

San Francisco
Local Homeless Coordinating Board
Retreat

March 4, 2020
2:00 – 5:00 PM

Agenda

Welcome & Introductions

San Francisco Continuum of Care (CoC)
Overview

LHCB Roles & Responsibilities

Setting Priorities, Agenda, and Annual
Calendar

Conveying Your Role to the Public & Avenues
of Advocacy

Closing Thoughts & Next Steps

Public Comment

Welcome & Introductions: Your Homebase Guides

Amanda
Wehrman

Aram
Hauslaib

Lauren
Larin

Welcome & Introductions

CoC & LHCB Timeline

Board Members, please grab a **red** marker

- ✓ Write your name on the timeline when you first became interested in, or committed to, the issue of homelessness
- ✓ Share with the group

Now, grab a **green** marker

- ✓ When you started working in San Francisco
- ✓ Share with the group

Finally, grab a **blue** marker

- ✓ When you joined the LHCB
- ✓ Share with the group



San Francisco Continuum of Care Overview

Continuum of Care

“The Continuum of Care (CoC) Program is designed to **promote communitywide commitment** to the goal of ending homelessness; **provide funding** for efforts by nonprofit providers, and State and local governments to **quickly rehouse** homeless individuals and families while **minimizing the trauma** and dislocation caused to homeless individuals, families, and communities by homelessness; promote **access** to and effect **utilization** of **mainstream programs** by homeless individuals and families; and **optimize self-sufficiency** among individuals and families experiencing homelessness.”

Source: <https://www.hudexchange.info/programs/coc/>



San Francisco Continuum of Care

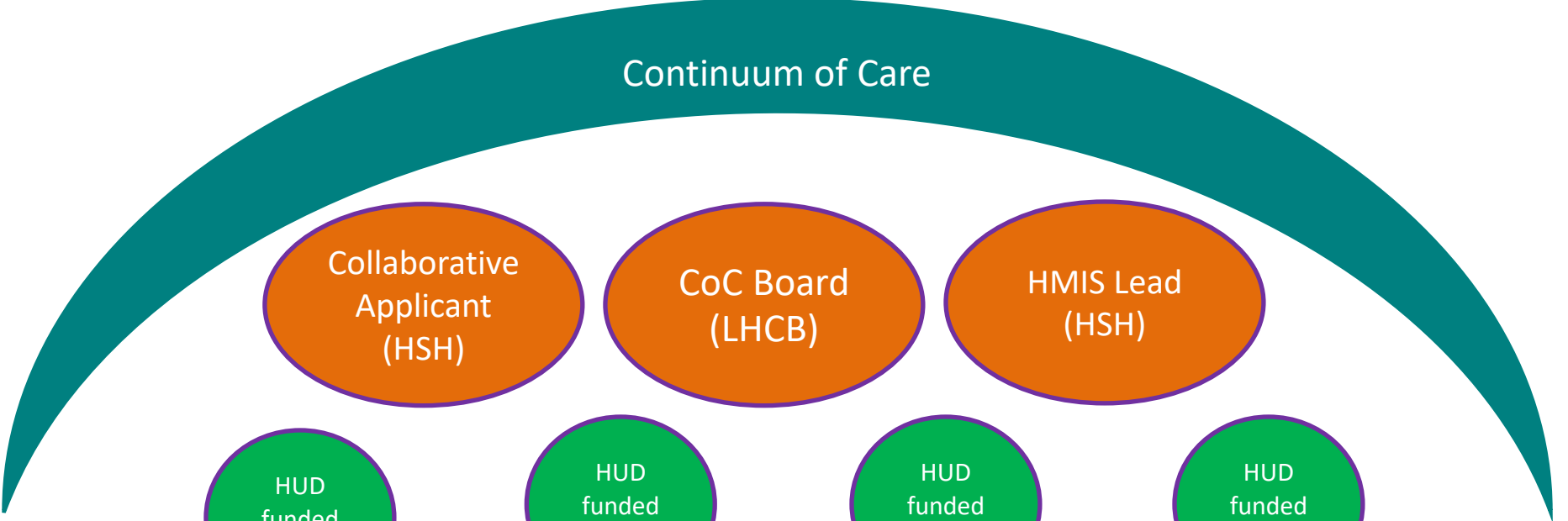
Full general membership of all community members committed to ending homelessness

