



Leadership Board Meeting
Thursday, December 8, 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.

Join Zoom Meeting
<https://us02web.zoom.us/j/87583888189>
Meeting ID: 875 8388 8189
+1 669 900 6833

Leadership Board Shared Agreements that were prioritized and refined during the 11/17 meeting:

- Have sensitivity and respect for each other's experiences.
- Agree to show up and engage. When meeting virtually, this includes having the camera on when possible and safe, while recognizing there are many valid reasons not to have cameras on.
- When making decisions, prioritize the best interests of the homelessness response system and people experiencing homelessness above the interests of the individual board member/organization.
- Commit to racial equity and justice in decision-making. Participate in training and create space and time for this practice.
- Function as peers instead of a hierarchy of persons with lived experience and others.
- Be constructive, not obstructive; try to offer solutions along with barriers.
- One voice at a time, no interruptions.
- Give people the chance to speak once before you speak twice.
- Share and review the materials in the packet in advance of meetings.
- Prioritize action items near top of agenda to help with time management in meetings.
- Give people the opportunity to process, ask questions, and understand before voting.
- If we stray from these agreements, we agree to pause, breathe, and reset.

AGENDA

| | |
|--|----------------------|
| 1. Welcome and Introductions | 2:00pm-2:10pm |
| 2. Public Comment | 2:10pm-2:20pm |
| 3. Review and Approval of Minutes (Moe Wright) | 2:20pm-2:25pm |
| a. Leadership Board Meeting 10.27.22 <i>Action Item</i> | |
| b. Leadership Board Special Meeting 11.17.22 <i>Action Item</i> | |

- 4. Leadership Board Updates (Moe Wright & Katie Haverly) 2:25pm-2:55pm**
- a. Cochair voting – nominees:
 - a. John Jones
 - b. Deidre Wan
 - c. C’Mone Falls*Action Item*
 - b. Proposed schedule for next year
 - a. 2.5 hour, 2-4:30
 - b. Third Thursday of the month, skip July, adjustment for December
 - c. Adoption of Shared Agreements
Action Item
 - d. Board Charter Revision Process
Update
- 5. Racial Equity Workgroup 2:55pm- 3:30pm**
- a. Recommended Revisions to Board Charter
Action Item
 - b. 2022 Point in Time Count Data Memo
Discussion
- 5. HMIS Committee HMIS Monitoring Tool 3:30pm-3:50pm**
Update
- 6. Discussion on topics for next Leadership Board meeting 3:50pm-4:00pm**

Next Regular Leadership Board Meeting: January 19, 2022 from 2-4:30 PM

Parking Lot for Future Topics for Leadership Board Meetings:

- January - Review and adoption of governance charter revisions – action item
- January – HHAP funding update from OHCC – update
- February – NOFO debrief and report out



Leadership Board Meeting Minutes
 Thursday, October 27, 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.

Present: Anissa B. Villarreal (Alameda County SSA) [subbed for Andrea Ford (Alameda County Social Services Agency) for the first half], Brenda Wadsworth (Roots), Christine Ma (UCSF Benioff Children’s Hospitals), Darin Lounds (Housing Consortium of the East Bay), Deidre Wan (Berkeley Food and Housing Project), Doug Biggs (Alameda Point Collaborative), Frank Rogers, Elena Lepe (El Puente Comunitario), Gloria Bruce (East Bay Housing Organizations), John Jones III, Julian Leiserson (Abode), Kate Hart (SAVE), Kerry Abbott (Office of Homeless Care and Coordination), Kimberly White, Liz Varela (Building Futures), Natasha Paddock [subbing for Michelle Starratt (Alameda County HCD)], Mike Keller (East Oakland Community Project), Moe Wright (BBI Construction), Ms. Shelley Gonzalez, Paul Berry, Ray Bonilla (Meta), Nic Ming (Social Impact Wheel), Paulette Franklin (Alameda County Behavioral Health Care Services), Shauna Conner (Alameda County Probation), Susan Shelton (City of Oakland), Vivian Wan (Abode)

EOH Staff: Katie Haverly (Acting Executive Director), Rachel Rios-Richardson (Interim Director of Research and Data Analytics), Dorcas Chang (Operations Manager), Katie Barnett (Outreach Coordinator)

Absent: C’Mone Falls (City of Oakland), Daniel Cooper (City of Oakland), Lisa Warhuus (City of Berkeley), Josh Thurman (City of Livermore), Laurie Flores (City of Fremont), Tracey Nails Bells (A Diamond in the Rough), Tunisia Owens (Family Violence Law Center)

Public: Kerry Landry (Alameda Alliance for Health), Estelle Clemons (City of Oakland)

1. Welcome and Introductions **2:00pm-2:10pm**

2. Public Comment **2:10pm-2:20pm**

- a. Gloria Bruce (East Bay Housing Organization) announced her transition out as Executive Director. She will serving on the Leadership Board until the end of December.
- b. Elena Lepe (El Puente Comunitario) put out a request for donations for El Puente Comunitario.
- c. No written comment

