

**CoC Standards, Compliance, and Funding
November 2, 2023
1:00pm PST
Minutes**

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.

Attendance

Committee Members

| | | |
|-----------------|--------------------------------------|--|
| Riley Wilkerson | HCD | |
| Sunita Garrett | Representative with Lived Experience | |
| Susan Snell | | |
| Jen Lucky | OHCC | |
| Tunisia Owens | FVLC | |
| Maighna Jain | Bay Area Legal Aid | |
| Gregory Garrett | City of Oakland | Roles and Responsibilities Committee Liaison |
| Ray Corona | Representative with Lived Experience | |

Public

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| N/A | |
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Staff

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| Ester Wilch | esther@homebaseccc.org |
| Jose Lucio | jose@homebaseccc.org |
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Action Items

| Meeting | Responsible Party | Action Item | Status |
|-----------|-------------------|---------------------------|--------|
| 11/2/2023 | Committee | Co-Chair Nominations | Open |
| 11/2/2023 | Committee | Racial Equity Nominations | Open |

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| 11/2/2023 | Jose Lucio | Update proposed ground rules and norms to reflect committee feedback. | Complete |
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Agenda and Minutes

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| <ol style="list-style-type: none"> 1. Welcome (Jose Lucio, Homepage) <ol style="list-style-type: none"> a. Homepage staff and Committee Member introductions |
| <ol style="list-style-type: none"> 2. Connections to Centering Racial Equity (Esther Wilch, Homepage) <ol style="list-style-type: none"> a. Introduced the idea of applying a race equity lens to all the CoC’s work. b. Every decision that is made by every committee is reviewed through a racial equity lens by experts to ensure racial equity is centered in all work across the CoC. c. All major projects need to get connected back to the Racial Equity Committee for review and input by the CoC’s race equity experts. d. Comment: If committee members are interested in serving as a Racial Equity Liaison, they can reach out to Tunisia or other Racial Equity Committee members to join that committee. |
| <ol style="list-style-type: none"> 3. Establishing Ground Rules and Norms (Jose Lucio, Homepage) <ol style="list-style-type: none"> a. In general, committee members were onboard with the proposed ground rules. However, there was a request by some committee members to modify the proposed rule about introducing oneself every time a person speaks to just the first time a person speaks in a meeting. b. Use of AI tools in meetings: <ol style="list-style-type: none"> i. Some committee members were in favor of allowing the use AI tools to help them with note taking and to record parts of meetings committee members might miss due to scheduling conflicts or other issues. However, it was noted that if meetings were recorded and posted online it might reduce the need for AI tools. ii. Other committee members raised privacy and confidentiality concerns in opposition to the use of AI tools in committee meetings. <ol style="list-style-type: none"> 1. Jose and Esther: All committee meetings are public meetings. Minutes and materials will be distributed to the membership by Homepage. iii. Jose and Esther asked what the committee members thought about people sending their AI tools to meetings without attending themselves. <ol style="list-style-type: none"> 1. Some committee members indicated they didn’t like the idea of unattended bots being sent to meetings. They worried it would limit the committee’s ability to have meaningful conversations, for the committee to get to quorum, and for votes to happen. iv. The committee landed on letting members use their AI tools in committee meetings that are open to the public, but that: <ol style="list-style-type: none"> 1. The meeting minutes that are distributed and/or posted online by Homepage would be the official record for committee members, rather than summaries or transcripts generated by AI tools; and 2. Unattended AI tools would be removed from meetings. |

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- v. The committee also decided that there might be meetings or working groups of the committee where use of AI tools is not appropriate (such as when the committee is doing its work for the NOFO) and that AI tools would not be used in such cases.

Jose will update the proposed ground rules to incorporate committee member feedback.

- 4. Role of the CoC Standards, Compliance, and Funding Committee (Esther Wilch, Homepage)
 - a. Oversight of the Collaborative Applicant.
 - b. Oversight of the NOFO planning and process.
 - c. Oversight of CoC-funder monitoring.
 - d. The Roles and Responsibilities committee has put together MOUs for the Collaborative Applicant, HMIS Lead, Coordinated Entry Lead, Backbone Entity.

- 5. Creating a Workplan (Jose Lucio, Homepage)
 - a. Committee members asked that the committee be mindful of which members might be conflicted and figure out which parts of the NOFO work they can take on and from which they should recuse themselves.
 - b. Committee members wanted to clarify that in the milestones proposed for workplan, that the committee would have a monitoring plan done by April 2024 rather than having the plan completed and monitoring started by April 2024.
 - i. The committee agreed that having the plan done by April 2024 was the target being set.
 - c.

- 6. Nominations (Esther Wilch, Homepage)
 - a. Description of the co-chair role and functions.
 - b. Co-chair term is two years, and you can run twice (4 years total).
 - c. Committee members can let Jose and Esther know if they are interested in serving a co-chair.
 - d. The committee needs to nominate 2-3 Race Equity Liaisons. These are nominations will be submitted to the Racial Equity Committee for approval.
 - e. There will be one voting member from the committee on the Racial Equity Committee.
 - f. Committee members can let Jose and Esther know if they are interested in being a Racial Equity Liaison.
 - g. We need 1-2 people to represent this committee on the Roles and Responsibilities Committee in reviewing the MOU for the collaborative applicant to make sure it captures everything.
 - i. Greg volunteered.
 - h. Jose and Esther: Is there any support needed from Homepage to help committee members decide to volunteer for co-chair or Racial Equity Liaison?

- 7. Questions/Comments
 - a. Will the committee meet in December?
 - 1. Some committee members requested that the December meeting be canceled while others said they could still meet.

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- a. **The committee decided to hold an hour-long meeting in December, for anyone interested in attending, to develop the workplan, so vote on it at the January meeting.**