San Francisco Local Homeless Coordinating Board

The governing body of the CoC comprised of appointed members

Naming Conventions

HUD



Collaborative Applicant (HSH)

CoC Board (LHCB)

HMIS Lead (HSH)

HUD funded project

HUD funded project

HUD funded project

HUD funded project

Non- HUD funded project

Non- HUD funded project

Non- HUD funded project

LHCB

Roles & Responsibilities

Governing Documents



CONTINUUM OF CARE
(COC) INTERIM RULE



SAN FRANCISCO
ADMINISTRATIVE CODE
ARTICLE XXXI § 5.31



LHCB BYLAWS

LHCB Bylaws & Admin Code:

Purpose

The Local Board, within a Housing First Model, works towards developing a continuum of services where the ultimate goal is to prevent and eradicate homelessness in the City and County of San Francisco.

All efforts are aimed at permanent solutions, and the range of services is designed to meet the unique and complex needs of individuals who are threatened or currently experiencing homelessness.

The Local Board shall perform the following functions:

1. Serve as the Continuum of Care governing body in accordance with the CoC Interim Rule
2. Advise the Department of Homelessness and Supportive Housing (HSH) on homeless policy and budget allocations
3. Gather community input
4. Review and comment on local homelessness legislation



CoC Interim Rule

The Continuum of Care must establish a board to act on behalf of the Continuum

The board must:

- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- (2) Include at least one homeless or formerly homeless individual.

LHCB Bylaws & Admin Code: The 9 Member Body

The Coordinating Board shall be comprised of 9 members, appointed as follows:

- (a) Seat 1 shall be appointed by the Mayor and shall be a homeless or formerly homeless person.
- (b) Seats 2 through 4 shall be appointed by the Mayor.

The appointees shall represent families with children; single adults; veterans; the chronically homeless; unaccompanied youth; persons with HIV/AIDS; persons with substance use disorders; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking.

- (a) Seats 5 through 8 shall be appointed by the Board of Supervisors. The appointees shall represent one or more of the homeless subpopulations listed in subsection (b).
- (b) Seat 9 shall be appointed by the Controller and shall represent one or more of the homeless subpopulations listed in subsection(b).

Generally, one Board member may represent the interests of more than one homeless subpopulation.



Current LHCB Board Members

Mayor

- Andrea Evans
- Ralph Payton
- Brenda Jewett
- Kim Mai-Cutler

Board of Supervisors

- Del Seymour
- Erick Brown
- Sophia Isom
- Kelly Cutler

Controller

- James Loyce

LHCB Bylaws & Admin Code: Terms of Office & Attendance



Members are required to attend all meetings unless excused by the Co-Chairs for good reason



3 unexcused absences in 1 year are grounds for removal



Members shall serve four-year terms at the pleasure of their appointing officer



To stagger terms, 4 members shall serve for 2 years and 5 members shall serve for 5 years



Co-Chairs shall each serve for 1 year; these terms shall also be staggered

LHCB Bylaws: Quorum & Voting

A quorum of 50% plus 1 member of the LHCB, 5 members, shall be present at any regular or specially scheduled meeting in order for the LHCB to engage in formal decision making.

While the LHCB will strive to achieve consensus, the affirmative vote of a majority of members shall be required for the approval of any matter.

However, a majority present may approve matters of procedure as long as members constitute a quorum.

Absentee votes shall not be permitted. Members may not send another individual to a meeting to vote in their place.

LHCB Bylaws, Admin Code & Interim Rule: Conflicts of Interest



The Board shall adopt, and all members shall abide by a written conflict of interest policy.



No LHCB member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.