3. Review and Approval of Minutes (Moe Wright) **2:20pm-2:25pm**

- a. Leadership Board Meeting 9.14.22

Action Item

- a. **Ray Bonilla made a motion to approve the September 14th meeting minutes. John Jones III seconded.**
- b. Roll Call Vote:

| | | | | | | | |
|-----------------------------|------------------|--------------------------|------------------|----------------------|------------------|-------------------|------------|
| <i>Anissa B. Villarreal</i> | <i>Abstained</i> | <i>John Jones III</i> | <i>Yes</i> | <i>Ray Bonilla</i> | <i>Yes</i> | <i>Kate Hart</i> | <i>Yes</i> |
| <i>Brenda Wadsworth</i> | <i>Yes</i> | <i>Julian Leiserson</i> | <i>Abstained</i> | <i>Susan Shelton</i> | <i>Yes</i> | <i>Paul Berry</i> | <i>Yes</i> |
| <i>Darin Lounds</i> | <i>Yes</i> | <i>Moe Wright</i> | <i>Yes</i> | <i>Vivian Wan</i> | <i>Yes</i> | | |
| <i>Deidre Wan</i> | <i>Yes</i> | <i>Nic Ming</i> | <i>Yes</i> | <i>Shauna Conner</i> | <i>Abstained</i> | | |
| <i>Elena Lepe</i> | <i>Yes</i> | <i>Doug Biggs</i> | <i>Yes</i> | <i>Liz Varela</i> | <i>Yes</i> | | |
| <i>Gloria Bruce</i> | <i>Yes</i> | <i>Paulette Franklin</i> | <i>Yes</i> | <i>Kerry Abbot</i> | <i>Yes</i> | | |

c. Motion passed.

b. Leadership Board Meeting 10.17.22

Action Item

a. **Doug Biggs made a motion to approve the October 17th Special Meeting Minutes. John Jones III seconded.**

b. Roll Call Vote:

| | | | | | | | |
|-----------------------------|------------------|-------------------------|------------------|-----------------------------|------------|----------------------|------------------|
| <i>Anissa B. Villarreal</i> | <i>Abstained</i> | <i>Gloria Bruce</i> | <i>Yes</i> | <i>Moe Wright</i> | <i>Yes</i> | <i>Sauna Conner</i> | <i>Abstained</i> |
| <i>Brenda Wadsworth</i> | <i>Yes</i> | <i>John Jones III</i> | <i>Yes</i> | <i>Ms. Shelley Gonzalez</i> | <i>Yes</i> | <i>Susan Shelton</i> | <i>Abstained</i> |
| <i>Darin Lounds</i> | <i>Yes</i> | <i>Julian Leiserson</i> | <i>Abstained</i> | <i>Nic Ming</i> | <i>Yes</i> | <i>Vivian Wan</i> | <i>Abstained</i> |
| <i>Deidre Wan</i> | <i>Yes</i> | <i>Kate Hart</i> | <i>Yes</i> | <i>Paul Berry</i> | <i>Yes</i> | | |
| <i>Doug Biggs</i> | <i>Yes</i> | <i>Kerry Abbot</i> | <i>Yes</i> | <i>Paulette Franklin</i> | <i>Yes</i> | | |
| <i>Elena Lepe</i> | <i>Yes</i> | <i>Liz Varela</i> | <i>Yes</i> | <i>Ray Bonilla</i> | <i>Yes</i> | | |

c. Motion passed.

4. Leadership Board Updates (Moe Wright & Katie Haverly)

2:25pm-2:40pm

- a. A moment was taken to appreciate and celebrate the work of Dorcas Chang, who is leaving at the end of the month after seven years with EveryOne Home.
- b. A moment was taken to acknowledge the work and celebrate the life of Wendy Jackson, Director of the East Oakland Community Project who recently passed.
- c. In person training events and Happy Hour Reception in person are happening 11/3 and 11/4.
- d. An update on RFQ for CoC Operations and Board of Supervisors outreach, a second appeal is pending; meanwhile EveryOne Home is moving forward with a request for 90-day extension to HCD.
- e. Katie provided an outline of the protocol for Leadership Board Co-Chair Nominations. All nominations must be received by November 18th.

5. Presentation from the CoC Racial Equity Workgroup

2:40 pm-3:30pm

(Darlene Flynn/Nic Ming/Susan Shelton/Tunisia Owens)

- a. Nic Ming and Darlene Flynn presented an overview of the Racial Equity Workgroup's work so far as well as potential pathways for the CoC to operate moving forward.
- b. Nic clarified that the second option for the CoC staffing budget is to look for an alternate funding source other than HUD funds.
- c. Kerry noted that she sat on the Roles and Responsibilities Committee at the start of 2022 and suggested that the items discussed in that committee be brought to the Racial Equity Working Group for review.

