



## Leadership Board Meeting

Thursday, December 9th, 2:00pm-4:00pm

Meetings are public. Alameda County residents with lived experience of homelessness are 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 regular meeting of the Leadership Board Committee was called to order at 2:00 p.m. on Thursday, December 9th 2021 on Zoom by Moe Wright (Chair). Quorum was reached.

**Present:** Moe Wright (Chair, BBI Construction), Peggy McQuaid (City of Albany), Gloria Bruce (East Bay Housing Organizations), Mayor Jesse Arreguin (City of Berkeley), Vivian Wan (Abode Services), Doug Biggs (Alameda Point Collaborative), Andrea Ford (Alameda County Social Services Agency, Lori Cox's alternative), Kerry Abbott (Alameda County Health Care Services Agency, Colleen Chawla's alternative), Susan Shelton (At-large Representative), Michelle Starratt (Alameda County Housing and Community Development), Suzanne Shenfil (City of Fremont), Sara Bedford (City of Oakland), Darin Lounds (Housing Consortium of the East Bay), Dr. Christine Ma (UCSF's Benioff Children's Hospital Oakland), Liz Varela (Building Futures with Women and Children)

**EOH Staff:** Chelsea Andrews (Executive Director), Tirza White (Senior Director of Performance Improvement and Data Analytics), Katie Barnett (Systems Planning Coordinator), Dorcas Chang (Operations Coordinator)

**Public:** Josh Jacobs (City of Berkeley), Natasha Paddock (Alameda County HCD), Jacquelyn McCormick (City of Berkeley)

**Absent:** Kelly Glossup (Alameda County Sheriff's Office), Wendy Jackson (East Oakland Community Project), Nella Goncalves (One Treasure Island), Paulette Franklin (Alameda County Behavioral Health Care Services Agency), Ray Bonilla (Kaiser Permanente)

### 1. Welcome and Introductions

2:00pm-2:05pm

- a. Leadership Board members introduced themselves and shared announcements.
  - a. Michelle Starratt (HCD) shared that Alameda County exceeded the state Emergency Rental Assistance Program (ERAP) and had more money out the door by September deadline and eligible to ask for \$100 million more dollars.
  - b. Kerry Abbott (HCSA) shared that Coordinated Community Plan meeting for the Youth Homeless Demonstration Program (YHDP) is tomorrow, December 10<sup>th</sup>, at 8:30am. She is encouraging youth with lived experienced to attend.

### 2. Public Comment

2:05pm-2:15pm

- a. No public Comment

### 3. Review and Approval of Minutes

2:15pm-2:25pm

- a. Leadership Board Meeting 10.28.21 *Approve*
  - a. **Susan Shelton (At-large rep) made motion to approve the 10.28.21 minutes as submitted. Vivian Wan (Abode Services) seconded. 12 approved. 1 abstained. 0 opposed. Motion passed.**
- b. Leadership Board Meeting 11.21.21 *Approve*
  - a. **Kerry Abbott (HCSA) made motion to approve the 11.21.21 minutes as submitted. Gloria Bruce (EBHO) seconded. 10 approved. 3 abstained. 0 opposed. Motion passed.**

### 4. Executive Director Update/ Year End Review

2:25pm-2:35pm

- a. Chelsea Andrews (Executive Director) shared updates with the Board.
  - a. EveryOne Home (EOH) is in the final stages of recruiting for the Director of Policy and Homelessness Strategies.
  - b. Alameda County 2021 Total Submission for the HUD Notice of Funding Opportunity (NOFO) was \$43,078,608. All renewal projects in Tier 1 will be fully funded.
  - c. EOH has had amultiple meetings for the Point In Time Count (PIT) and is looking to the Board to help partner with VIP volunteers during the Count.
  - d. Chelsea Andrews met with cities representatives to discuss the general operating support for EOH. Each city will receive a complementary PIT infographic report and technical assistance from the EOH data team.
  - e. EOH raised \$10,000 from the Leadership Board for the Fall Fundraising Rally and the Board was thanked for their support.
  - f. EOH is working on engaging with funders and the community through the agency's development and communication efforts.
  - g. EOH is working with Office of Homeless Care Coordination on convening and cofacilitating the Home Together 2026 Committee meetings.
  - h. Highlights from accomplishments over the course of the year included the Centering Racial Equity Report release, EveryOne Home's community meeting, highly attended community information sessions, the Leadership Academy, SF Chronicle Homelessness Project event, and staff retreat.

