

**LEADERSHIP BOARD OAKLAND, BERKELEY/ALAMEDA COUNTY**  
**COC**

**Leadership Board**  
**Thursday, February 15, 2024**  
**2:00-4:30pm**  
**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.

Attendance

**Committee Members**

Andrea Ford	Alameda County Social Services Agency	Present
Brenda Wadsworth	Roots/Community Member	Present
C'Mone Falls	City of Oakland	Present
Darin Lounds	Housing Consortium of the East Bay	Present
Deidre Wan	Community Member	Present
Doug Biggs	Alameda Point Collaborative	Present
Frank Rogers	Community Member	Present
Josh Thurman	City of Livermore	Present
Julian Leiserson	Abode	Present
Kate Hart	SAVE	Present
Kerry Abbott	Office of Homeless Care and Coordination Director	Present
Laurie Flores	City of Fremont	Present
Liz Varela	Building Futures	Present
Michelle Starratt	Alameda County HCD	Present
Moe Wright	Community Member	Present
Ms. Shelley Gonzalez	Community Member	Present
Nic Ming (sub for Tunisia Owens)	Community Member	Present
Paul Berry	Community Member	Present
Ray Bonilla	META	Present
Ray Corona	Office of Homeless Care and Coordination	Present
Suzanne Warner	Office of Homeless Care and Coordination	Present
Vivian Wan	Abode	Present

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Adrienne Chambers	Alameda County Probation	(absent)
Annie Bailey	City of Fremont	(absent)
Christine Ma	Advocacy and/or citizen	(absent)
John Jones III	Community Member	(absent)
Paulette Franklin	Alameda County Behavioral Health Care Services	(absent)
Peter Radu	City of Berkeley	(absent)
Sharon Cornu	St. Mary's Center	(absent)
Shatae Jones	Alameda Alliance	(absent)
Tunisia Owens	Family Violence Law Center	(absent)

### Public

Brittany Carnegie	City of Berkeley
Cameron Craig	Community Member
Chloe Green	Chloe Green Consulting
Heather Fine	Homeless Health Center PM
Jen Lucky	Alameda County Office of Homeless Care & Coordination
Jonathan Russell	BACS
Kate Bristol	Kate Bristol Consulting
Kimia Paldaman	Alameda County Health Care Services
Leslie Berkler	WDDC
Oscar Macias	Alameda Alliance for Health
Patrick Anderson	Community Member/ Emerging Leader - Lived Experience
Raven Nash	City of Oakland
Sharon Osterweil	Lifelong Medical
Tammy Nguyen	Youth Action Board
Tiara Jones	City of Oakland, Community Homelessness Services
TJ Swanson	Simtech
Tony Daquipa	City of Oakland
Valentino Daltoso	Cardea Health

### Staff

Esther Wilch	Homebase
Katricia Stewart	Homebase
Kim Natarajan	Homebase
Tania Morales	Homebase

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<p><b>1. Welcome and Introductions</b> (Moe Wright)</p>	<p>2:00 – 2:05pm</p>
<p><b>2. Leadership Board Public Comment</b> (Moe Wright)</p> <p>a. Michelle Starratt stated that Alameda County HCD has been working diligently in developing the housing plans based on the presentation that took place in October at this committee, where the Home Together plan with housing needs assessment was discussed. The plan is expected to be funded through nine Bay area regional bonds to address capital cost of new construction and other housing needs. The bond is expected to be placed in the ballot in November 2024. HCD extended informational presentations with City partners, agencies, and different stakeholders to discuss the needs. All feedback obtained from each outreach engagements will be presented at the March meeting before it goes to the Board of Supervisors. More information about how to join this meeting will be shared soon through the EveryOne Home’s newsletter.</p> <p>b. Laurie Flores shared that Kaiser is now a housing community support provider, which means is providing housing navigation services in Alameda County, but they do not have access to HMIS. Laurie expressed having some concerns about the impact this may have in how some people receive services, creating a system gap. Suzanne Warner answered that the County and health care services agencies have already established conversations with Kaiser about how they can be integrated into the CoC. They have also discussed data sharing exchange options to see who is enrolled in their services if the agency opts out of using HMIS.</p>	<p>2:05 – 2:10pm</p>
<p><b>3. Approval of minutes, January 18<sup>th</sup>, 2024</b> (Moe Wright)</p> <p>a. Kim Natarajan reported that one change in the January meeting minutes was submitted in the section where we discussed how many votes are allowed per agencies and departments. Per the previous conversation, Kerry Abbott confirmed that only one person per agency can vote. Others pointed out that there are instances where a committee member acting as co-chair attends the Leadership Board’s meeting and may vote but this creates conflict when the Chair member works at the same agency (e.g., when two members of the same agency, one member votes yes and the other one abstains, the vote with abstain will not be recorded). Vivian Wan suggested that new policy be consistent between government and non-profit entities for both vote and quorum. Moe Wright and C’Mone Falls will come up with a Policy and Procedures, distribute it for discussion and adopt it. The minutes were approved as amended.</p>	<p>2:10 – 2:15pm</p>
<p><b>4. Homeless System Updates</b> (All)</p> <p>a. Kim Natarajan shared the following updates:</p> <ul style="list-style-type: none"> <li>• The CoC is recruiting members for the nominations</li> </ul>	<p>2:15 – 2:20pm</p>

