

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

**Leadership Board**  
**Thursday, January 18, 2023**  
**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**

Annie Bailey	City of Fremont	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
Shatae Jones	Alameda Alliance	Present
Nic Ming	Community Member	Present
Suzanne Warner	Office of Homeless Care and Coordination Director	Present
Jen Lucky	Office of Homeless Care and Coordination Director	Present
Tunisia Owens	Family Violence Law Center	Present
Vivian Wan	Abode	Present
Andrea Ford	Alameda County Social Services Agency	(absent)

## Oakland, Berkeley/Alameda County CoC

Ms. Shelley Gonzalez	Community Member	(absent)
Christine Ma	Advocacy and/or citizen	(absent)
John Jones III	Community Member	(absent)
Adrienne Chambers	Alameda County Probation	(absent)
Dr. Lisa Warhuus	City of Berkeley	(absent)
Elena Lepe	El Puente Comunitario	(absent)
Latonda Simmons	City of Oakland	(absent)
Paul Berry	Community Member	(absent)
Paulette Franklin	Alameda County Behavioral Health Care Services	(absent)
Ray Bonilla	META	(absent)
Tracey Nails Bells	A Diamond in the Rough	(absent)

### Public

Chloe Green	Chloe Green Consulting
Darlene Flynn	City of Oakland
Dani Staub	Alameda Alliance for Health
Doug Biggs	Alameda Point Collaborative
Matt Simmonds	Simtech Solutions Inc.
Mike Keller	East Oakland Community Project
Patrick Anderson	Community Member/ Emerging Leader - Lived Experience
TJ Swanson	Simtech
Sharon Cornu	St.Mary's Center
Phil Clark	OHCC/HCH
Christoverre Kohler	Community Member

### Staff

Katricia Stewart	Homebase
Kim Natarajan	Homebase
Nicole McCray Dickerson	Homebase
Esther Wilch	Homebase

Agenda and Minutes	
<b>1) Welcome / Introductions (C'Mone Falls)</b>	
<b>2) Leadership Board Public Comment (C'Mone Falls)</b>	
<b>3) Approval of Minutes, November 16th, 2023 (C'Mone Falls)</b> a. No corrections or edits were received. The minutes stand as submitted and approved.	
<b>4) Homeless System Updates (All)</b> a. Kerry Abbott: Notification has gone out that Colleen Bodenholtzer, the current Coordinated Entry Program Director is switching over to be the housing portfolio manager. This will leave coordinated entry with a vacant role to fill. OHCC is going to be creating more of a systems access unit that'll include special populations work, equity work and, coordinated entry access work. Input is welcomed and support in the replacement search. There is an acting Coordinated Entry Program Director in place.  b. Kerry Abbott: Scholarships are available to waive the ticket fee for the going away party in late February for PWLE. Additionally, many people purchasing tickets have opted in to help sponsor some of the scholarships. If someone with lived experience is interested in attending and has not received the invitation, please feel free contact Anna or Kerry.	
<b>5) Leadership Board Updates (C'Mone Falls)</b> a. C'Mone Falls: Proposes to host office hours for people who are interested in hearing more and want a better understanding of the COC. Kim will support the set-up of office hours.	
<b>6) Debrief of 2023 Governance Implementation Milestones (Esther Wilch)</b>  a) <b>Nominations Committee</b>  In 2023 the nominations committee filled 135 seats across eight committees. Supported by a call for committees' process and messaging to everyone on the mailing list and beyond. All Home together with Homepage and the nominations committee did some outreach and training specifically to	

emerging leaders. A top to bottom recruitment and selection process was designed. The charter mandates that at least 40% of all members of any committee or work group identify as a black, indigenous, or person of color and that 1/3 be people who identify having lived experience, that has been exceeded on every single committee. Additionally, there was onboarding training provided to all committee members.

A debrief of the 2023 nominations process was held with committee members, this was a huge undertaking because most of the committees were being built up from scratch and there were many seats to filled, this was a time consuming process. Some things that people thought worked, were descriptions of each of the committees that were given out, the application being open and collaborative, and the process was highly inclusive and flexible. Areas of improvement for the nomination process was that it was too long, confusing to constantly have new applications coming, and applicants lacked transparency around due dates and expectations.