### 6. Community Meeting

2:35pm-2:45pm

- a. **Postpone Community Meeting**
  - a. Chelsea Andrews (Executive Director) asked for formal motion to acknowledge that the second community meeting will be postponed. The charter and contract with the County states that there should be two community meetings each year.
  - b. Michelle Starratt (HCD) commented that there was a lot of engagement with the community this year and can count those as public community meetings.
  - c. Leadership Board members agree that there is no need for a formal vote.

### 7. Proposed Governance Revisions

2:50pm-4:00pm

- a. Housing Keeping Items *Approve*
  - a. Chelsea Andrews (Executive Director) reviewed the approved decisions at the Leadership Board meeting on October 28<sup>th</sup> and went over the buy in and alignment process.

- b. Previously the Board voted that all board members should designate a proxy. At the last board meeting on November 21<sup>st</sup>, Chelsea Andrews (Executive Director) proposed that the Board consider only County and City members should designate a proxy.
  - i. Dr. Christine Ma (UCSF) suggested for the all board members option, that the proxy could be a set person so that it is not a different person each time.
    - 1. Chelsea Andrews (Executive Director) shared that her suggestion was discussed as a potential option at the last meeting.
  - ii. Vivian Wan (Abode Services) suggested taking an “all or nothing” approach otherwise there will always be a heavier representation of city/county. There needs to be consistency and raised the importance of valuing each member’s time equally.
  - iii. Suzanne Shenfil (City of Fremont) asked if there is a set number of meetings people are required to attend.
    - 1. Chelsea Andrews (Executive Director) shared that the Board voted that members would commit to 75% of the meetings.
    - 2. Suzanne Shenfil (City of Fremont) raised the point that proxy can only be used 25% of the time.
  - iv. Gloria Bruce (EBHO) mostly agreed with Vivian Wan’s point to value everyone’s time equally but added that currently seated elected officials may have meetings they can’t miss such as public meetings.
  - v. **In the poll, most members voted to leave the proposal as is so that all board members can designate a proxy.**
- c. The board discussed the Leadership Board meeting frequency.
  - i. Liz Varela (Building Futures) asked if the meetings could continue to be on zoom.
    - 1. Moe Wright (Chair) responded that the meetings will be on zoom for the foreseeable futures.
  - ii. Michelle Starratt (HCD) raised that putting the frequency into bylaws can potentially put the Board out of compliance if the meetings do not happen.
  - iii. Susan Shelton (At-large Representative) asked the Board to be mindful about setting commitment because of lack of quorum in the last meetings.
  - iv. Vivian Wan (Abode Services) commented that she is fine with having six meetings in the bylaws but suggested having more frequency meetings on the calendar to make scheduling easier.
  - v. Chelsea Andrews (Executive Director) responded that we can discuss how many meetings to send for calendaring but asked the group to poll on how many meetings they want in the bylaws.
  - vi. **In the poll, most members voted for the proposal to meet no less than six times a year be reflected in the bylaws.**
  - vii. **Michelle Starrett (HCD) moved that the Board adopt the proposals to allow proxy for each committee members and that the Board meets no less than six times a year. Sara Bedford (City of Oakland) seconded. 15 approved. 0 abstained. 0 opposed.**
- d. Policy Recommendations
  - i. Chelsea Andrews (Executive Director) shared the proposed language for the Code of Conduct. The revised language reflects the feedback from the last meeting that updates the verbiage to remove the reference to the 2018

Strategic Plan and to include supporting the recommendations in the Centering Race Equity in Homeless System Design report.