6. Board Charter Revision Approval (Moe Wright & Katie Haverly)

3:30pm-4:00pm

- a. Katie presented the memo for approval on recommended Governance Charter revisions from Transition Committee.
Action Item
- b. Kerry suggested adding language about a procurement process that meets HUD guidelines.
- c. Vivian added that HUD does look very closely at procurement processes, as was the case in her recent experience of Abode being audited by HUD.
- d. Katie added language about HUD procurement guidelines to the first item on the memo.
- e. **Doug Biggs made a motion to approve the Governance Charter revisions from Transition Committee. Kerry seconded.**
- f. Roll Call Vote:

| | | | | | | | |
|-------------------------|------------|-------------------------|------------------|-----------------------------|------------|--------------------------|------------|
| <i>Andrea Ford</i> | <i>Yes</i> | <i>Gloria Bruce</i> | <i>Yes</i> | <i>Moe Wright</i> | <i>Yes</i> | <i>Natasha Paddock</i> | <i>Yes</i> |
| <i>Brenda Wadsworth</i> | <i>Yes</i> | <i>John Jones III</i> | <i>Yes</i> | <i>Ms. Shelley Gonzalez</i> | <i>Yes</i> | <i>Paulette Franklin</i> | <i>Yes</i> |
| <i>Darin Lounds</i> | <i>Yes</i> | <i>Julian Leiserson</i> | <i>Abstained</i> | <i>Nic Ming</i> | <i>Yes</i> | <i>Ray Bonilla</i> | <i>Yes</i> |
| <i>Deidre Wan</i> | <i>Yes</i> | <i>Kate Hart</i> | <i>Yes</i> | <i>Frank Rogers</i> | <i>Yes</i> | <i>Shauna Conner</i> | <i>Yes</i> |
| <i>Christine Ma</i> | <i>Yes</i> | <i>Kerry Abbot</i> | <i>Yes</i> | <i>Paul Berry</i> | <i>Yes</i> | <i>Susan Shelton</i> | <i>Yes</i> |
| <i>Doug Biggs</i> | <i>Yes</i> | <i>Liz Varela</i> | <i>Yes</i> | <i>Kimberly White</i> | <i>Yes</i> | <i>Vivian Wan</i> | <i>Yes</i> |

g. Motion Passed.

h. **Nic Ming made a motion to establish a ‘Roles and Responsibilities’ workgroup as outlined in the presentation given by the Racial Equity Work Group.**

i. Moe suggested clarifying the language in part b.

j. **Darin Lounds seconded the motion.**

k. Roll Call Vote:

| | | | | | | | |
|-------------------------|------------------|-------------------------|------------------|-----------------------------|------------|--------------------------|------------------|
| <i>Andrea Ford</i> | <i>Yes</i> | <i>Gloria Bruce</i> | <i>Abstained</i> | <i>Moe Wright</i> | <i>Yes</i> | <i>Natasha Paddock</i> | <i>Abstained</i> |
| <i>Brenda Wadsworth</i> | <i>Yes</i> | <i>John Jones III</i> | <i>Yes</i> | <i>Ms. Shelley Gonzalez</i> | <i>Yes</i> | <i>Paulette Franklin</i> | <i>Yes</i> |
| <i>Darin Lounds</i> | <i>Yes</i> | <i>Julian Leiserson</i> | <i>Yes</i> | <i>Nic Ming</i> | <i>Yes</i> | <i>Ray Bonilla</i> | <i>Yes</i> |
| <i>Deidre Wan</i> | <i>Yes</i> | <i>Kate Hart</i> | <i>Yes</i> | <i>Frank Rogers</i> | <i>Yes</i> | <i>Shauna Conner</i> | <i>Yes</i> |
| <i>Christine Ma</i> | <i>Abstained</i> | <i>Kerry Abbot</i> | <i>Yes</i> | <i>Paul Berry</i> | <i>Yes</i> | <i>Susan Shelton</i> | <i>Yes</i> |
| <i>Doug Biggs</i> | <i>Yes</i> | <i>Liz Varela</i> | <i>Yes</i> | <i>Kimberly White</i> | <i>Yes</i> | | |

l. Motion Passed.

Next Regular Leadership Board Meeting: December 8, 2022 from 2-4 PM



Leadership Board Meeting Special Meeting
Thursday, November 17, 2022, 2:00pm-3:30pm

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Present:

Brenda Wadsworth (Roots), Deidre Wan (Berkeley Food and Housing Project), Mike Keller (East Oakland Community Project), Moe Wright (BBI Construction), Paulette Franklin (Alameda County Behavioral Health Care Services), Josh Thurman (City of Livermore), Liz Varela (Building Futures), Doug Biggs (Alameda Point Collaborative), Paul Berry, Darin Lounds (Housing Consortium of the East Bay), Tyler Zatcoff sitting in for Shauna Conner (Alameda County Probation), Kate Hart (SAVE), Ms. Shelley Gonzalez, Estelle Clemons (City of Oakland), Nic Ming (Social Impact Wheel), Natasha Paddock sitting in for Michelle Starratt (Alameda County HCD), Vivian Wan (Abode)

EOH Staff: Katie Haverly (Acting Executive Director), Rachel Rios-Richardson (Interim Director of Research and Data Analytics)

