



Leadership Board Meeting

Monday, November 15th, 10:30am-12:00pm

Meetings are public. Homeless and formerly homeless Alameda County residents are especially encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person. Click [here](#) to learn more about the public participation policy

The special meeting of the Leadership Board Committee was called to order at 10:30 a.m. on Monday, November 15th, 2021 on Zoom by Moe Wright, Chair.

Present: Moe Wright (Chair, BBI Construction), Susan Shelton (At-large representative), Darin Lounds (Housing Consortium of the East Bay), Liz Varela (Building Futures with Women and Children), Andrea Ford (Lori Cox's representative, Alameda County Social Services Agency), Kerry Abbott (Colleen Chawla representative, Alameda County Health Care Services Agency), Michelle Starratt (Alameda County Housing and Community Development), Gloria Bruce (East Bay Housing Organizations), Vivian Wan (Abode Services) and Peter Radu (Mayor Jesse Arreguin's representative, City of Berkeley)

EOH Staff: Chelsea Andrews (Executive Director), Katie Barnett (Systems Planning Coordinator), Dorcas Chang (Operations Coordinator), and Katie Haverly (Director of Research and Data Analytics)

Public: Josh Jacobs (City of Berkeley), and Natasha Paddock (Alamedas County Housing and Community Development Department)

Absent: Suzanne Shenfil (City of Fremont), Peggy McQuaid (City of Albany), Doug Biggs (Alameda Point Collaborative), Paulette Franklin (Alameda County Behavioral Health Care Services), Kelly Glossup (Alameda County Sheriff's Office), Wendy Jackson (East Oakland Community Project), Ray Bonilla (Kaiser Permanente), Dr. Christine Ma (UCSF Benioff Children's Hospital Oakland), Nella Goncalves (One Treasure Island) and Sara Bedford (City of Oakland)

1. Welcome and Introductions

10:30am-10:35am

- a) Michelle Starratt (HCD) gave an update on the Emergency Rental Assistance Program (ERAP).
- b) Darin Lounds (HCEB) shared that the Lakeview community village is opening this week. The project will house over 65 people. HCEB is also hoping to open 3rd and Peralta, a pallet shelter project.
- c) Kerry Abbott (HCSA) shared that the county is expecting COVID cases will increase significantly over next month and half.
- d) Liz Varela (Building Futures) shared that they are getting gender-based violence survivors connected to Emergency Housing Vouchers (EHV) and training gender-based violence agencies to be able to apply for the vouchers.
- e) Gloria Bruce (EBHO) shared that EBHO is working on the Housing Element and that EBHO has webpage that has COVID and immediate relief resources. If there is anything that people want to share, they can let Gloria know to add to the resource to the page.

- f) Moe Wright (Chair) asked Board to take a moment of silence to honor Supervisor Wilma Chan and the work she has done.

2. Public Comment

10:35am-10:30am

a. No public comment

3. Review and Approval of Minutes

10:40am-10:45am

- a. Leadership Board Meeting 10.28.21
o The minutes were not approved because a quorum was not reached.

Approve

4. Executive Director Update

10:45am-10:55am

- a. Chelsea Andrews (Executive Director) shared that the HUD Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) was submitted. All renewal projects are in Tier 1 and will be fully funded. Tier 2 prioritized need for additional funding for Homeless Management Information System (HMIS). EOH is working on a survey to receive feedback from NOFO applicants and NOFO committee and also launched a survey related to diversity and equity initiatives that are occurring through CoC with different providers.
- b. Chelsea Andrews (Executive Director) shared that KPIX did a segment on highlighting a couple from Operation Homebase and that she is participating on a panel in SF Chronicle Live: Homeless Project event this week with Mayor Libby Schaaf and Tomiquia Moss, CEO of ALL Home.
- c. Chelsea Andrews (Executive Director) shared that EOH received a \$15,000 grant from San Francisco Foundation to start a leadership academy for individuals with lived experience.

8. Proposed Governance Revisions

10:55am-12:00pm

- a. Housing Keeping Items
a. Reconsideration: Alternate and Proxy Voting
- i. Chelsea Andrews (Executive Director) asked the Board if they wanted to reconsider the alternate and proxy voting to only allow for City and County board members to appoint an alternate rather than all board members.
 - ii. Susan Shelton (At-large representative) shared that she supports having alternatives for people from the cities and the county but she does also believe that executive directors of nonprofits could have alternates.
 - iii. Darin Lounds (HCEB) agreed with Susan's comment and that it would be great for providers to have the option to appoint an alternate.
 - iv. Chelsea Andrews (EOH) raised that it can be challenging if there is not consistency among members to vote on important issues and that the Leadership Board might not reflect the individuals or expertise that was originally desired.
 - v. Moe Wright (Chair) suggested that someone should be named early on as an alternate as an option.
 - vi. **The board took a poll that resulted with 55% voting that all board members should be able to designate a proxy and 45% for proposed that only County and City Board members should designate a proxy.**