1. No comments or concern from the Board.
  - ii. Chelsea Andrews (Executive Director) shared the language for the recruitment guidance for the nomination committee for the Leadership Board. At the last meeting, one of the guidance was revised to “Willingness to attend racial equity and cultural competency training and/or forums/informed discussions”
    1. No comments or concern from the Board.
  - iii. Chelsea Andrews (Executive Director) shared proposed language for NOFO Committee. There was an addition of understanding of affordable housing.
    1. No comments or concern from the Board.
  - iv. **Doug Biggs (APC) made motion to approve language for Code of Conduct, recruitment guidance for nomination committee for the Leadership Board, and language for NOFO Committee. Darin Lounds (HCEB) seconded. 15 approved. 0 abstained. 0 opposed.**
- e. Chelsea Andrews (Executive Director) shared engagement timeline for the Leadership Board and Community Feedback.
- i. Dr. Christine Ma (UCSF) asked why the Leadership Board should vote on the Governance Charter before the community meeting?
    1. Chelsea Andrews (Executive Director) clarified that the Leadership Board is voting to propose the charter to the community which is the CoC membership. The CoC Membership will vote to ratify the governance at the community meeting.
  - ii. Sara Bedford (City of Oakland) asked how does the community comment period informs what happens at the community meeting?
    1. EOH will be reporting to the Board on January 20<sup>th</sup> what the community feedback is up to that date. By January 20<sup>th</sup>, Chelsea Andrews (Executive Director) will let Board know what has been raised, what the Board reviewed, and any changes that Board proposed will have opportunity to reflect the community voice. There is a potential to have another Leadership Board meeting if needed. In Chelsea’s engagement with cities about the governance, there has been a lot of positive support.
  - iii. Chelsea Andrews (Executive Director) confirmed that all the meetings will occur virtually.
  - iv. Dorcas Chang (Operations Coordinator) will send calendar invites for the meetings.
- f. Chelsea Andrews (Executive Director) shared the need for a transition/funding working group to help with the governance launch and described the tasks of the working group. Chelsea shared the staffing and resources needed to support the new structure.
- i. Moe Wright (Chair) asked if there are any volunteers from the Board to join the working group.
  - ii. Moe Wright (Chair), Suzanne Shenfil (City of Fremont), and Michelle Starratt (HCD) volunteered to be in the group.
  - iii. Chelsea Andrews (Executive Director) emphasized the importance of putting this work into action to be a model locally and nationally.
- g. Moe Wright (Chair) asked for members to join a working group to discuss the CoC roles and responsibilities. It is not a long-term commitment, and the working group is expected to meet one or two times.

- i. Chelsea Andrews (Executive Director) encouraged non-conflicted members to join to discuss whether the current entities in these roles are best suited to continue in that role and capacity.
  - ii. Kerry Abbott (HCSA), Moe Wright (Chair), Michelle Starratt (HCD), Natasha Paddock (HCD), and Darin Lounds (HCEB), Suzanne Shenfil (City of Fremont) have already volunteered to join.
  - iii. Susan Shelton (At large representative) and Sara Bedford (City of Oakland) volunteered.
- h. Dorcas Chang (Operations Coordinator) asked if the Board is still available for the fourth Thursdays to meet in the new year.
  - i. The Board confirmed that time still works for them.
  - ii. Dorcas Chang (Operations Coordinator) will send out the calendar invites for the meetings next year, governance charter draft materials for feedback, and a contact sheet for the Board to review.
- i. Chelsea Andrews (Executive Director) shared that at the next meeting in January, EOH will share the year-end system performance measures that the Results Based Accountability Committee reviewed, the survey results from nonprofit providers about race equity in the community, feedback on the NOFO process, and an update on Home Together.

Meeting adjourned at 3:25pm.

Notes submitted by: Dorcas Chang  
Reviewed by: Chelsea Andrews