Absent: Andrea Ford (Alameda County Social Services Agency), Christine Ma (UCSF Benioff Children's Hospitals), Frank Rogers, Elena Lepe (El Puente Comunitario), Gloria Bruce (East Bay Housing Organizations), John Jones III, Julian Leiserson (Abode), Kerry Abbott (Office of Homeless Care and Coordination), Kimberly White, Ray Bonilla (Meta), Susan Shelton (City of Oakland), C'Mone Falls (City of Oakland), Daniel Cooper (City of Oakland), Lisa Warhuus (City of Berkeley), Laurie Flores (City of Fremont), Tracey Nails Bells (A Diamond in the Rough), Tunisia Owens (Family Violence Law Center), Kerry Landry (Alameda Alliance for Health)

Public: no members of the public present

- | | |
|---|----------------------|
| 1. Welcome (Moe) | 2:00pm-2:05pm |
| 2. Public Comment (Moe) | 2:05pm-2:15pm |
| a. No public comment. | |
| 3. Shared Agreements Brainstorming Session (Katie/Rachel) | 2:15pm-3:00pm |
| b. Katie Haverly shared the shared agreements and recommendations for the Leadership Board, as developed in the recent <i>Partnering Authentically with Individuals with Lived Expertise Training 11.4.22</i> . | |
| c. Rachel Rios-Richardson set up a Mural session for ease of discussion and provided a brief tutorial. View the Mural board here . | |
| d. Brenda Wadsworth noted the need for clarity behind the meaning of the agreement "courage over comfort," which was one of the shared agreements at the recent trainings. | |
| e. There was a discussion of the potential barriers to being on camera in a zoom meeting, including home situations and access to technology. The group updated the shared relevant agreement | |

to: “Agree to show up and engage. When meeting virtually, this includes having the camera on when possible and safe, while recognizing there are many valid reasons not to have cameras on.”

- f. The group brought up the idea of providing basic set-ups and technical assistance for those who need it to be able to participate more fully.
- g. Suggestions for new agreements were added to the Community Agreements Brainstorm mural document and grouped by general topic.
- h. The group then prioritized the agreements using Mural voting. Each Leadership Board member could mark up to five agreements that were most important to them. The agreement that received the most prioritization votes (n=7) was “have sensitivity and respect for each other’s experiences.” The group discussed the importance of this agreement, and discussion led to an additional agreement to “function as peers instead of a hierarchy of persons with lived experience and others.”
- i. The group then refined the language of individual agreements. The group reviewed each agreement one by one, made edits and clarifications, and to brought up any concerns. The group was able to refine and reach general consensus on all draft agreements that received three or more prioritization votes. The group did not have enough time to review the potential agreements that received two or fewer votes.
- j. There was much discussion around the need to balance efficiency with meeting time and allowing time and space for questions and discussion. Group agreements related to this topic included to “share and review the materials in the packet in advance of meetings,” “prioritize action items near top of agenda to help with time management in meetings” and “give people the opportunity to process, ask questions, and understand before voting.” The group would also like more communication about how much time has been set aside to discuss each item.
- k. During the discussion about the agreement related to committing to racial equity and justice in decision-making, the group talked about the need to build capacity through training to ensure that Leadership Board members can apply a racial equity framework. The Racial Equity Workgroup will be presenting further recommendations on this topic.
- l. A draft of the agreements will be shared with the Leadership Board for further input and will be considered at the 12/8/2022 Leadership Board meeting.

The draft agreements are available [here](#) for comment, and also listed below:

Agreements that were prioritized and refined during the 11/17 meeting:

- Have sensitivity and respect for each other's experiences.
- Agree to show up and engage. When meeting virtually, this includes having the camera on when possible and safe, while recognizing there are many valid reasons not to have cameras on.
- When making decisions, prioritize the best interests of the homelessness response system and people experiencing homelessness above the interests of the individual board member/organization.
- Commit to racial equity and justice in decision-making. Participate in training and create space and time for this practice.
- Function as peers instead of a hierarchy of persons with lived experience and others.
- Be constructive, not obstructive; try to offer solutions along with barriers.
- One voice at a time, no interruptions.
- Give people the chance to speak once before you speak twice.
- Share and review the materials in the packet in advance of meetings.
- Prioritize action items near top of agenda to help with time management in meetings.
- Give people the opportunity to process, ask questions, and understand before voting.

- If we stray from these agreements, we agree to pause, breathe, and reset.

Other possible agreements that could be added/refined (these were agreements that received 2 or fewer votes when LB members prioritized the agreements on 11/17):

- Be willing to ask for clarity when needed.
- Time to get questions asked.
- Explain acronyms and lingo. Don't assume everyone knows.
- Have a listening ear.
- Courage over comfort.
- Fear should not be a part of change.
- When conflicts arise naming them as "impact moments."
- Use inclusive language. Avoid "othering."
- Focus on your own story and experience.
- Provide a method of gathering real time feedback after LB meetings.

4. Leadership Board Priorities Brainstorming Session (Katie/Rachel)

3:00pm-3:30pm

The group did not reach this item on the agenda.

Next Regular Meeting: December 8, 2022 from 2-4 PM

Leadership Board Shared Agreements

Draft: 11/17/2022

Agreements that were prioritized and refined during the 11/17 meeting:

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- Provide a method of gathering real time feedback after LB meetings.