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<p>committee. Any interested in joining can email <a href="mailto:esther@homebaseccc.org">esther@homebaseccc.org</a> or <a href="mailto:alameda@homebaseccc.org">alameda@homebaseccc.org</a>.</p> <ul style="list-style-type: none"> <li>• Racial Equity Committee seeking feedback on draft “<a href="#">Racial Equity Framework</a>”.             <ul style="list-style-type: none"> <li>○ REC is hosting office hours for feedback on Feb 22 and March 21, 11am-12pm. <a href="https://homebaseccc.zoom.us/j/81713557958">https://homebaseccc.zoom.us/j/81713557958</a></li> </ul> </li> <li>• The Spring General Community meeting will be held on April 24<sup>th</sup> at the Cal Endowment. Agenda with more details will be shared soon.</li> </ul> <p>b. C’Mone Falls stated that the Coordinated Entry Evaluation Assessment is taking place at the Outreach, Access, and Coordination Committee. C’Mone encouraged board members to attend their next committee in March where initial self evaluation results will be presented. This item will be brought back at a future Leadership Board meeting to inform all about the process. The unsheltered technical assistance provider, Abt Associated, has offered to provide trainings on CE to Leadership Board members as well as other committee members.</p>	
<p><b>5. Leadership Board Updates</b> (Moe Wright)</p> <ul style="list-style-type: none"> <li>a. No other announcements or updates were made.</li> </ul>	<p>2:20 – 2:30pm</p>
<p><b>6. Backbone Entity Evaluation Workgroup</b> (Moe Wright)</p> <ul style="list-style-type: none"> <li>a. The CoC will be undergoing an evaluation of the current Backbone Entity performance, reviewed against the duties and activities outlined in the new MOU. The committee is expected to be formed this month and people with lived experience of homelessness are encouraged to be part of this process and will be compensated for their participation. Homebase staff will recuse themselves where appropriate during this evaluation. This is also an opportunity to evaluate the Homebase contract with OHCC and make recommendations. The Homebase contract is set to be renewed in April 2024 so all feedback needs to be collected by the end of March. The new contract will become effective on May 1<sup>st</sup>, 2024. The Board expects to have five meetings between now and April. The following members expressed interested in being part of the evaluation workgroup: Ray Bonilla, Vivian Wan, C’Mone Falls, Deidre Wan, Moe Wright, Doug Biggs, and Suzanne Warner/Riley Wilkerson. Additional recruitment will be done.</li> </ul> <p><i>Action Item I</i></p> <ul style="list-style-type: none"> <li>i. Doug Biggs made a motion to create a workgroup for the purpose of completing an evaluation of the Backbone Entity.              Seconded by: C’Mone Falls.  <i>Discussion:</i> C’Mone Falls requested to get a copy of the current HB contract as well as EOH’s old contract.</li> </ul>	<p>2:20 – 3:05pm</p>

