



Leadership Board Meeting
 Thursday, December 9th, 2:00pm-4:00pm

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.

EveryOne Home is inviting you to a scheduled Zoom meeting.

Topic: EveryOne Home leadership Board Meeting
 Time: Dec 9, 2021 02:00 PM Pacific Time (US and Canada)

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1. Welcome and Introductions	2:00pm-2:05pm
2. Public Comment	2:05pm-2:15pm
3. Review and Approval of Minutes	2:15pm-2:25pm
a. Leadership Board Meeting 10.28.21	<i>Approve</i>
b. Leadership Board Meeting 11.21.21	<i>Approve</i>
4. Executive Director Update	2:25pm-2:35pm
5. Year End Review	2:35pm-2:45pm
6. Community Meeting	2:45pm-2:50pm
a. Postpone community meeting	<i>Approve</i>
7. Proposed Governance Revisions	2:50pm-4:00pm
a. Housing Keeping Items	<i>Approve</i>



Leadership Board Meeting
Thursday, October 28th, 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 special meeting of the Leadership Board Committee was called to order at 2:00 p.m. on Thursday, October 28th, 2021 on Zoom by Moe Wright, Chair, when quorum was reached with 14 board members.

Present: Moe Wright (Chair, BBI Construction), Peggy McQuaid (City of Albany), Doug Biggs (Alameda Point Collaborative), Paulette Franklin (Alameda County Behavioral Health Care Services), Darin Lounds (Housing Consortium of the East Bay), Liz Varela (Building Futures with Women and Children), Andrea Ford (Alameda County Social Services Agency), Kerry Abbott (Colleen Chawla representative, Alameda County Health Care Services Agency), Ray Bonilla (Kaiser Permanente), Dr. Christine Ma (UCSF Benioff Children’s Hospital Oakland), Sara Bedford (City of Oakland), Peter Radu (Mayor Jesse Arreguin’s representative, City of Berkeley), Michelle Starratt (Alameda County Housing and Community Development), and Gloria Bruce (East Bay Housing Organizations)

EOH Staff: Chelsea Andrews (Executive Director), Katie Barnett (Systems Planning Coordinator), Dorcas Chang (Operations Coordinator)

Public: Laurie Flores (City of Fremont), Jacquelyn McCormick (City of Berkeley), Kathryn Primas (Abt Associates), and Natasha Paddock (Alamedas County Housing and Community Development Department)

Absent: Suzanne Shenfil (City of Fremont), Vivian Wan (Abode Services), Kelly Glossup (Alameda County Sheriff’s Office), Susan Shelton (At large representative), and Wendy Jackson (East Oakland Community Project)

1. Welcome and Introductions **2:00pm-2:05pm**

2. Public Comment **2:05pm-2:15pm**

- a) Sara Bedford (City of Oakland) and Darin Lounds (HCEB) shared that East 12th parcel will open this month to serving up to 65 individuals. There may be an opportunity to tour the site.
- b) Sara Bedford (City of Oakland) shared that City of Oakland’s annual Thanksgiving dinner will be distributed through agencies throughout community and delivered to shelters.

3. Review and Approval of Minutes **2:15pm-2:20pm**

- a. Leadership Board Meeting 9.17.21 *Approve*
- b. **Ray Bonilla (Kaiser Permanente) made motion to approve the minutes as submitted. Darin Lounds (HCEB) seconded. 11 people approved. 0 opposed. 0 abstained. Motion passed.**

4. Executive Director Update

2:20pm-2:30pm

- a. Chelsea Andrews (Executive Director) thanked the Leadership Board for their contribution to the Fall Fundraising Rally.
- b. Chelsea Andrews (Executive Director) provided an update on the HUD Continuum of Care (CoC) Notice of Funding Opportunity (NOFO).
 - o All renewing projects are on Tier 1 and will be fully funded.
 - o There were some challenges with technologies this round and lessons learned regarding the Homebase Presto system.
 - o The NOFO appeal committee did receive a request for reconsideration; however, the project was denied as not meeting the threshold of an appeal since it was ultimately a mathematical issue within Presto. The mathematical issue was addressed, and the impacted projects were re-ranked.
 - o The final rating and ranking will be released on October 29th and the application will be submitted for the November 16th deadline.
 - o For new projects, additional \$1.5m funding for HMIS was added to top of Tier 2.
 - o A new Domestic Violence (DV) Coordinated Entry (CE) project, and another DV project are also in Tier 2. Both projects are strong and may be eligible for the DV bonus fund.
 - o Sara Bedford (City of Oakland) asked how Covid-19 was accounted for the local competition.
 - Chelsea Andrews (Executive Director) responded that there were five questions where COVID-19 taken into consideration in which there were opportunities for narratives. The NOFO committee really contemplated the impact of COVID when accessing its scores for each project.

5. Homeless Housing Assistance and Prevention (HHAP 2) Spending Update

2:30pm- 2:50pm

- a. Kerry Abbott (Director, Alamedas County Office of Homeless Care and Coordination) provided Alameda County's Updates:
 - a. Gave a summary on the HHAP funding and the eligible uses for HHAP, shared key dates for round 1 to 3.
 - i. The county submitted an agreement to apply for HHAP Round 3 funds. The full application is not out yet.
 - b. Shared details about HHAP 3 (base allocations, additional bonus funds, how funds will be disbursed, priorities for initial funds, etc.)
 - c. Shared HHAP Rounds 1 and 2 County and CoC Allocation Plans
 - d. Gave an update on HHAP Round 1 Implementation that includes countywide strategic planning process, CES Access Points contracts, Street Health Outreach contracts, administrative work to setup grant tracking and reporting, operating subsidies for navigation centers.
 - e. Shared that HHAP Round 3 will be guided by the Centering Racial Equity findings.
 - f. Shared chart that shows how the HHAP eligible use corresponds to the Home Together planning work in the planning for HHAP Round 4.
- b. Sara Bedford (Director, City of Oakland Human Services) provided update for Oakland:
 - a. City of Oakland received 19m for HHAP Round 1 and used the funding for emergency beds, expanding street outreach, investing in employment programs and youth which includes the Covenant House bed expansion and tiny homes, and funding capacity initiative.