Leadership Board Cochair Nominees
Information Provided in Submission Form

12/1/2022

Nominators and Nominees were asked to provide a statement about why you or your nominee should be considered for the CoChair position of the CoC Leadership Board.

1. John Jones:

From Nominator: I think he communicates well and has a good understanding of the work

From John: Combined Professional and lived-in experience

2. Deidre Wan:

From Deidre: I have learned a lot about Continuum of Care Leadership despite being a fairly new member. I want to learn more. I believe Moe provides excellent leadership for our group. I would like to assist him in any way possible. My work has given me the time to help collaborate, and therefore I could be of support during the session times, planning and possibly joining other committees. I am committed to this work and enjoy it very much. I understand there is a prep meeting once a month to prepare agenda items and preparing meeting times, etc.

3. C'Mone Falls:

From Nominator 1: C'mone has chaired the CoC Committee for some time, is an administrator, has been a grantee, trained in regulations pertinent to HUD and numerous other housing, homeless and service issues. She's proven her thoughtfulness in matters that require negotiation and reasoning but can create openings for further looking by larger groups.

From Nominator 2: C'Mone has led the CoC Committee very well for 2 years. I think she has the skill and demeanor to help lead the Leadership Board.

Note:

Arlene Hipp was also nominated, but is not eligible at this time due to her not currently being a Leadership Board Member.

Kerry Abbott was also nominated but she is not interested in being considered at this time.



2023 Leadership Board Meeting Dates

January 19th - 2:00 PM - 4:30 PM

February 16th - 2:00 PM - 4:30 PM

March 16th - 2:00 PM - 4:30 PM

April 20th - 2:00 PM - 4:30 PM

May 18th - 2:00 PM - 4:30 PM

June 15th - 2:00 PM - 4:30 PM

July – No Meeting

August 17th - 2:00 PM - 4:30 PM

September 21st - 2:00 PM - 4:30 PM

October 19th - 2:00 PM - 4:30 PM

November 16th - 2:00 PM - 4:30 PM

December 14th - 2:00 PM - 4:30 PM

Text from the Current CoC Governance Charter related to the Racial Equity Workgroup

From Pages 6-7

Centering Racial Equity

Racial equity is both a value and a set of strategies to implement. To ensure that racial equity is centered in our homelessness response, we will employ three strategies:

1. **Leadership Representation Metrics.** To create appropriate representation in the CoC leadership, the CoC will ensure all boards, committees, and workgroups will reflect the racial demographics of the people disproportionately represented in the homeless population. We know that Black, Indigenous/Native Hawaiian/Pacific Islander, Latinx, some Asian groups, immigrants (documented or undocumented) and refugees are overrepresented in the homelessness response system compared to their proportion of the general population. As such, the racial diversity metric for our boards, committees, and workgroups *will be aligned with the racial demographics reflected in our annual Point-In-Time count. Since Black, Indigenous and other People of Color comprise the vast majority of people experiencing homelessness [note the percentage in the 2022 PIT Count, including people who identify as Latinx and include a footnote about limitations of this estimate]* in our county, the composition will be at least 40% for each committee and workgroup. In addition, Black and/or African Americans will be represented on our boards, workgroups, and committees at a proportion equal to or greater than their proportion of the homeless population. The Leadership Board (see below) will hold itself and each committee/workgroup chair accountable for meeting the representation metric.

2. **Racial Equity Committee.** We understand that a committee focused on advancing racial justice *will be essential to our success.* Operationalizing equity collaboratively is the responsibility of the Leadership Board and all other committees and workgroups. The Racial Equity Committee will therefore serve as a catalyst and a support for racial equity across all our work. It will also hold the Leadership Board and all other committees responsible for embedding racial equity in everything they do.

3. Racial equity work across all committees and activities. To ensure that racial equity work is **embedded and** not limited to one committee (i.e., the Racial Equity **Committee**), each committee will set equity goals for each year and include in their annual workplans **with specific actions and outcomes** to advance racial equity in their areas of focus. Committee chairs will then report racial equity activities, achievements, and challenges to the Leadership Board at least quarterly.

From pages 22-23

Racial Equity Committee

In addition to these standing committees, the Leadership Board will establish a Racial Equity Committee to ensure that racial equity action is centered in all aspects of the CoC's work and responsibilities.

Purpose

The purpose of the Racial Equity Committee is to ensure that racial equity is centered across the homelessness response system and that racially disparate outcomes around homelessness and housing are addressed and eliminated. The committee will advise and hold accountable all other boards, committees, and workgroups, including the Leadership Board on racial equity goals, metrics, and outcomes. The overarching commitment is that the work of racial equity is woven throughout all boards, committees, workgroups, and system activities **of the CoC**. The Leadership Board and each of the standing committees will nominate one **to three committee members** to serve on the Racial Equity Committee annually. **These representatives will also act as Racial Equity Liaisons to their respective committees.** In addition to these representatives, the Racial Equity Committee may recruit other members as needed.