<p>ii. <u>Roll Call Vote:</u>          AYES: Andrea Ford, Brenda Wadsworth, C'Mone Falls, Darin Lounds, Deidre Wan, Doug Biggs, Ray Corona, Josh Thurman, Julian Leiserson, Kate Hart, Kerry Abbott, Laurie Flores, Liz Varela, Michelle Starratt, Moe Wright, Shelley Gonzalez, Paul Berry, Ray Bonilla, Nic Ming.          NOES: None.          ABSTAINS: None.</p> <p>iii. Motion passes with 19 yes votes.</p>	
<p><b>7. PIT Communications Plan Workgroup</b> (Moe Wright)</p> <p>a. The next phase after the PIT count event is to establish a workgroup that will be involved in developing and releasing a communications plan to be used for media news coverage and announcements to the public. The purpose, opportunities, composition of the workgroup, and meeting structure were shared. The commitment will be to participate in two or three meetings, so the workgroup has recommendations before the data is released, current estimated release date is May. The following CoC members were interested in part of this workgroup: Doug Biggs, C'Mone Falls, and Ray Bonilla.</p> <p><i>Action Item II</i></p> <p>i. Vivian Wan made a motion to create a workgroup for the purpose of establishing a 2024 PIT Communications Plan.          Seconded by: Andrea Ford.  <i>Discussion:</i> None.</p> <p>ii. <u>Roll Call Vote:</u>          AYES: Andrea Ford, Brenda Wadsworth, C'Mone Falls, Darin Lounds, Deidre Wan, Doug Biggs, Frank Rogers, Josh Thurman, Kate Hart, Kerry Abbott, Laurie Flores, Liz Varela, Michelle Starratt, Moe Wright, Shelley Gonzalez, Paul Berry, Ray Bonilla, Nic Ming, Vivian Wan.          NOES: Ray Corona.          ABSTAINS: None.</p> <p>iii. Motion passes with 19 yes votes.</p>	<p>3:05pm – 3:15pm</p>
<p><b>8. Use of Artificial Intelligence in Meetings</b> (Nic Ming)</p> <p>a. Moe Wright presented the current temporary policy for the use of AI in public meetings, that had been authorized only thru the end of February 2024 and now needs a review. There was a lot of discussion regarding this topic and below is a summary of comments:</p> <ul style="list-style-type: none"> <li>• Ray Corona reiterated that he finds this tool to be very useful as it provides more detailed information than the official meeting minutes. He thinks this tool is useful for people who are absent in the meetings.</li> <li>• Kerry stated that the County has established an official</li> </ul>	<p>3:15 – 3:45pm</p>