- b. A large portion of the investment for HHAP 1 include providing operating subsidies for the 42 units for homeless seniors and operating subsidies for the utility for the shelter at Clifton Hall.
 - c. Goal is to bring full amount of available funding for HHAP Round 2 and 3 to Oakland City Council in December with understanding that some critical infrastructure will need to be sustained by 2022/23 and provide them with a menu of services and programs the City Council is interested in.
 - d. HHAP Round 3 application will align with Home Together plan with goal to use similar analytics and performance measures.
- c. Discussion:
- a. Liz Varela (Building Futures) advocated for funding for existing programs, especially shelter programs. Existing program's building and staff quality is going to go down.
 - b. Liz Varela (Building Futures) asked if the Alameda County HHAP funding is going through the city or county.
 - i. Kerry Abbott (HCSA) responded that there is conversation at city and county level on how to have allocation through the county to support the work that cities are doing. CoC rep and County will meet with cities in regional groupings to talk about their priorities and what they are working on.
 - ii. Sara Bedford (City of Oakland) acknowledged that they have conversations regularly about the city and county allocations.
 - c. Liz Varela (Building Futures) also commented that she is not seeing a lot focus on survivors of DV, sexual assault, and trafficking as well as low focus on families.
- d. Moe Wright (Chair) asked if the HHAP funding has notably moved people from being unsheltered to sheltered. He also asked if the investment in prevention efforts, has slowed down the inflow rates..
- a. Kerry Abbott (HCSA) responded that there hasn't been an influx of new people seeking services different from other years. HHAP has been used for infrastructure, outreach teams, PPE, food, water, and more on the coordination side than the housing exit side. It is also used for housing navigation centers and access points.
 - b. Sara Bedford (City of Oakland) added that because there was a lot of federal funding for prevention, they shifted the HHAP to focus on things like hygiene station, interim housing, and more.
- e. Dr. Christine Ma (UCSF Benioff Children's Hospital Oakland) asked if there is information on the number of people served so far.
- a. Kerry Abbott (HCSA) responded that EveryOne Home did present system wide information. However, isolating HHAP is tricky since a person's road to housing involves funds from different sources.
 - i. To see EOH's systemwide performance measure tracking, click [here](#).
 - b. Peter Radu (City of Berkeley) shared that there is a rough estimate out there since the cities did put together an estimate of beds and housing exits that were supported by HEAP and HHAP allocations received for an Alameda County Mayor's meeting.
 - c. Chelsea Andrews (Executive Director) thanked Christine for raising this question because we are continuing to explore the ability to look at all the federal funding and see how people have been impacted.

6. Youth Homeless Demonstration Program (YHDP) Update

2:50pm-3:00pm

- Kathryn Primas (Abt Associates) described the technical assistance the CoC will receive and shared the YHDP process, timeline, and what is included in the Coordinated Community Plan (CCP).

- The CoC has until March 15th to submit CCP for ending youth homelessness.
- Kerry Abbott (HCSA) added that the youth have been contributing in a leadership role and excited how active the Youth Action Board (YAB) coordinated by Hannah More with All In.
- Chelsea Andrews (Executive Director) added that there will need to be a formalized interaction between YAB and CoC as it pertains to decisions that come from the YAB. There will be joint HUD CoC/Leadership Board meetings for any decisions that are made during the governance restricting and transition to handle decisions that would crossover to the new Leadership Board.

7. Point In Time Count Update

3:00pm-3:05pm

- Chelsea Andrews (Executive Director) shared that the Kick Off Meeting on the Oct 25th was successful with over 125 attendees. 225 people have signed up to volunteer and 9 cities have proposed staff to serve as City/regional coordinators. The schedule for the community meeting has been released.
 - Next meeting coming up is Monday, 11/1 to discuss survey topics.
- Peter Radu (City of Berkeley) encouraged the expedition of the public release of the data since there was a delay last time and there is strong urgency for the data.
 - Chelsea Andrews (Executive director) acknowledged the concern about the late turnaround and said that is something EOH, HCD, and Applied Survey Research (ASR) are aware of and working to have it out sooner this time.

8. Proposed Governance Revisions

3:05pm-4:00pm

a. Housing Keeping Items

Approve

a. Leadership Board Chair

1. The Board took a poll on whether the Leadership Board should have 1 Chair or 2 Co-Chairs.

2. In the poll, majority agree there should be 2 Co-Chairs.

b. Committee Chairs

1. The Board took a poll on whether the Board should defer to the committee to decide whether they will be led by a single Chair or Co-Chairs or set the requirements.

2. In the poll, majority agree they should defer to the committees.

c. Meeting Frequency

1. The Board took a poll on whether the Board should meet no less than 10 times a year.

2. In the poll, majority agree they should meet no less than 10 times a year.

d. Role with EveryOne Home Oversight

1. The Board took a poll on the proposal for the Board to elect and vote for Organizational Health Committee members and/or EOH Board designees

2. Christine Ma UCSF Benioff Children's Hospital Oakland) asked what is the difference between the proposed and previous role?

1. Chelsea Andrews (Executive Director) explained that in the current structure, EOH reports to Organizational Health Committee which has up 5 to 6 community members, not necessarily inclusive of corporate philanthropy partners. The proposal would consider structure to allow addition additional partners.

3. In the poll, majority agree with proposal to elect and vote for Organizational Health Committee members and/or EOH designees.

- e. Chelsea shared the 4 Housekeeping Items, see f. 3 for listing, on the Board and Committees with the Board. **After some discussion, a majority of the board agreed with the items in the poll.** Roll Call votes

1. Gloria Bruce (EBHO) made motion to approve the proposals below. Sara Bedford (City of Oakland) seconded. 14 people approved. 0 opposed. 0 abstained. Motion passed

- 1. Leadership Board would have 2 Co-Chairs**
- 2. Committees will determine whether they will be led by a single Chair or Co-Chairs.**
- 3. Leadership Board will elect and vote for Organizational Health Committee members and/or EOH Board designees.**

2. The Leadership board discussed making modifications to Housekeeping Items 1 to 4.

3. Doug Biggs (APC) made motion to approve the modifications below. Michelle Starratt (HCD) seconded. 12 people approved. 1 opposed. 0 abstained. Motion passed.

- 1. Ensuring Broad Representation: No two members from one organization or department may serve on the same Board, Committee, Subcommittee or workgroup. *Exception for LB Sub-committee appointed seats**
- 2. Participation: Members are expected to attend 75% percent of the meetings annually with the exception of good cause**
- 3. Alternates & Proxy Voting: Leadership Board members may appoint one alternate who is able to vote by proxy. Sub-committee members are required to attend meetings and cannot send an alternate to vote.**
- 4. Committee Vacancies: Must be filled promptly as possible (preference to three months) of any committee vacancy by the affirmative vote of the majority of that committee.**

4. After some discussion, the board no longer had consensus for meeting frequency and did not get to discuss how they would make the modification. This item will be moved to the next board meeting.

b. EOH Structure

a. There board did not get to this item and will discuss at next meeting

Approve

Next Steps

Dorcac Chang (Operations Coordinator) will send doodle to schedule a board meeting in November.