Approve

- vii. Gloria Bruce (EBHO) suggested making the expectations clear to make meaningful participation such as picking someone upfront, using the alternate when needed, and briefing their alternates before a meeting.
- b. Leadership Board Meeting Frequency
 - i. **The Board took a poll that resulted with 50% voting for meeting 10 times a year; 50% voting for meeting 6 times a year.**
- c. Moe Wright (Chair) commented the proposals that are stalled can be highlighted in the governance draft when they are going to be reviewed in December to prevent the process from being delayed.
- d. Policy Recommendations
 - i. Chelsea Andrews (Executive Director) proposed adopting code of conduct policy as an appendix to the charter and modify the language to “commit to the collective impact mission and the successful implementation of the Centering Racial Equity in Homeless System Design.”
 - ii. Chelsea Andrews (Executive Director) clarified that there is an expectation that individuals understand and appreciate the collective impact model and that this collective impact mission is to end homelessness.
 - iii. Kerry Abbott (HCSA) also suggested making it clear about what it means to agree to the collect impact mission before participating in the Leadership Board and the language should be clear what the mission of the initiative is.
 - iv. Peter Radu (City of Berkeley) shared that he feels it is premature to add “successful implementation” in the language since he was under the impression it was explicitly referencing the Home Together plan.
 - v. Chelsea Andrews (Executive Director) responded that the language is not referencing to the adoption of Home Together plan but is a recommendation to adopt the general race equity design approach.
 - vi. Moe Wright (Chair) added that this code of conduct will endure beyond the various plans. Since the board will adopt various plans as it moves along, the language should be show that it is more of a process.
 - vii. Kerry Abbott (HCSA) asked if there could there be benefit in revisiting the code of conduct with the new Leadership Board once it is seated.
 - 1. Moe Wright (Chair) responded that we wanted to have something available for new members, so they know what their expectations are.
 - viii. Moe Wright (Chair) suggested rewording the language to make it more universal.
 - ix. From the feedback, Chelsea Andrew (EOH) stated that she had enough guidance to create a more generic language for the code of conduct.
 - x. No poll was taken.
- e. Recruitment guidance for nomination committee for leadership board
 - i. Chelsea Andrews (Executive Director) asked if there are any comment on the recruitment guidance policy.
 - ii. Kerry Abbott (HCSA) suggested modifying language to “willingness to attend racial equity and competency trainings and/or forums” to be respectful of people’s experience and clear that we want to have these conversations in an open and informed way.
 - iii. Susan Shelton (at large representative) added that she would not leave it open ended and wanted a stronger language, so people are clear that they are bringing themselves up to speed or at the same level of expectations.

- iv. Chelsea Andrews (EOH) added that at point the board should discuss if there are mandatory training for serving such as Diversity and Equity Inclusion training, HMIS training, conflicts of interest, etc.
- v. **The board took a poll that resulted with 62% voting "agree and support" and 38% voting "agree with most and support."**
- f. NOFO Committee – proposed language
 - i. Darin Lounds (HCEB) asked how is the lived experience and expertise measured?
 - 1. Chelsea Andrews (Executive Director) answered anyone who presents and indicates that they've experience housing instability is measure. The term expertise and experience are interchangeable and includes people who have experience homelessness in the process.
 - ii. Kerry Abbott (HCSA) raised a question about the non-conflicted member piece. There was someone on the NOFO committee who had recent employment experience at one of the provider agencies but that wasn't current but, there was perception that could impact their input.
 - 1. Chelsea Andrews (EOH) answered that it was not a directed conflict, but it could be perceived as a conflict. Those members did not score the applications from the agencies they used to work for.
 - iii. **The board took a poll that resulted with 57% voting "agree and support" and 43% voting "agree with most and support."**
 - iv. **Kerry Abbott (HCSA) recommended include someone with experience in housing to the list.**
- g. CoC Roles and Responsibilities
 - i. Chelsea Andrews (Executive Director) reviewed the current roles and responsibilities of the CoC Lead, CoC Backbone, Collaborative Applicant, HMIS Lead, Coordinated Entry Management Entity to determine if there was any interest in modifying the roles. She noted that any changes made at this time would have to be approved by the HUD CoC committee according to the current charter.
 - ii. Chelsea Andrews (EOH) if there is any interest to talk about the roles and responsibilities further in a working group.
 - 1. Kerry Abbot, Moe Wright, Michelle Starratt or Natasha Paddock, Darin Lounds volunteered to be in the group.
 - 2. Kerry Abbott (HCSA) suggested inviting full leadership board to participate in the working group.
 - iii. **EOH will send an email to the full leadership board with invitation to join the working group to review the roles and responsibilities and the transition working group, and having the information frame up the discussion today so that the board is ready to vote on it at the next board meeting.**

Next Steps

Next Leadership Board Meeting on December 9th 2pm to 4pm