Application (please specify): [Click or tap here to enter text.](#)
7. **What information is regularly presented to the body's members to keep them informed of the body's performance?** *Updates on committee meetings, work groups and other CoC meetings that have occurred since the last Council on Homelessness meeting are included in every Council meeting, either via a staff*

report or verbal report out, so that Council members can stay up to date on progress happening in committees and with providers. In 2021, the Council, with support from staff, began submitting quarterly reports to the Board of Supervisors and those reports are presented to the Council quarterly. In addition, a Continuum of Care annual report, a homeless Point in Time count report and the results of the HUD NOFO process survey are presented to the Council every year. W also

MISSION & PURPOSE

1. Is this body or its activities mandated by state or federal law or regulations?

Yes

No

If “Yes”, please provide the citation to the applicable law. *The HUD CoC Program requires homeless Continuums of Care to have an Advisory Board: 24 CFR 578.(a)(3)*

2. What is the original purpose and responsibility of the body, as prescribed in its establishing documents? *The Contra Costa Council on Homelessness, appointed by the Board of Supervisors, provides 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, reviewing and prioritizing project applications for funding in 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 provides a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues, and advocate on federal, state, county and city policy issues that affect people who are homeless or at-risk of homelessness.*

3. Have there been major changes to the body’s responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?

Yes

No

If “Yes”, please describe these changes. [Click or tap here to enter text.](#)

4. Are the body’s bylaws reflective of the body’s current mission, purpose, and focus?

Yes

No

N/A - body does not currently have bylaws

If “No”, please describe how the body’s current mission, purpose, or focus differ from the existing bylaws.

[Click or tap here to enter text.](#)

5. Do you recommend changes to the body’s mission, purpose, or focus?

Yes

No

If “Yes”, please explain the changes you would suggest and why.

[Click or tap here to enter text.](#)

6. **What target population or priority communities are served by the body?** *People in Contra Costa at risk of or experiencing homelessness.*
7. **List activities, services, programs, and/or special projects the body delivers to achieve its current mission.** *Committees and subcommittees engage in regular and ongoing activities in service of the advisory body’s mission. Current ongoing committees include the Equity Committee, HMIS Policy Committee, Oversight Committee, PATH (Plan for Accelerating Transformative Housing) Innovations Committee, in addition to ad hoc committees. The Council on Homelessness also engages in the following regular activities: preparation and oversight of the community application for HUD CoC Program funds, design and operation for administration of ESG funds, the annual Point-in-Time count of homeless persons in the geographic area, regular management and maintenance of a Homeless Management Information System, ongoing data analysis and performance evaluation, and coordination with the Healthcare for the Homeless initiative.*

BUDGET

1. **Does the body have an annual operating budget?**
 Yes
 No
2. **Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?**
 Yes
 No

If “Yes”, please list the organization. *County staff and consultants support the work of the Continuum of Care that is governed by the Council on Homelessness/Advisory Board, including the submission of the annual application to HUD for the CoC and compensation of people with lived experience of homelessness who support the work of the CoC. Contra Costa Health works with contractors Heluna Health and Homebase to support these activities.*

CHALLENGES

1. **Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?**
 Yes
 No

If “Yes”, please provide a description of the challenge or concern. *While funds coming from the state and federal government sustain the activities of the Council on Homelessness and Continuum of Care, many of these funding sources are offered as one-time sources. Our community continues to lack ongoing sources of funding, particularly for the crisis response services, which inhibits the development of homelessness prevention services,*

emergency shelter, and interim housing as well as permanent housing resources like Permanent Supportive Housing. The CoC shares the County's commitment to the Regional Action Plan and increasing prevention, interim, and permanent housing interventions. The most significant need is for Permanent Supportive Housing (PSH), an intensive housing intervention designed to provide housing with ongoing case management and rental support for people who are chronically homeless and disabled. This housing is the primary resource for the most vulnerable households and requires ongoing funding to be successful.

If “Yes”, please also list who is affected by this challenge or problem.

All people experiencing homelessness as well as staff.

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

The Council and the CoC have focused resources and attention on identifying and reducing inequities in the homeless system of care in Contra Costa. As part of this an Equity Committee was formed in 2023 to increase awareness, community dialogue, and lead concrete actions to achieve equity throughout the homeless system of care.