Notes submitted by: Dorcas Chang

Reviewed by: Chelsea Andrews



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 (Alameda 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 Homebase 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.**

- 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 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 9th 2pm to 4pm



Dorcas Chang <dchang@everyonehome.org>

Review Leadership Board List Material before Next Meeting on Dec 9th

1 message

Dorcas Chang <dchang@everyonehome.org>

Mon, Nov 15, 2021 at 5:33 PM

To: "Ford, Andrea A., SSA" <aaford@acgov.org>, "Basoco-Villarreal, Anissa, SSA" <abvillarreal@acgov.org>, "Crutchfield, Andrea, HCSA" <acrutchfield@acgov.org>, Chelsea Andrews <candrews@everyonehome.org>, "Ma, Christine" <christine.ma@ucsf.edu>, Christine Ma <christinetma@gmail.com>, "Chawla, Colleen, HCSA" <colleen.chawla@acgov.org>, Douglas Biggs <dbiggs@apcollaborative.org>, Darin Lounds <dlounds@hceb.org>, "De Guzman, Eileen, CDA" <eileen.deguzman@acgov.org>, Katie Martin <emily.k.martin@gmail.com>, Gloria Bruce <gloria@ebho.org>, EveryOne Home <info@everyonehome.org>, Elaine SSA Jackson <jacksec@acgov.org>, jarreguin@cityofberkeley.info, "Jacobs, Joshua" <jjacobs@cityofberkeley.info>, "McCormick, Jacquelyn" <jmccormick@cityofberkeley.info>, "Abbott, Kerry, HCSA" <kerry.abbott@acgov.org>, "Glossup, Kelly R., Sheriff" <kglossup@acgov.org>, Katie Haverly <khaverly@everyonehome.org>, "Katie Martin" <kmartin@everyonehome.org>, Laurie Flores <lflores@fremont.gov>, "Chaboud-Beardsley, Linda, HCSA" <linda.chaboud-beardsley@acgov.org>, "Lori A., SSA-CWS Cox" <lori.cox@acgov.org>, Liz Varela <lvarela@bfwc.org>, "Starratt, Michelle, CDA" <michelle.starratt@acgov.org>, Morris Wright <mwright@bbiconstruction.com>, "Paddock, Natasha, CDA" <natasha.paddock@acgov.org>, nellinelgonc14@gmail.com, "Franklin, Paulette BHCS" <paulette.franklin@acgov.org>, Peggy McQuaid <pmcquaid@albanyca.org>, "Radu, Peter" <pradu@cityofberkeley.info>, Ray Bonilla <ray.bonilla@gmail.com>, Ray Bonilla <ray.j.bonilla@kp.org>, Riley Wilkerson <riley.wilkerson@acgov.org>, "Bedford, Sara" <sbedford@oaklandnet.com>, Susan Shelton <srssage59@gmail.com>, Suzanne Shenfil <sshensif@fremont.gov>, Tirza White <twhite@everyonehome.org>, Vivian Wan <vwan@abodeservices.org>, Wendy Jackson <wendyujson@gmail.com>

Greetings Leadership Board Members,

We are very close to finalizing our revised governance structure. Attached are the slides from our meeting today. We did not have a quorum so we were unable to vote; however, we did have deliberations and conducted poll voting to gain a consensus on various matters. Below for your review is a list of the key topics that were discussed, along with a request for working group members for the transition team and CoC Roles work groups. **Please review and be prepared to vote on these matters at our next Leadership Board meeting, on December 9th from 2pm t o 4pm.**

Please let Dorcas know if you did not receive the calendar invite. (If you still have a previously scheduled Leadership Board on November 25th, please delete it from your calendar.)

Alternates & Proxy Voting:

The Board members discussed whether ALL Board members should be able to designate a proxy - OR - if only County and City Board members. *The poll results were 55% voting that all board members should be able to designate a proxy and 45% for the proposal that only County and City Board members should designate a proxy.*

Leadership Board Meeting frequency:

The Board members revisited the frequency of Leadership Board meetings and whether the Board should meet no less than 10 times a year - OR - continue with no more than 6 times a year. *The poll results were 50% for 10 times a year; 50% for 6 times a year.*

Code of Conduct Policy:

The Board members revised the current verbiage in the Code of Conduct and discussed the proposed changes.

Current: Commit to the collective impact mission and the successful implementation of the EveryOne Home Plan, the 2018 Strategic Plan Update, and EveryOne Home projects and initiatives by working to ensure the collaboration/engagement of your own agency or constituency. This can include marshaling resources and changing policies and practices.

Proposed: Commit to the collective impact initiative mission to end and prevent homelessness and support the recommendations in the Centering Racial Equity in Homeless System Design Report and EveryOne Home projects and initiatives by working to ensure the collaboration/engagement of your own agency or constituency. This can include marshaling resources and changing policies and practices.

There was hesitancy in voting on this proposed verbiage. A concern was raised about new members being required to support the collective impact model and questions about what it means to support the implementation of the Centering Racial Equity in Homeless System Design. The language above has been updated to address the concerns raised.

NOFO Committee Recruitment Guidance: See slide #17. The poll results were that 62% chose "agree and support" and 38% chose "agree with most and support."

Transition Working Group: The creation of a transition working group is recommended to plan out next steps with transitioning, elections, onboarding, and funding our new governance structure. The working group will begin meeting in January '22 and will comprise 5 members from the Leadership Board and current Committee Chairs. **If you are interested in joining, please email Dorcas Chang at dchang@everyonehome.org expressing your interest.**

CoC Roles and Responsibilities Working Group: The creation of a working group to discuss current CoC Roles and Responsibilities was recommended. This committee will meet over the next few months to evaluate the roles and responsibilities of our current CoC partners and make recommendations to our HUD CoC Board. **If you are interested in joining, please email Dorcas Chang at dchang@everyonehome.org expressing your interest.**

Below are the pending matters that will be discussed at our next meeting on December 9th.

- Expansion Staffing and Funding Needs
- Community Meeting Next Steps

We are drafting the charter revisions to-date and anticipate having them for your review prior to the December meeting. Please do not hesitate to reach out to me with any questions or concerns.

As mentioned today, please consider joining the upcoming SF Chronicle event (Thurs, Nov 18th at 5pm) where Chelsea will be joined by Mayor Libby Schaaf and All Home CEO Tomiquia Moss for a panel to discuss homelessness. You can register here: <https://www.sfchronicle.com/membership/article/Chronicle-Live-The-Homeless-Project-event-with-16570085.php>

Best,
Dorcas

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Dorcas Chang

Operations Coordinator
EveryOne Home
Office: 510 473 8643 ext 102
<https://everyonehome.org>



EveryOneHome



Please note that EveryOne Home is working remotely. We can receive mail at 1271 Washington Ave. #619 San Leandro, CA 94577.



211115 Leadership Board Meeting Slides.pdf

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Leadership Board Meeting

November 15, 2021
10:30AM – 12:00PM



EveryOneHome
Ending Homelessness
in Alameda County

Today's Agenda

- I. Welcome and Introductions
- II. Public Comment
- III. Review and Approval of Minutes
- IV. Executive Director Updates
- V. Proposed Governance Revisions
- VI. Next Steps



Executive Director Updates



EveryOneHome
Ending Homelessness
in Alameda County

2021 NOFO Updates

- Homebase Consultants Engagement
- **All Renewal Projects are in Tier 1 and will be fully-funded**
- Tier 2:
 - \$1.5m funding for HMIS
 - Rapid Rehousing for Transitional Age Youth Victims of Violence
 - Rapid Rehousing for LGBTQ+ TAY Victims of Violence
 - New DV CE project
- Final rating and ranking is released today and will be submitted by the November 16th deadline