Roles

- **Regularly provide recommendations and guidance to the Leadership Board regarding implementation of a racial equity framework for the CoC.**

- Train and support committee members in how to apply a racial equity framework in decision-making and action in their respective committees and workgroups
- Provide additional technical assistance and analysis, such as by joining other committee meetings and/or reviewing documents to apply a racial equity framework to decision-making, as needed to support equity work in the committees
- Complete an equity review of major CoC policies and mandates (for example: NOFO strategic direction, governance charter, Point-in-Time count methodology, etc.)
- Support committees to develop and implement racial equity elements of their action plans to guide each committee's work
- Facilitate an understanding of the connection between structural racism and racial disparities in homelessness
- Assist other committees in setting racial equity metrics and monitoring progress
- Periodically review racial diversity leadership representation metric for all boards, committees, and workgroups, aligned with the most recent Point-In-Time (PIT) count data
- Annually produce a racial equity accomplishment report that outlines actions by each committee and the CoC as a whole

From page 40

Racial Equity Committee

Recommended members include:

- Member from Leadership Board
- 1-3 Members from each committee
- Reps from City/County Race and Equity or similar
- REAL members (Racial Equity Action Lab)
- Youth Action Board member
- Subject matter experts and thought leaders
- Race Equity Policy Think Tanks

- Individuals with lived experience of homelessness

The Racial Equity Workgroup also recommends adding a role for all committees to:

- Apply a racial equity framework in order to advance fairness and justice in all we do

BRIEFING MEMORANDUM

TO: Leadership Board Members
FROM: Katie Haverly, Executive Director of EveryOne Home
DATE: December 1, 2022
SUBJECT: 2022 Point in Time Count Data Concerns

Purpose

The purpose of this memo is to provide members of the Oakland-Berkeley-Alameda County Continuum of Care (CoC) Leadership Board with information about concerns related to the data collected for the 2022 Point in Time (PIT) Count, especially data related to race and ethnicity and jurisdictional data. The Racial Equity Workgroup requested that EveryOne Home present a memo to the Leadership Board about the PIT Count data due to questions about the validity of estimates of the number of Black, Indigenous, and other People of Color experiencing homelessness in Alameda County.

Background

The 2022 Point in Time Count Planning Team included members of Alameda County Housing and Community Development (HCD), Alameda County Office of Homeless Care and Coordination (OHCC), EveryOne Home, as well as two consultant agencies, Aspire Consulting and Applied Survey Research (ASR). This year was the first year that HCD managed the contract for ASR, in the past these contracts were executed and overseen by EveryOne Home.

ASR was responsible for a number of data and statistical matters related to the count that will be further explained in this memo. These included:

- Overseeing the conducting of the **unsheltered survey** in Alameda County.
- The development and programming of the **phone app** (Survey 123) that was utilized by all volunteers this year for the first time to track all observations the morning of the Count.
- The imputation of **race and ethnicity data** for the entire homeless population extrapolated from the demographic data from the unsheltered survey (sample size of 997 individuals) and sheltered survey (sample size of 513 individuals), HMIS data and perhaps other sources. Imputation is a process of estimating or inferring a value based on a series of assumptions (in this case, estimating the number of people experiencing homelessness who identify as different races and ethnicities based on a smaller sample of people who responded to the surveys). It is unclear at this point in time what the methodology was exactly to create this calculation, though this information was previously requested.

Issues/Concerns

The Racial Equity Workgroup and EveryOne Home are concerned about these significant issues related to the Count data:

1. The potential underrepresentation in the data of the homeless population that identify as Black.

Our 2022 data reported by ASR indicates that **43%** of individuals that are experiencing sheltered and unsheltered homelessness identify as Black/African American, compared to 47% in 2019. Below is a table that outlines three data points that demonstrate some concerns about this number. The sheltered survey is conducted with shelter residents (and coordinated by EOH), and that data should be reflective of data entered into HMIS, thus it makes sense that the sheltered survey and sheltered count (count of individuals residing in shelters the night of the point in time count) indicate roughly similar percentages of individuals identifying as Black (55% and 53%). What is of concern is the unsheltered count (imputed by ASR), that only accounted 39% of that population as Black (15% less than our HMIS/shelter survey data). It is our understanding that ASR uses a statistical method using these 3 data points and potentially others to land on the overall 43% statistic for the homeless population that identifies as Black. EveryOne Home does not know what exactly that methodology was, but we can see the unsheltered survey had significant weight in that calculation. EveryOne Home never received the unsheltered survey data, so we have not been able to analyze the race and/or ethnicity of that population.