<p>policy of no use of AI in meetings but clarified that this policy does not affect how CoC meetings are run. Kerry is in favor of the current policy and recommended adding that AI participants not email the entire group. Kerry also pointed out that multiple sets of minutes in addition to the official meeting minutes might get confusing.</p> <ul style="list-style-type: none"><li>• Doug Biggs thinks the current policy is the middle ground but the official meeting minutes is the one distributed and published on the website as it protects personal information.</li><li>• Vivian Wan feels uncomfortable having unattended bots as it can impersonate someone with no good intentions. Kerry Abbott concurred, stating that AI impersonate her email on a regular basis.</li><li>• Nic Ming stated that the Racial Equity committee has provided no input regarding this policy and suggested having an extension of this policy to be further reviewed. Nic proposed allowing members to use AI whether present in a meeting or not.</li></ul> <p>b. Below are the key suggestions from this conversation:</p> <ul style="list-style-type: none"><li>• Allow more time (six months) for a temporary policy to be in place while soliciting more discussion among the committees due to strong opinions and evolving subject matters. Create a poll for committees to submit their feedback.</li><li>• Allow active CoC members who are absent in committee meetings to use AI.</li><li>• Control the number of automatic email notifications triggered by AI and be transparent about what the issues and concerns are. Investigate if there is a way to remove or reduce the number of automatic notifications.</li><li>• Bring the policy back in six months for final review.</li><li>• Make sure that privacy is protected, especially personally identifiable information. (PII)</li><li>• Clarify if proxy voters can also use unattended AI bots.</li><li>• Review how to confirm whether an AI attending a meeting is actually sent by the person labeled as the bot owner.</li></ul> <ul style="list-style-type: none"><li>• Based on this discussion, the motion was amended as: “Revise the current policy on Use of Artificial Intelligence in Meetings to allow known unattended bots from members (and proxies) of CoC committees (except in cases of PII) and extend for another 6 months.”</li></ul> <p><i>Action Item III</i></p> <p>i. Frank Rogers recommended to accept this policy as amended above. Seconded by: Ray Corona. <i>Discussion:</i> None.</p>	
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<ul style="list-style-type: none"> <li>ii. <u>Roll Call Vote:</u>            AYES: C'Mone Falls, Darin Lounds, Deidre Wan, Doug Biggs, Frank Rogers, Ray Corona, Kate Hart, Laurie Flores, Liz Varela, Michelle Starratt, Moe Wright, Shelley Gonzalez, Paul Berry, Ray Bonilla, Nic Ming.            NOES: Vivian Wan.            ABSTAINS: Andrea Ford, Josh Thurman, Kerry Abbott.</li> <li>iii. Motion passes with 15 yes votes.</li> <li>c. Nic Ming then gave a presentation of "Using AI to support Alameda County CoC Housing Crisis Response System." There is currently a pilot program, ACHRAI, that is being developed by Social Impact Wheel. The purpose is to provide reliable and accessible information on responses to the homelessness crisis in Alameda County. Feedback from various stakeholders is now being collected. The presentation reviewed ACHRAI and how it is being trained on a knowledge base that includes reliable sources of information, as well as OTTER AI meeting assistants. Nic shared various potential benefits and purposes for an ACHRAI tool. Anyone with questions and/or feedback about this presentation can contact Nic Ming directly.</li> </ul>	
<p><b>9. CoC 2023 NOFO Results</b> (Kate Bristol)</p> <ul style="list-style-type: none"> <li>a. Kate Bristol presented a quick overview of the 2023 NOFO results. Overall, Alameda County was awarded a total of \$51,466,942, which is a 22% increase compared to 2022. A breakdown of renewal and new project awards was provided. All renewal projects on both tiers 1 and 2, plus two new projects and one new DV bonus project were funded. There was a request to differentiate between project and program in the names to know which ones are exactly funding services. A link to <a href="#">HUD's 2023 official CoC competition results</a> was posted in the chat. HUD's official debrief webinar will be held on February 28<sup>th</sup> - Kate, OHCC, and Homebase representatives will attend.</li> </ul>	3:45 – 3:50pm
<p><b>10. Racial Equity Committee Report Out</b> (Nic Ming)</p> <ul style="list-style-type: none"> <li>a. The Racial Equity Committee has initiated the use the AI and OTTER AI tools. Nic Ming suggested CoC members familiarize themselves with its use to advance racial equity in the system. The committee will have two office hours, one on February 22<sup>nd</sup> and another one in March. Nic invited CoC members to attend and a link to the meetings will be sent. The Racial Equity Framework Working Draft was shared with the meeting materials and another email will be sent.</li> </ul>	3:50 – 4:05pm
<p><b>11. Nominations Committee</b> (Esther Wilch)</p> <ul style="list-style-type: none"> <li>a. Due to time constrains, this agenda item was tabled.</li> </ul>	

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<p><b>12. HHAP-5 Application</b> (Suzanne Warner/C'Mone Falls)</p> <p>b. C'Mone Falls gave a quick overview of the Homeless Housing, Assistance and Prevention (HHAP) grant. HHAP Round 5 will grant \$1 billion dollars across the state to improve the regional and system coordination process to prevent and end homelessness in communities. The State of California has issued five grant rounds total, with four rounds awarded including the City of Oakland, County, and CoC since 2020. There have been some challenges in utilizing Round 4 funds as the second half of the grant has not been released. Additionally, the initial direction of funding was for emergency intervention programs but that has changed, and it is now tied to existing programs. This funding source is still temporary and not guaranteed over the long term. Types of programs funded by previous rounds were shown. Suzanne Warner shared that the HHAP-5 application is due on March 27<sup>th</sup> and one of the requirements is to submit a joint application so the County and the CoC along with the City of Oakland are working together to submit it. The rest of the application requirements as well as the proposed budget and percentage of CoC allocation were shared. Liz Varela recommended looking at alternative funding sources due to increase in cost to run shelters post COVID-related budget restrictions that will create huge deficits. Any feedback or question about the budget can be sent to Suzanne Warner directly and the vote to approve the budget will happen at next month's Leadership Board meeting.</p>	<p>4:05 – 4:25pm</p>
<p><b>13. Closing</b> (Kim Natarajan)</p> <ul style="list-style-type: none"><li>• Discussion on upcoming agenda items for next meeting:<ol style="list-style-type: none"><li>c. The next Leadership Board Meeting is March 21<sup>st</sup>, 2024 from 2-4:30 PM.</li></ol></li></ul>	<p>4:25 – 4:30pm</p>