A board member must disclose personal, professional & business relationships when making governmental decisions. If there is a conflict of interest, the member **must** recuse herself or himself from the role.



CoC Interim Rule: Meetings & Membership

The Continuum of Care must:

1. Hold meetings, with published agendas, at least semiannually
2. Make an invitation for new members to join publicly available annually

LHCB Bylaws and Interim Rule: Committees

The Local Board may have one, or all, of the following committees:

1. Funding Committee
2. Strategic Planning Committee
3. Policy and Legislation Committee

The majority of the committee members will be made up of the public e.g. The Funding Committee

Members of the Local Board will be the designated chairs of each committee

Members must participate (i.e. co-chair) a minimum of one committee


LHCB Bylaws and Interim Rule: Committees (continued)

Active Committees & Chairs

- **Funding** (James Loyce)
- **Coordinated Entry** (Erick Brown)
 - Includes Adult, Family, and Youth CE
- **Policy & Legislation** (Kim-Mai Cutler)
- **Ad hoc HSOC** (Del Seymour & Ralph Payton)

Questions:

1. How do these committees align with the work you think is most important for the CoC to take forward?
2. What committee would you want to chair?



CoC Interim Rule: Preparing the CoC Application

The Continuum of Care must:

Prepare the CoC Application

- Approves the consolidated application for CoC Program funds
- Reviews and approves scoring tools and local application materials
- Convenes a Review and Rank panel of three to five non-conflicted individuals to create a ranked priority list
- Conducts appeals as needed and reviews and approves the final ranked project list for submission to HUD



CoC Interim Rule: Governance

The Continuum of Care must:

1. Update an annual governance charter (to comply with HMIS requirements and establish a code of conduct and recusal process)
2. Collaborate with with the Collaborative Applicant and the HMIS Lead (HSH) on the charter

CoC Interim
Rule:
Engaging
with Data

The Continuum of Care must:

1. Plan for and conduct a biennial Point-in-Time count
2. Establish performance targets and conduct monitoring (which support System Performance Measures)
3. Ensure compliance with HUD HMIS (locally called the ONE System) standards and review and approve a privacy and security plan (HSH is the designated HMIS Lead)
4. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area

Setting Priorities, Agendas & Annual Calendar



Sample Annual Calendar



Discussion Questions

- If the LHCBC were to focus on three important improvements for 2020, what would those be?
- What's one role we discussed today that you'd like to see the LHCBC deepen its involvement around?
- How can the LHCBC leverage monthly meetings to check in on meeting responsibilities throughout the year?
- What are some report outs you'd like to see at future LHCBC meetings?
- What is one role or responsibility discussed today that you would like to champion this year?

Conveying Your
Role to the
Public

&

Avenues of
Advocacy



Conveying
your role to
the public?

Given what you have learned today, what do you think is important to convey to the members of the public at upcoming meetings?

How might you consider setting your agendas to ensure the public can weigh in on topics under your purview?



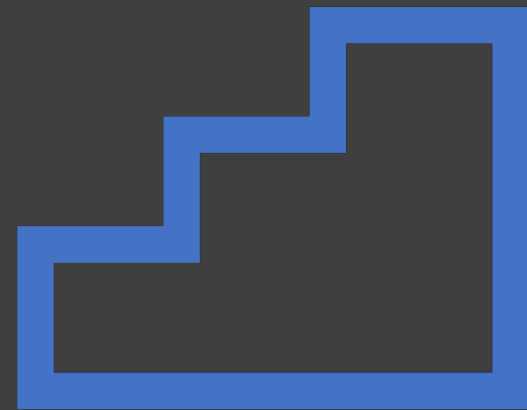
Avenues of Advocacy

Given your advisory role to the city on homelessness issues, are there particular areas you want to plan for over the next year?

What methods do you want to employ?

- Letters of Advocacy
- Subcommittee/Board Research & Reporting
- Community Forum
- Promoting Best Practices

Closing Thoughts & Next Steps



What's next?



Do you want to set another retreat to follow up on today?



Are there items you want on your next agenda?



Public Comment