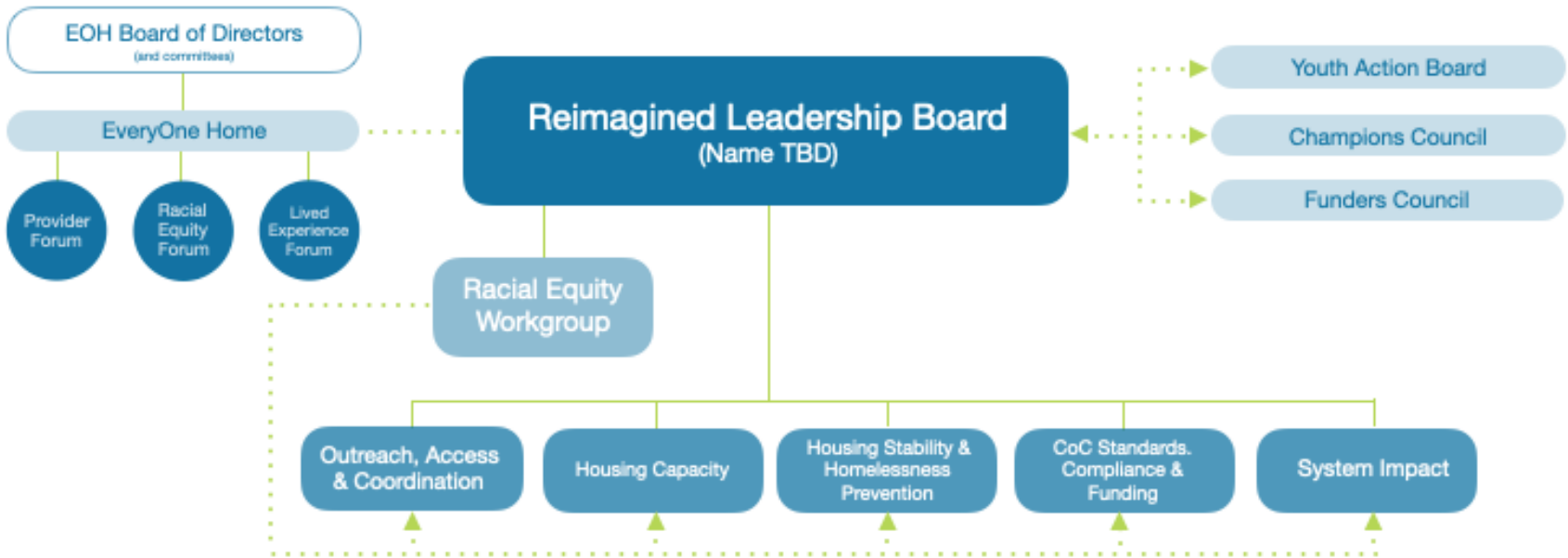
Today's Governance Decisions

1. Housekeeping Items
2. Transition Planning Working Group
3. Funding and Staffing Projections
4. Expansion Needs
5. Next Steps



New Proposed Governance Structure

COLLECTIVE IMPACT MODEL



- Key**
- Line of Authority
 - ⋯ Line of Influence and Communication
 - ▶ Directional Flow of Influence/Communication

*Committee names TBD



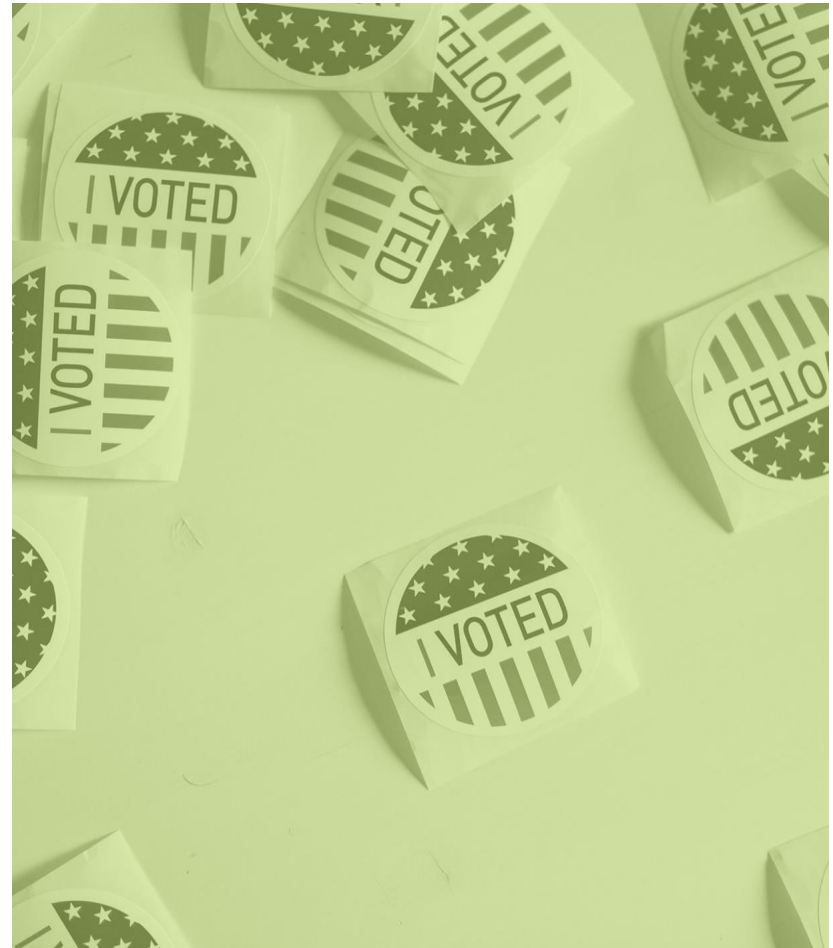
New Leadership Board Composition 7.1.21- **APPROVED**

1. Person with lived expertise (8 of 25 people nomination Committee)
2. Person with lived expertise
3. Person with lived expertise
4. Person with lived expertise
5. Person with lived expertise
6. Person with lived expertise
7. Person with lived expertise
8. Person with lived expertise (Youth Action Board Seat)
9. City of Oakland (appointed seat)
10. City of Berkeley (represents Albany and Emeryville, appointed seat)
11. City from the mid-county region (elected from Alameda County Conference of Mayors)
12. City from the south-county region (elected from Alameda County Conference of Mayors)
13. City from the east-county region (elected from Alameda County Conferences of Mayors)
14. Alameda County Health Care Services Agency, Office of Homeless Care and Coordination Director (appointed seat)
15. Alameda County Social Services Agency (appointed seat)
16. Alameda County Housing and Community Development (represents unincorporated areas, appointed seat)
17. Alameda County Probation (appointed Seat)
18. Public Housing Authority (elected by membership)
19. Representative from nonprofit affordable housing development (elected by membership)
20. Non-profit homeless service providers (4 of 28 people, nomination committee)
21. Non-profit homeless service providers
22. Non-profit homeless service providers
23. Non-profit homeless service providers
24. Advocacy and/or citizen (elected from membership)
25. Policy advocacy or affordable housing advocacy organization (elected by membership)
26. Chair or co-chair from Racial Equity Workgroup (appointed seat)
27. Chairs of the Committees, if different than those serving on the Leadership Board (appointed seat)



