



## 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 (Alameda County Housing and Community Development) gave an update on the Emergency Rental Assistance Program (ERAP).
- b) Darin Lounds (Housing Consortium of the East Bay) shared that the Lakeview community village is opening this week. The project will house over 65 people. Housing Consortium of the East Bay is also hoping to open 3rd and Peralta, a pallet shelter project.
- c) Kerry Abbott (Alameda County Health Care Services Agency) 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 (East Bay Housing Organizations) shared that East Bay Housing Organizations is working on the Housing Element and that East Bay Housing Organizations 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**

*Approve*

- o The minutes were not approved because a quorum was not reached.

**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 Homepage and that she is participating on a panel in the 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**

*Approve*

**a. Reconsideration: Alternate and Proxy Voting**

- i. Chelsea Andrews (Executive Director) asked the board if they would like to revisit the topic of alternate and proxy voting and limit appointing an alternate to Leadership Board members representing City and County agencies.
- ii. Susan Shelton (At-large representative) shared that she supports having alternatives for people from the cities and the county, but also believes executive directors of nonprofits could have alternates.
- iii. Darin Lounds (Housing Consortium of the East Bay) agreed with Susan's comment and added it would be great for providers to have the option to appoint an alternate.
- iv. Chelsea Andrews (Executive Director) noted that a lack of consistency in the composition of the group voting on these important matters raises significant challenges. Board members hold these seats due to the knowledge and experience they personally hold, and this could result in a voting body that does not reflect the individuals or expertise originally desired.
- v. Moe Wright (Chair) suggested that an alternate should be named as early as possible after a member is seated.
- 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.**

- vii. Gloria Bruce (East Bay Housing Organizations) suggested making the expectations clear to ensure meaningful participation by designated alternates, such as selecting the individual immediately, using the alternate only when needed, and briefing alternates before every meeting they need to attend.

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 a code of conduct policy as an appendix to the charter and modifying the language to “commit to the collective impact mission and the successful implementation of Centering Racial Equity in Homeless System Design.”
- ii. Kerry Abbott (Alameda County Health Care Services Agency) suggested making it clear what it means to “agree to the collective impact mission.” The language should clearly state what the mission of the initiative is.
- iii. Chelsea Andrews (Executive Director) clarified that there is an expectation that individuals understand and appreciate the collective impact model, and the collective impact mission of this group is ending homelessness.
- 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. It is a recommendation to adopt the general approach outlined in the Centering Racial Equity in Homeless System Design report.
- vi. Moe Wright (Chair) added that this code of conduct will endure current considerations. 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 (Alameda County Health Care Services Agency) asked if there could there be benefit in revisiting the code of conduct once the new Leadership Board is seated.
  - 1. Moe Wright (Chair) explained that establishing a code of conduct now would provide potential new members with clear expectations about the duties associated with serving on this body.
- viii. Moe Wright (Chair) suggested rewording the language to make it more universal.
- ix. Chelsea Andrew (Executive Director) stated that this feedback provided adequate guidance for revisions to a new draft of 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 were comments regarding the recruitment guidance policy.
  - ii. Kerry Abbott (Alameda County Health Care Services Agency) suggested modifying the language to “willingness to attend racial equity and competency trainings and/or forums,” to be respectful of people who have experience with these topics, and make it clear that there is a desire to have conversations around these topics in an open and informed way.
  - iii. Susan Shelton (at large representative) stated that she did not support open-ended phrasing about this, and urged stronger language than “to ensure everyone is up to speed or at the same level of expectation.” This is unclear and lacks seriousness of purpose.
  - iv. Chelsea Andrews (Executive Director) suggested the board discuss possible mandatory trainings for new members that could be specified here related to a number of topics, such as Diversity, Equity & Inclusion, HMIS, 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 (Housing Consortium of the East Bay) asked how lived experience and expertise are measured.
    - 1. Chelsea Andrews (Executive Director) clarified that this refers to anyone who indicates they’ve experienced housing instability. The terms “lived expertise” and “lived experience” are often used interchangeably in this context.
  - ii. Kerry Abbott (Alameda County Health Care Services Agency) questioned the phrase “non-conflicted members of the community” given that a member of the FY 2021 NOFO Committee was formerly employed by a provider agency applying for NOFO funding that year, adding that employment does not need to be current to inappropriately influence the input a NOFO Committee member brings to the process.
    - 1. Chelsea Andrews (Executive Director) acknowledged the legitimacy of this concern, even though past employment does not meet the definition of “conflicted” in this context. In the situation referenced, the individual was recused from scoring any project applications associated with the agency where they were previously employed.
  - 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 (Alameda County Health Care Services Agency) recommended including 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 Organization, Collaborative Applicant, HMIS Lead, and Coordinated Entry Management Entity, noting that any made at this time would require approval from the HUD CoC committee, in accordance with the current governance charter.
  - ii. Chelsea Andrews (Executive Director) asked if there was interest in forming a working group to discuss these role sand responsibilities further.
    - 1. Kerry Abbot (Alameda County Health Care Services Agency), Moe Wright (Chair), Michelle Starratt or Natasha Paddock (Alameda County Housing and Community Development), and Darin Lounds (Housing Consortium of the East Bay) volunteered.
    - 2. Kerry Abbott (Alameda County Health Care Services Agency) suggested inviting the full Leadership Board to participate.
  - iii. **EveryOne Home staff will send an email to the full Leadership Board with an invitation to join the Roles and Responsibilities Working Group and the Transition Working Group. Information related to this discussion will be provided in advance to ensure the board is ready to vote on this at the next Leadership Board meeting.**

**Next Leadership Board Meeting:** December 9<sup>th</sup> 2pm to 4pm