In 2024, call for committees in the spring. Leadership board seats will be available, along with open seats on all other committees.

**b) Roles and Responsibilities Workgroup**

Accomplished in roles and responsibilities last year were the drafted MOUs and the enacted new charter. Identification of the five designated entities, some of which are mandated by HUD and a couple of which were unique to the way that this COC runs, the drafted MOUs set expectations for the designated entities. MOUs support transparency and also setup a process to address issues.

Next step for 2024:

Roles and Responsibilities work group ends. All five MOUs have been completed and they now need to be approved and signed by the parties and then the evaluation framework based on the MOU needs to be designed and the evaluation themselves need to occur. All committees are bound by what is in the policies and procedures, those are COC wide but in terms of internal norms and rules, committees should be developing those on their own.

**b) NOFO Committee**

NOFO committee had eleven NOFO committee members, three appeals panel members. Six of the members on the NOFO committee had lived experience, five of them were returning and two were youth representatives, four nonconflicted providers. There were thirty- seven competitive renewal projects, five noncompetitive renewals, three new COC housing bonus

## Oakland, Berkeley/Alameda County CoC

projects and two DV violence survivor bonus projects.

Debrief of 2023 NOFO:

Feedback on overall coordination, roles and decision making, project evaluation and scoring factors, application format and scoring process, local competition process and the COC application itself.

Next steps for NOFO are to have year- round NOFO work, outreach and TA to new project applicants earlier, greater level of review earlier by other committees, convene NOFO committee and appeals panel earlier in the process.

COC Standards, Funding, and Compliance (SFC) committee voted to form a year-round NOFO workgroup. Non-conflicted providers can join the NOFO workgroup in addition to SFC members. Their goals are to revisit performance measures and the NOFO process.

Frank Rogers: How Is the monitoring aspect of all the contracts in place done? In terms of how they are performing? And when is it done?

Esther: This is part of what we are going to help figure out with the NOFO workgroup. It is also yet to be decided but leadership will be on board for all the decision points, as things move forward.

Frank: Is it the responsibility of the COC to monitor?

Moe Wright: The collaborative applicant does the contract measuring. But we do not have much site review happening. We are only funding a very small part of a bigger program.

Vivian Wan: Encourages the NOFO workgroup to add conflicted parties to help design the processes, because they are the ones who really understand the pain of different HUD contracts and can support the design project. Suggest considering a peer review process.

<p><b>Action Items</b></p>	
<p><b>7) Entity MOU's (Moe Wright)</b>  Moe Wright: The Roles and Responsibilities Committee has spent months drafting the five MOUs to establish relationships between the CoC and the five entities it empowers to implement various CoC roles and responsibilities. These five MOUs are now ready for confirmation by the Leadership Board. There may be revisions to the final language as the five entities have their chance for final review before signature, but all five have been involved in the drafting as well. County Counsel is one of the last remaining steps on the way to have all documents fully executed.</p> <p>Suzanne Warner: Confirms that all MOUs are still being reviewed by County Counsel.</p> <p>The MOUs had been circulated in advance of the meeting, final questions were discussed within the group on each MOU:</p> <ul style="list-style-type: none"> <li>• Backbone Entity <ul style="list-style-type: none"> <li>○ Doug Biggs: Is the Backbone entity MOU only going through April of 2024?</li> <li>○ Moe Wright: This is because the current contract with Homebase ends in April.</li> <li>○ Suzanne Warner: The board is not planning to RFP any new contracts anytime soon.</li> </ul> </li> <li>• Coordinated Entry System Management Entity</li> <li>• Collaborative Applicant</li> <li>• HMIS Admin</li> <li>• Policy and Strategy Entity</li> </ul> <p><i>(Before voting began, Vivian Wan asked for a review of the voting guidelines, to support equitable voting due to the number of seats held by county members vs. seats held by representatives from organizations. Kim supported this request by reviewing in real time the governance charter; the</i></p>	