Roll Call Vote 10.28.21 - **APPROVED**

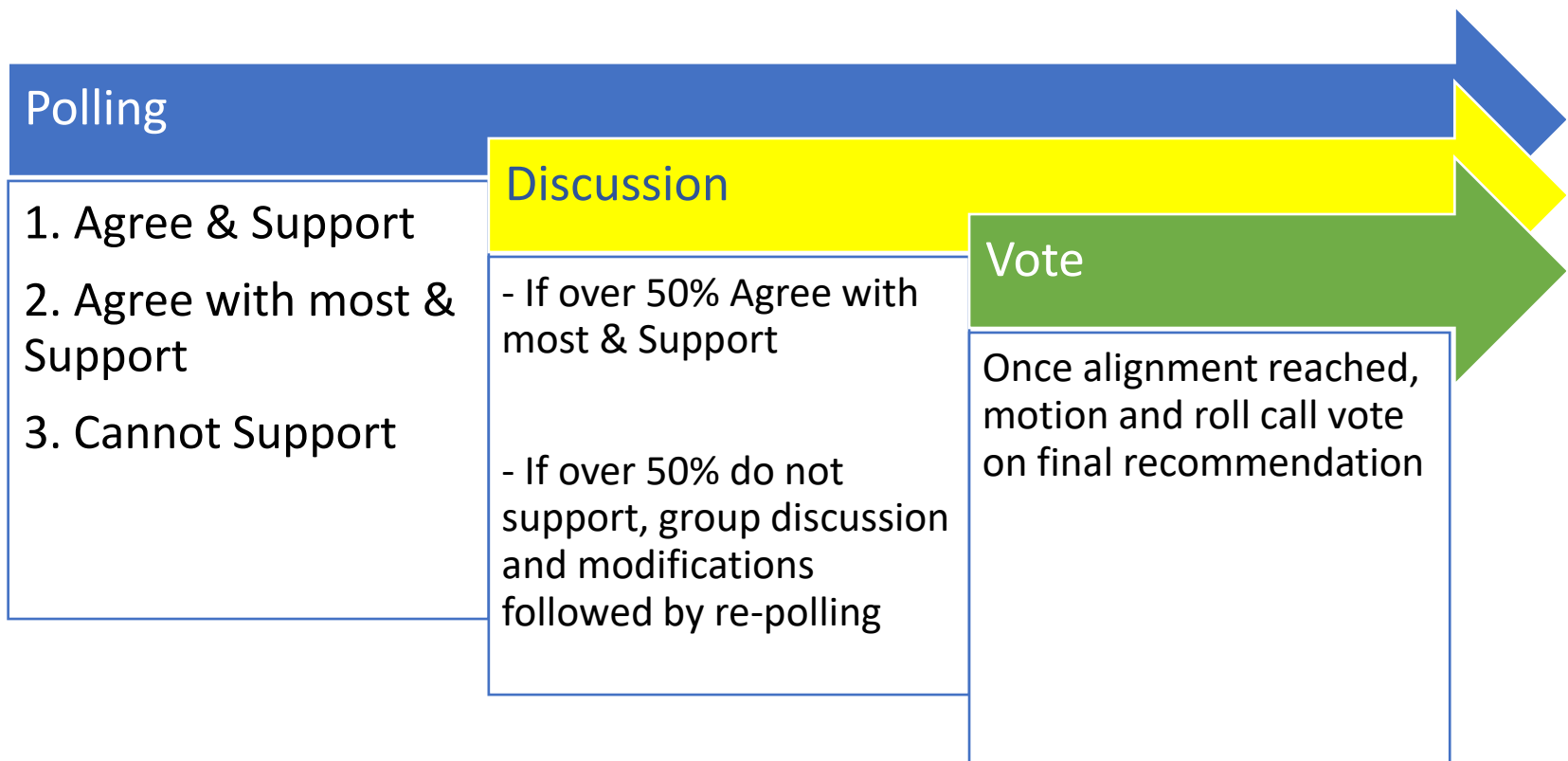
1. Leadership Board will have 2 Co-Chairs
2. Committees determine whether they will be led by a single Chair or Co-chairs
3. LB will elect and vote for Organizational Health Committee members and/or EOH Board designees
4. Adopted house keeping items 1-4 (next slide)



Housekeeping Items- Board and Committees 10.28.21 – APPROVED

- 1. Ensuring Broad Representation:** No two members from one organization or department may serve on the same Board, Committee, Subcommittee or workgroup. *Exception for LB Sub-committee appointed seats
- 2. Participation:** Members are expected to attend 75% percent of the meetings annually (except with excused 'good cause').
- 3. Alternates & Proxy Voting:** Leadership Board members may appoint one alternate who is able to vote by proxy. Sub-committee members are required to attend meetings and cannot send an alternate to vote.
- 4. Committee Vacancies:** Must be filled as promptly as possible (preference within three months) of any committee vacancy by the affirmative vote of the majority of that committee.

Buy-in and Alignment Process



Governance Housekeeping

Part 2



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Alternates & Proxy Voting

- **RECONSIDERATION: Alternates & Proxy Voting:**

- ✓ **Approved:** Leadership Board members may appoint one alternate who is able to vote by proxy. Subcommittee members are required to attend meetings and cannot send an alternate to vote.

- **Additional Considerations:**

- All Cities and County Board members

The 11/15 poll results were 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.