| 2022 PIT Count | | |
|----------------------------------|------------|--------------|
| Sheltered Survey | # | % |
| Black | 286 | 55.8% |
| White | 119 | 23.2% |
| Asian or Asian American | 17 | 3.3% |
| American Indian/Alaska Native | 16 | 3.1% |
| Native Hawaiian/Pacific Islander | 8 | 1.6% |
| Multiple Races | 19 | 3.7% |
| Refuse | 25 | 4.9% |
| Don't Know | 23 | 4.5% |
| Total | 513 | 100.0% |

| Sheltered Count (HMIS data) | # | % |
|------------------------------------|-------------|--------------|
| Black or African-American | 1382 | 52.9% |
| White | 791 | 30.3% |
| Asian | 83 | 3.2% |
| American Indian or Alaska Native | 104 | 4.0% |
| Native Hawaiian/Pacific Islander | 40 | 1.5% |
| Multiple Races | 212 | 8.1% |
| Total | 2612 | 100.0% |

| Unsheltered Count (Imputed by ASR) | N | % |
|---|-------------|--------------|
| Black or African-American | 2801 | 39.3% |
| White | 2974 | 41.7% |
| Asian | 367 | 5.1% |

| | | |
|----------------------------------|------|--------|
| American Indian or Alaska Native | 314 | 4.4% |
| Native Hawaiian/Pacific Islander | 222 | 3.1% |
| Multiple Races | 457 | 6.4% |
| Total | 7135 | 100.0% |

The PIT Count Planning Team never received information from ASR on how they trained those that conducted the unsheltered survey, the race and ethnicity demographics of the data collectors, whether the interviewers were made aware of implicit bias that may arise in their selection of interviewees, and whether the interviewers were trained on how to implement a truly random selection of interviewees for the unsheltered survey. If we are to center race equity in our homelessness response system, it is important to more closely look at how these types of data are collected to ensure they are representative of the population they are intended to identify. The methodology of sampling can significantly impact the estimates of the race and ethnicity demographics of people experiencing homelessness in Alameda County.

2. ASR has not turned over any raw data files to HCD or EveryOne Home.

As part of the workplan developed by the PIT Count Planning Team, ASR committed to turn over all raw data in one flat file to EveryOne Home and HCD. Even though all reporting was complete in September, our CoC has still not received this data. Because we do not have access to this information, we cannot do simple calculations to center race equity in our work, for example, to calculate how many Black, Indigenous, and People of Color individuals are homeless (including those that identify as Latinx) without duplication. Not having this data is prolonging and delaying a series of significant analyses that could greatly support understanding and decision making for our CoC.

3. The possibility that there may be significant errors with our geographic/jurisdictional data.

There has been a recent discovery that a Bay Area County, that also used ASR’s services in the same manner as Alameda County, found that there were significant errors in the data that ASR presented to them related to the geolocation of their unsheltered observations. We learned there was an error in how the Survey 123 app was programmed so that the geographic pins used to locate observations were not being calculated or identified correctly. It is our understanding that ASR was aware of this issue but did not report it to this county when discovered. We also understand ASR had “imputed” geographic data to try and solve the problem, without this county’s knowing or understanding. This county conducted their Count around the same time as ours, so the likelihood that our survey app was programmed incorrectly as well is concerning, as it was the same team supporting all counties and preparing the app from ASR.

We had a number of findings this year in our city counts that raised concerns as the data was disparate from previous years and did not seem to reflect what these communities were witnessing in their unsheltered populations. These included significant increases in individuals experiencing homelessness in Dublin, Piedmont, Union City and the Unincorporated County that should be confirmed as accurate.

Summary of Recommendations

It is recommended to that our CoC and/or HCD secure a meeting with ASR as soon as possible to:

- (1) Determine the accuracy of the Alameda Point in Time Count data related to race and ethnicity by asking ASR to share in detail the methodology used to impute it from all data sources, and to check for any errors that may be relevant. This also includes the methodology of how the unsheltered survey was conducted for the reasons mentioned above.
- (2) Determine the accuracy of our jurisdictional data and confirm that our geo-location data was not compromised by any issues with the Survey123 app.
- (3) Request that our raw data be shared with EveryOne Home and HCD immediately as outlined in the PIT Count workplan that ASR agreed to so we can conduct the necessary analyses to center race equity for our CoC.