*group has asked for clarity on this component, as it was not clear on how many votes are allowed (1 per department or 1 per agency), in particular for the Office of Homeless Care and Coordination. The group agrees to move forward with voting as normal, with only one present representative voting for OHCC at any given meeting.)*

*Action Item 1:*

- i. Doug Biggs made a motion to approve the Leadership Board co-chairs to sign entity MOU's with all five entities using the language in the drafts presented.  
Seconded by: Darin Lounds*
- ii. Roll Call Votes:  
AYES: Annie Bailey, Brenda Wadsworth, C'Mone Falls, Darin Lounds, Deidre Wan, Doug Biggs, Frank Rogers, Josh Thurman, Julian Leiserson, Kate Hart, Suzanne Warner, Laurie Flores, Michelle Starratt, Moe Wright, Shatae Jones, Tunisia Owens  
NOES: None  
ABSTAINS: Jen Lucky, Liz Varela, Vivian Wan*
- iii. Motion passes with 16 yes votes*

**8) Nominations Committee** (Moe Wright)

Additional names were put forward by the nominations committee for board confirmation to become voting members of CoC committees.

*Action Item 2:*

- i. Moe Wright made a motion to confirm newly nominated committee members.  
Seconded by: Vivian Wan*
- ii. Roll Call Votes:  
AYES: Annie Bailey, Brenda Wadsworth, C'Mone Falls, Darin Lounds, Deidre Wan, Doug Biggs, Frank Rogers, Josh Thurman, Julian Leiserson, Kate Hart, Suzanne Warner, Laurie Flores, Michelle Starratt, Shatae Jones, Tunisia Owens, Moe Wright.  
NOES: None  
ABSTAINS: Jen Lucky, Liz Varela, Julian Leiserson*
- iii. Motion passes with 16 yes votes*

**Point in Time (PIT) Count:**

C'Mone opens the floor to allow people to share any questions or concerns about PIT. C'Mone shares that she has received feedback from participants

<p>and wanted everyone to have the same opportunity.</p> <p>Laurie Flores: Shares that she finds it concerning that there was not an earlier endorsement from the COC leadership board on the process.</p> <p>Michelle Starratt: Agrees, that COC should've been more involved and encourages a debrief, once successful, on ways the process could've been better supported.</p> <p>Matt Simmonds: Supports the PIT changes and lifts up the San Diego model. Shares some benefits of how early morning outreach can benefit the data collected. Shares outreach plan by showing map.</p>	
<p><b>Informational Items</b></p>	
<p><b>9) Racial Equity Committee Report Out (Tunisia Owens)</b></p> <p>Tunisia Owens gives an overview of the latest progress from the racial equity committee workgroup. The group has been working hard to go from just a workgroup to also a committee. Some individuals have been selected and confirmed to join the new committee. Onboarding training is scheduled for new members. The group has also been working on an equity framework to support marginalized people and structural systems that impact homeless populations.</p> <p>Darlene Flynn: Notifies the CoC that the racial equity committee plans to reach out regarding equity language in the HHAP-5 application and the need for an equity analysis. Lifts up concerns about timeline in the application process.</p> <p>Shatae Jones: Request that the racial equity work/updates be moved to the first half of the meeting, due to folks having to drop off towards the end of the meetings. The work is important and deserves to be covered with a larger audience and not rushed.</p>	
<p><b>10) 2024 Leadership Board Workplan (C'Mone Falls)</b></p> <p>C'Mone Falls shares that each committee is developing a workplan. The Leadership board workplan serves as an active working document combining both Leadership Board projects and other Committee projects, used for planning throughout the year. Some committees have completed their 2024 workplans and some are still drafting. The current Leadership Board workplan notes anticipated report outs coming from those committees in future meetings.</p> <p>Group review of the leadership board workplan.</p>	



## Oakland, Berkeley/Alameda County CoC

<p><b>11) Use of Artificial Intelligence in Meetings</b> (Nic Ming) Due to time, this agenda item will be covered during next meeting.</p>	
<p>12) <b>Closing</b> (Kim Natarajan) a. Discussion of upcoming agenda items for next meeting Next meeting will be held <b>February 15, 2023</b></p>	