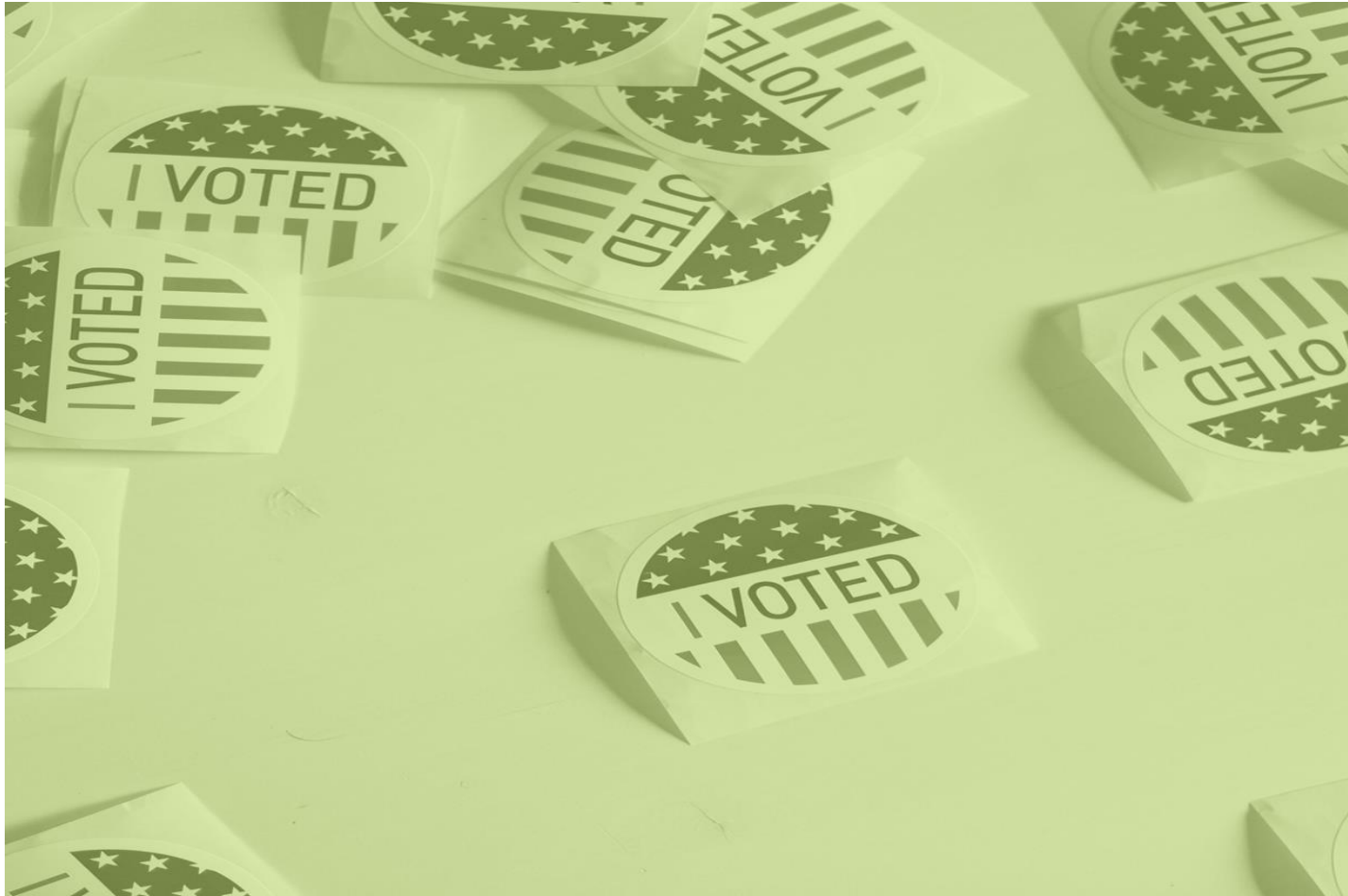
- **LB Meeting frequency:**

- **Proposed:** No less than 10 times a year
- **Previously:** No less than 6 times a year

- The 11/15 poll results were 50% for 10 times a year; 50% for 6 times a year.



Roll Call Vote



Policy Recommendations



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Code of Conduct

Current:

Members of the Leadership Board and seated committees are expected to abide by the following code of conduct:

1. Commit to the collective impact mission and the successful implementation EveryOne Home Plan, the 2018 Strategic Plan Update, and EveryOne Home projects and initiatives by working to ensure the collaboration/engagement of your own agency or constituency. This can include marshaling resources and changing policies and practices.
Proposed: Commit to the collective impact initiative mission to end and prevent homelessness and support the recommendations in the Centering Racial Equity in Homeless System Design Report and EveryOne Home projects and initiatives by working to ensure the collaboration/engagement of your own agency or constituency. This can include marshaling resources and changing policies and practices. Communicate the needs, requirements and hopes of the agency/constituency you represent while building toward consensus and activities that strengthen the entire collective impact effort
2. Express concerns and offer amendments during the discussion and/or public comment period of a proposal/analysis/policy.
3. Appreciate the efforts of partners and staff, and remain open-minded about differing views.
4. Prepare for meetings by reviewing materials in advance.
5. Respond to emails and other requests from staff and colleagues in a timely manner
6. Be an ambassador in the community on behalf of the collective impact effort to end homelessness in Alameda County.



Recruitment Guidance for Nomination Committee for Leadership Board

- ✓ Proven **commitment to ending homelessness**
- ✓ Commitment to **racial equity and centering individuals with lived experience** of homelessness
- ✓ Willingness to attend **racial equity and cultural competency trainings and/or forums/informed discussions (to ensure that everyone is up to speed or at the same level of expectation)**
- ✓ Willingness to attend **trainings on homelessness and relevant policies.**
- ✓ Ability to **attend 75% of meetings** annually and remain responsive in between monthly meetings.
- ✓ Ability to serve **3-year terms** (*will consider elected officials' term lengths)
- ✓ Willing to work towards **consensus and remain open minded.**
- ✓ Willing to serve as an **Ambassador** of the collective impact effort to end homelessness.
- ✓ Ensure **geographical and size diversification** for **service providers**
- ✓ Work with the Racial Equity Workgroup to ensure racial diversity across the Board

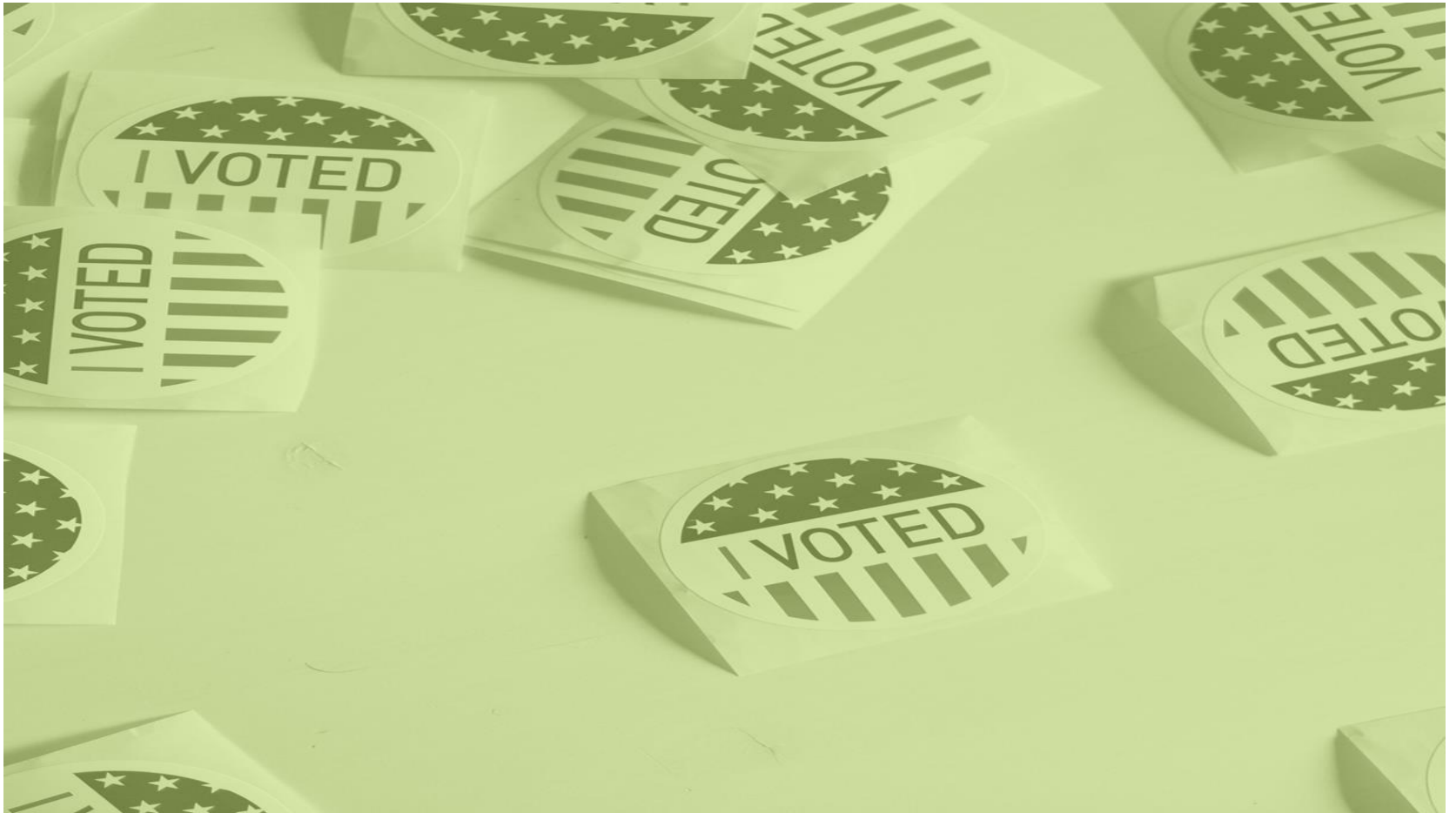


NOFO Committee- Proposed Language

The Nominations Committee will recruit broadly from, but not limited to, the following stakeholder groups:

- Persons with **lived expertise/experience** of homelessness;
- Operators of **CoC programs** and/or those familiar with CoC programs (including different project types);
- Persons with **grant management and funding experience**;
- Persons with backgrounds in **data analysis, strategic planning and process improvement**;
- Persons with knowledge of **health care access and services, housing**;
- Persons working with **homeless sub-populations**;
- Persons who have participated on other **government funding committees/panels**; and
- **Non-conflicted** community members.
- . The 11/15 poll results were that 62% chose "agree and support" and 38% chose "agree with most and support."





CoC Roles and Responsibilities



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Current Roles and Responsibilities

❖ **CoC Lead:** EveryOne Home

❖ **CoC Backbone:** EveryOne Home

❖ **Collaborative Applicant:** HCD

❖ **HMIS Lead:** HCD

❖ **Coordinated Entry Management Entity*:** HSCA, OHCC

NOTE: Any changes must be approved by the HUD CoC Committee.

*not entered into MOU yet



Definition of CoC Lead & Backbone Org, Current Charter

Backbone Organization means the separate organization and staff that manages the collective impact initiative through ongoing facilitation, technology and communications support, data collection and reporting, and handling the myriad logistical and administrative details needed for the initiative to function smoothly. EveryOne Home, the organization, is the backbone organization for Alameda County's initiative to end homelessness. It is also the Continuum of Care Lead (defined below)

Continuum of Care Lead (CoC Lead) is the entity designated by the CoC to coordinate its operations and planning functions, including the submission of the CoC funding application. EveryOne Home, the organization, is both the CoC Lead and the backbone organization (as defined above)



Roles & Responsibilities: CoC Lead Agency

The Continuum of Care Lead Agency

According to the HUD-funded Continuum of Care Planning Grant Agreement FY 2020/21 signed by the Alameda County Board of Supervisors, as well as the EveryOne Home Charter, EveryOne Home serves as the Continuum of Care Lead Agency and will:

1. Coordinate the CoC Governing Board and associated boards, committees and workgroups.
2. Facilitate planning and provide staff support to the CoC's Policy Oversight Entity, as designated by the CoC Board, for Alameda County's Coordinated Entry System (CES) that complies with all requirements established by HUD, as well as with State and local funding requirements.
3. Facilitate the CoC Board's Role in Designating and Operating a Homeless Management Information System (HMIS).
4. Facilitate System Planning and Continuous Quality Improvement.
5. Prepare the Application for CoC Program Funds for submission to HUD and ensure the submission of the CoC application meets all HUD requirements.
6. Collaborate regularly with the Leadership Board, COUNTY and local government funders to coordinate and strategize efforts, ensure ongoing communication, conduct joint problem solving and participate in system building.



Roles & Responsibilities: Collaborative Applicant

The Collaborative Applicant

The Continuum of Care designates Alameda County Department of Housing and Community Development (HCD) as the Collaborative Applicant for Continuum of Care funding. The Collaborative Applicant will:

1. Review, verify and submit the Grants Inventory Worksheet.
2. Register the Continuum of Care following HUD's Registration process
3. Review the budgets and narratives of all Project Applications and facilitate the submission of all Project Applications after they have been rated, ranked and approved by the NOFA Committee.
4. Work with EveryOne Home to complete the Continuum of Care's Consolidated Application.
5. Approve and assist projects with making amendments to their project budgets and other assistance they may need in working with the local HUD field office.
6. Consult the Continuum of Care Lead Agency regarding negotiations with HUD on behalf of projects.



Roles & Responsibilities: HMIS Lead Role

HMIS Lead Roles and Responsibilities

- Developing written HMIS policies and procedures for all Covered Homeless Organizations (CHOs); submitting a security plan, a data quality plan, and a privacy policy for CoC approval;
- Provide staffing for HMIS and provide standard and customized reports and technical support to participating agencies in accordance with the mutually adopted customization policies.
- Solicit user feedback
- HMIS Lead and the HUD CoC Committee share several joint responsibilities, including collaborating to design and modify the configuration of HMIS projects to meet program reporting and system analysis needs; analyze system and programmatic data trends; work collaborative to analyze annual reports from HMIS, and establish the HMIS Oversight Sub-Committee, that makes recommendations to the HUD CoC Committee and acts as a liaison between the HUD CoC Committee and the HMIS Lead.



Roles & Responsibilities: CE Management Entity

Management Entity: Entity designated by the CoC Board to implement day-to-day workflow of the Coordinated Entry process. Management Entity responsibilities include establishing day-to-day management structures, a clear and accessible communication plan, promoting standardized screening and assessment processes, developing and delivering training and conducting monitoring.

Current Roles and Responsibilities

- ❖ **CoC Lead:** EveryOne Home
- ❖ **CoC Backbone:** EveryOne Home
- ❖ **Collaborative Applicant:** HCD
- ❖ **HMIS Lead:** HCD
- ❖ **Coordinated Entry Management Entity*:** HSCA, OHCC

NOTE: Any changes must be approved by the HUD CoC Committee.

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Governance Next Steps



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Next Steps

Leadership Board Review and Approval of Revised Charter

Community engagement: Video + Q&A Session
(1 month)

Community Meeting to vote
(TBD; Jan/Feb)

Transition Plan: Staffing, Budget, Elections, etc.

Summer 2022 LAUNCH!!