| Section I- HMIS Governance Standards | | | |
|--|------------|--|---|
| Question | Score | Scoring Detail | Notes |
| Has the HMIS Lead developed a HMIS Data Quality Action Plan with set benchmarks, that clearly identifies the entity responsible for monitoring data quality for the CoC? (MOU section B.6) | 1 | 0= No. HMIS Lead has not developed written Data Quality Plan. 1= Partial. HMIS Lead has created a Data Quality Plan with some of the described elements. 2= Yes. HMIS Lead has developed written Data Quality Plan with all of the described elements. <i>If "yes", attach.</i> | The overall data quality plan was completed by the HMIS Committee, the HMIS team is working to operationalize the HMIS Data Quality Action Plan by the end of December 2022. |
| Has the CoC Data Quality Plan been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6) | 2 | 0= No. Data Quality Plan has not been approved by the CoC Board. 2= Yes. Data Quality Plan has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i> | The CoC Data Quality Plan was approved by the Leadership Board in 2022. https://everyonehome.org/wp-content/uploads/2022/08/2022-APPROVED-Data-Quality-Plan-FINAL-2022_06_08.pdf |
| Does the HMIS Lead ensure the CoC Data Quality Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6) | 2 | 0= No. Data Quality Plan is not reviewed annually and not compliant. 1= Partial. Data Quality Plan is reviewed annually but is not compliant. 2= Yes. Data Quality Plan is reviewed annually and is compliant. | Next step is to consult with HMIS oversight to determine schedule and process for annual review with OC. |
| Has the HMIS Lead developed a Data Security Plan ? (MOU section B.6) | 2 | 0= No. HMIS Lead has not developed written Data Security Plan. 1= Partial. HMIS Lead has created parts of a Data Security Plan. 2= Yes. HMIS Lead has developed written Data Security Plan. <i>If "yes", attach.</i> | Included in the HMIS policy and procedure manual. Section 2.7 https://achmis.org/docs/Privacy%20and%20Security/HMIS%20Policies%20and%20Procedures%20Manual.pdf Section 7 |
| Has the Data Security Plan been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6) | 0 | 0= No. Data Security Plan has not been approved by the CoC Board. 2= Yes. Data Security Plan has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i> | Included in the HMIS policy and procedure manual. Section 2.7 |
| Does the HMIS Lead ensure the Data Security Plan is reviewed at least annually to ensure it meets community needs and is compliant with HUD requirements? (MOU section B.6) | 2 | 0= No. Data Security Plan is not reviewed annually and not compliant. 1= Partial. Data Security Plan is reviewed annually but is not compliant. 2= Yes. Data Security Plan is reviewed annually and is compliant. | HMIS Lead reviews annually and is compliant with HUD. A public comment period will be offered at the next review cycle. |
| Has the HMIS Lead developed a Data Privacy Policy that has 1)Data collection limitations, 2)Data collection purpose, 3)Limitations of the use of data collected in HMIS, 4) Description of database openness, 5)Data access and correction standards, 6) Accountability standards and 7) Protections for victims of domestic violence, dating violence, sexual assault? (MOU section B.6) | 2 | 0= No. HMIS Lead has not developed written Data Privacy Policy. 1= Partial. HMIS Lead has created parts of a Data Privacy Policy. 2= Yes. HMIS Lead has developed written Data Privacy Policy. <i>If "yes", attach.</i> | Data Privacy Policy was approved by the CoC and training is currently underway for all HMIS users, all training is to be completed by the end of January 2023. https://achmis.org/docs/Privacy%20and%20Security/HMIS%20Policies%20and%20Procedures%20Manual.pdf Section 6 |
| Has the Data Privacy Policy been approved by by the CoC Board (known locally as the HUD CoC Committee)? (MOU section B.6) | 2 | 0= No. Data Privacy Policy has not been approved by the CoC Board. 2= Yes. Data Privacy Policy has been approved by the CoC Board. <i>If "yes", provide documentation of approval including date.</i> | Data Privacy Policy was approved by the CoC and training is currently underway for all HMIS users, all training is to be completed by the end of January 2023. |
| Does the HMIS Lead ensure the Data Privacy Policy is reviewed at least annually to ensure it meets community needs and is compliant with federal, state, and local laws that require additional privacy or confidentiality protections including HIPAA and VAWA? (MOU section B.6) | 2 | 0= No. Data Privacy Policy is not reviewed annually and not compliant. 1= Partial. Data Policy Privacy is reviewed annually but is not compliant. 2= Yes. Data Privacy Policy is reviewed annually and is compliant. | Yes, the Data Privacy Policy is reviewed annually by the CoC and FAQs are updated by the HMIS Lead as questions arise from the community. |
| Does the HMIS Lead have a written and accessible Policies and Procedures Manual for all Contributing HMIS Organizations in the Continuum of Care that incorporates Roles and Responsibilities, a Data Quality Plan, Privacy Policy and Security Plan? | 2 | 0= No. The HMIS Lead does not have written and accessible policies and procedures. 1= Partial. The HMIS Lead has written policies and procedures but they are not accessible in a manual. 2= Yes. The HMIS Lead has written policies and procedures that are accessible in the form of manual. <i>If "yes", attach.</i> | The HMIS Lead has these written policies and procedures that are accessible online. New HMIS users also receive this manual once they are onboarded. https://achmis.org/docs/Privacy%20and%20Security/HMIS%20Policies%20and%20Procedures%20Manual.pdf |
| Does the HMIS Lead ensure HMIS Policies and Procedures Manual are reviewed at least annually and are in compliance with HUD requirements? | 2 | 0= No. HMIS policies and procedures are not reviewed at least annually and are not in compliance with HUD requirements. 1= Partial. Some HMIS policies and procedures are reviewed at least annually and are in compliance with HUD requirements. 2= Yes. HMIS policies and procedures are reviewed at least annually and are in compliance with HUD requirements. | The HMIS Lead ensures the policy and procedures manual are reviewed annually and are in compliance with HUD. |
| Section Scoring | | | |
| Total Score for Section (#) | 20 | | |
| Total Score for Section (%) | 90% | | |

Definitions

| | |
|---------------------|--|
| Data Quality Plan | Document that facilitates the ability of the CoC to achieve statistically valid and reliable data. |
| Data Security Plan | Document that addresses how the HMIS information is kept secure, regardless of the privacy model used. |
| Data Privacy Policy | Document that describes the ways the HMIS uses, discloses, and manages a client data. |