

**CoC Standards, Compliance, and Funding**  
**January 4, 2024**  
**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**

Annette Sanders	Glad Tidings	
Carolyn Sharp	All Home	
Donna Gribbsmurphy	HumanGood	
Gregory Garrett	City of Oakland	
Jennifer Lucky	OHCC	Co-Chair Nominee
Josh Jacobs	City of Berkeley	
Gregory Garrett	City of Oakland	Roles and Responsibilities Committee Liaison
Maighna Jain	Bay Area Legal Aid	
Ray Corona	Covenant House/YAB	Co-Chair Nominee
Riley Wilkerson	OHCC	
Sunita Garrett	Community Member	Racial Equity Liaison Nominee
Tunisia Owens	Family Violence Law Center	

**Public**

Christoverre Kohler	Community Member with Lived Experience

**Staff**

Jose Lucio	<a href="mailto:jose@homebaseccc.org">jose@homebaseccc.org</a>

Action Items

## Oakland, Berkeley/Alameda County CoC

Meeting	Responsible Party	Action Item	Status
11/2/2023	Committee	Co-Chair Nominations	Open
11/2/2023	Committee	Racial Equity Nominations	Open
11/2/2023	Committee	Adopt Ground Rules and Norms	Open

### Agenda and Minutes

<p>1. Welcome (Homebase)</p> <p>a. Homebase staff and Committee Member introductions</p>
<p>2. Public Comment (Homebase)</p> <p>a. No comments from members of the public.</p>
<p>3. Announcements (Homebase)</p> <p>a. Jose announced that he and Esther Wilch from Homebase will conduct an office hours session for the committee to do a deep dive into the CoC Program, HUD NOFO, and HUD program monitoring. The goals of this session are to:</p> <ul style="list-style-type: none"> <li>i. Ensure all committee members have a shared understanding HUD CoC Program and have the information they need to carry out the committee's scope of work as defined by the Governance Charter.</li> <li>ii. Ensure the SCF Committee membership is prepared to begin developing and implementing a work plan that is informed by that shared understanding.</li> </ul> <p><b>Jose and Esther will coordinate times with the Co-Chair nominees and propose meeting times to the full membership via doodle poll.</b></p>
<p>4. Action Items</p> <ul style="list-style-type: none"> <li>a. Vote to adopt ground rules and norms.</li> <li>b. Vote to confirm Co-Chair nominees.</li> <li>c. Vote to confirm Racial Equity nominees.</li> <li>d. Vote to form a NOFO workgroup.</li> </ul> <p>The committee did not reach quorum and was unable to conduct voting. There were questions raised about the number of seated committee members needed to reach quorum and whether votes are required to be taken in the meetings or if the committee could explore voting through a poll or other mechanism outside the normal meeting times.</p> <ul style="list-style-type: none"> <li>• <b>Quorum:</b> Per the governance charter: <i>Committee quorums will be established as follows: decisions will be passed by the majority present at a meeting when the membership is open, otherwise vote carries at 50% + 1 at meetings with selected memberships.</i></li> <li>• <b>Voting:</b> Per the governance charter: <i>MEMBERSHIP VOTING - Decisions will be passed by the majority present at a meeting.</i></li> </ul> <p><b>Jose and Esther will work with the Co-Chair nominees to schedule a 30 minute off-cycle meeting to conduct voting. They will send proposed meeting times to the full membership via doodle poll.</b></p>

## Oakland, Berkeley/Alameda County CoC

**Jose and Esther will also poll the committee to confirm the standing meeting time still works for the full committee membership and will move the meeting time if necessary.**

5. Informational Items (Homebase)

- a. Jose provided a brief overview of the CoC Program NOFO and HUD Program Monitoring.
  - i. There were questions from the committee membership about what is meant by non-conflicted, in the context of work related to the NOFO. Jose clarified that for the purposed of NOFO work “non-conflicted” means committee members who do not represent agencies, organizations, programs, or providers submitting applications for new or renewal funding through the HUD NOFO process.

**Jose and Esther will provide additional content in greater detail at the CoC SCF Office Hours they are working to schedule.**

6. Questions/Comments

- a. Community members present asked how the issues and topics within the CoC SCF Committee’s purview are currently happening. Community members noted that HMIS requirements go back many years and there should be established procedures in place.
  - i. Regarding HMIS, Jose explained that the CoC does have an HMIS lead, and procedures and protocols governing the HMIS in place. The CoC’s oversight work for the HMIS lead and the CoC’s implementation of the HMIS happens at the HMIS Committee. Additionally, the System Impact Committee uses HMIS and other data to track system performance. While the CoC SCF Committee will likely work with one or both those committees on tasks within its scope like program monitoring and conducting the project ranking as part of the NOFO, CoC SCF will not take on the work the HMIS and data-focused committees are already doing. Jose also clarified that Homebase staff are looking at workplans across all committees to help prevent a duplication of efforts.
  - ii. Committee members also weighed in to let community members know that the topics in the CoC SCF Committee’s purview are all required by HUD and that while this committee is just being launched the work has been happening.