Transition Working Group

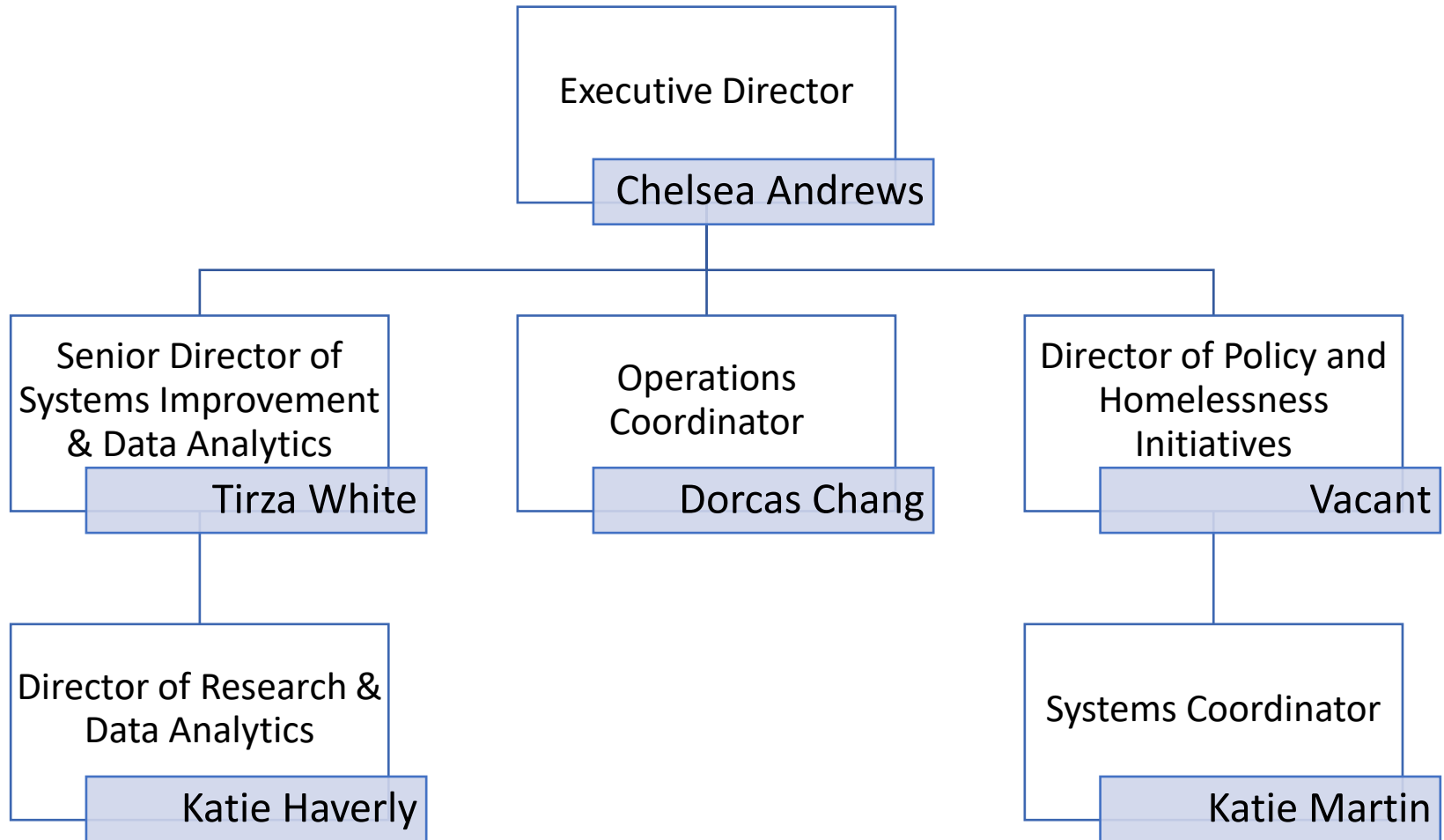
- Beginning in January 2022
- 10 Volunteer Working Group Members (Representatives: Leadership Board Members and Committee Chairs)
- Weekly/Bi-weekly 1-hour meetings, as needed
- Tasks:
 - Create Governance Transition Plan:
 - Elections process
 - Staffing
 - Budget/Funding, and
 - Workplan transitions, and more

Expansion: Staffing & Resources



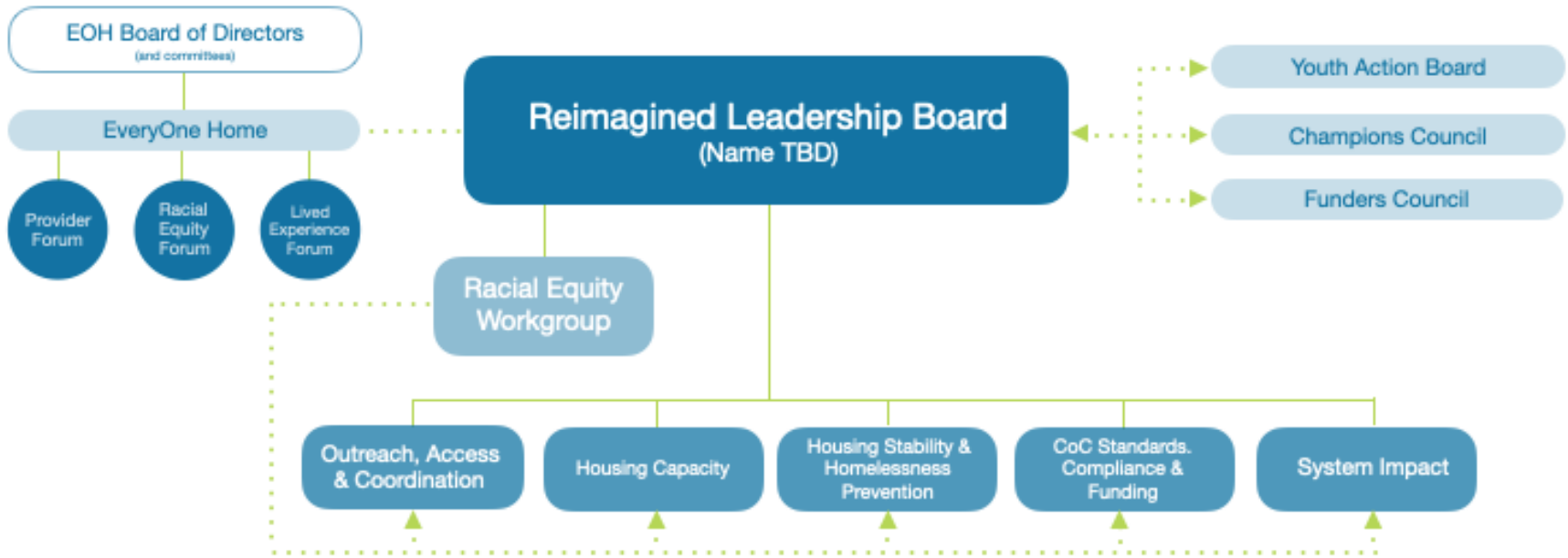
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Current Structure



New Proposed Governance Structure

COLLECTIVE IMPACT MODEL



Key

- Line of Authority
- ⋯ Line of Influence and Communication
- ▶ Directional Flow of Influence/Communication

*Committee names TBD

Staffing and Resource Expansion needed

Housing Capacity Committee

- New FTE

Housing Stability and Homeless Prevention

- New FTE

*Technology needed

Racial Equity Workgroup

- Consultant
- Staff (Chelsea & Tirza)

Communications/Stakeholder Engagement

- NEW FTE

Lived Expertise Recruitment & Retention

- New FTE + Systems Coordinator (Katie M.)
- Additional resources (stipends, technology, marketing): \$142,500

Data Integration

- 2 NEW FTES
- Additional resources (data system software): \$1,500

Preliminary Funding & Staffing Projections

Resource Needed	Expense
Staffing	\$540,000
Lived Expertise Recruitment, Retention & Support	\$142,500
Technology / Resources	\$1,500
Total New Funding Needed	\$714,000
Current Operating Budget	\$1,004,000
Projected Total Operating Budget	\$1,718,000





Thank You!



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