ACCOMPLISHMENTS & IMPACT

- 1. Describe the specific impact of the work of the body and its work in achieving its mission.** *Over the past 3 years, the Contra Costa Continuum of Care has seen a 52% increase in housing and essential services provided to individuals in the community, with over 14,000 individuals served in calendar year 2023. The Contra Costa Continuum of Care, with input and guidance, from the Council on Homelessness has secured additional funding from the US Department of Housing and Urban Development to expand services and the number of people served each year. In the past three years, Contra Costa has expanded CORE outreach from fourteen (14) to twenty-two (22) teams, added and expanded rapid rehousing, prevention and diversion services, added pet facilities to 3 shelters, and added much needed permanent supportive housing units in San Pablo with El Portal Place.*
- 2. Describe any effects the body has had on the target population or community.** *In the past three years, the Council added a second Lived Experience Advisor seat and focused on engaging People With Lived Experience in as many policy and decision making opportunities as possible. In addition, a Youth Advisory Board (YAB) was formed in 2024 to help support building out a stronger system response for Youth and Young Adults experiencing homelessness in Contra Costa*
- 3. Optional: Describe any additional comments on the effectiveness of the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. [Click or tap here to enter text.](#)

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the most recent past 5 meetings:

Attached; *or*

Link: **11/7/24:** [https://contra-](https://contra-costa.legistar.com/View.ashx?M=A&ID=1234857&GUID=5B02F81E-B56C-4222-AF6E-CAB34DE4E053)

[costa.legistar.com/View.ashx?M=A&ID=1234857&GUID=5B02F81E-B56C-4222-AF6E-CAB34DE4E053](https://contra-costa.legistar.com/View.ashx?M=A&ID=1234857&GUID=5B02F81E-B56C-4222-AF6E-CAB34DE4E053); **10/3/24:** [https://contra-](https://contra-costa.legistar.com/View.ashx?M=A&ID=1230506&GUID=2A484C2E-57BF-4C53-8488-50934F170683)

[costa.legistar.com/View.ashx?M=A&ID=1230506&GUID=2A484C2E-57BF-4C53-8488-50934F170683](https://contra-costa.legistar.com/View.ashx?M=A&ID=1230506&GUID=2A484C2E-57BF-4C53-8488-50934F170683); **09/05/24:**

https://www.contracosta.ca.gov/AgendaCenter/ViewFile/Agenda/_09052024-6422; **08/01/24:**

https://www.contracosta.ca.gov/AgendaCenter/ViewFile/Agenda/_08012024-6362; **07/11/24:**

https://www.contracosta.ca.gov/AgendaCenter/ViewFile/Agenda/_07112024-6324

- Minutes (or records of action) from the most recent past 5 meetings:

Attached; *or*

Link : *Click or tap here to enter text.*

10/3/24: [https://contra-](https://contra-costa.legistar.com/View.ashx?M=F&ID=13523436&GUID=D0417B53-4F51-48B2-9BDB-92F73608CC89)

[costa.legistar.com/View.ashx?M=F&ID=13523436&GUID=D0417B53-4F51-48B2-9BDB-92F73608CC89](https://contra-costa.legistar.com/View.ashx?M=F&ID=13523436&GUID=D0417B53-4F51-48B2-9BDB-92F73608CC89)

09/05/24: [https://contra-](https://contra-costa.legistar.com/View.ashx?M=PA&ID=1230506&GUID=2A484C2E-57BF-4C53-8488-50934F170683)

[costa.legistar.com/View.ashx?M=PA&ID=1230506&GUID=2A484C2E-57BF-4C53-8488-50934F170683](https://contra-costa.legistar.com/View.ashx?M=PA&ID=1230506&GUID=2A484C2E-57BF-4C53-8488-50934F170683)

08/01/24: https://www.contracosta.ca.gov/AgendaCenter/ViewFile/Minutes/_08012024-6362

07/11/24: https://www.contracosta.ca.gov/AgendaCenter/ViewFile/Minutes/_07112024-6324

06/06/24: https://www.contracosta.ca.gov/AgendaCenter/ViewFile/Minutes/_07112024-6324

- Bylaws currently in effect:

This body does not have bylaws; *or*

Attached; *or*

Link:

<https://www.cchealth.org/home/showpublisheddocument/30906/638639833290070000>

- Annual Reports for years 2021, 2022, and 2023 if available, as submitted to the Board of Supervisors:

- There are no annual reports for the years 2020-2022; *or*
- Attached; *or*
- Link: [*Click or tap here to enter text.*](#)

Part III: Signatures & Certification

Please print, handwrite, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase II survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: _____

Signature of Chairperson: _____

Date: _____

Name of Board, Committee, or Commission (body) Staff Person: _____

Signature of Staff Person: _____

Date: _____

Please direct completed surveys and any questions to:

Lauren Hull, Senior Management Analyst for the Clerk of the Board
Lauren.Hull@cob.cccounty.us
(925) 655-2007

Thank you for your time and cooperation!