



# Butte Countywide Homeless Continuum of

## ALL-MEMBER MEETING

Monday, November 18, 2019

1 p.m. – 3 p.m.

Housing Authority of the County of Butte  
2038 Forest Avenue, Chico CA

### COC COUNCIL MEMBERS

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Thomas Tenorio	Ed Mayer	Don Taylor	Larry Hayden	Alex Brown	Meagan Meloy
Lisa Currier	Javi Pinedo	Marie Demers	Joy Amaro	Anastacia Snyder	Shaloma Wolske
Emily Bateman	Tami Ritter	Eric Smith	Scott Huber	Michael Zuccolillo	Bill Mash

### AGENDA

1. Convene Meeting -T. Tenorio, Chair
2. Introductions -All
3. Review of Agenda -T. Tenorio
4. Election of 2020 CoC Council Members - ACTION -Elections Committee
5. Recommendation to Designate County in CoC Support Roles: - ACTION -T. Tenorio/E. Mayer
  - a. CoC Lead Agency
  - b. Collaborative Applicant
  - c. -HMIS Lead Agency

- 6. Appointment of Vacant Council Member Position – ACTION –T. Tenorio**
  
- 7. Recommendation to amend Charter re: election of homeless or formally homeless to the Council. -ACTION – Elections Committee**
  
- 8. Report Regarding Status of Activities to Expand County Support of CoC – D Taylor – INFORMATION**
  
- 9. Presentation Regarding 2020 Census Activities Relating to Hard-to-Reach Populations – INFORMATION – Complete Count Committee**
  
- 10. Regional Task Force Reports**
  
- 11. Announcements/Next Meeting:  
CoC Council Meeting – Monday December 16<sup>th</sup>, 2019 9:30-11:30 A.M.  
Full Member CoC Meeting- TBD**

# **BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE COC ACTION MEMO**

**Date:** November 18, 2019

**To:** All Members, Continuum of Care (CoC)

**From:** Thomas Tenorio, Chair

**Subj:** Recommendation to Designate County in CoC Support Roles

**BACKGROUND:**

The Continuum of Care (CoC) is an unincorporated entity that embodies the concept created by the federal Department of Housing & Urban Development (HUD) that a body of local stakeholders is a better approach to devising and implementing strategies to effectively address conditions of homelessness in their communities. The current CoC was reconstituted in 2009 by local stakeholders that represent a broad spectrum of interests. The work of the CoC, however, required the designation of legal incorporated entities to specifically identified roles in order that funding grants could be awarded to and other legal responsibilities could be delegated to for accountability on behalf of the CoC.

In accordance with HUD expectations and the Governance Charter approved by the CoC in 2014 the full CoC retains the responsibility and authority to designate the entities to fill the specific roles and to oversee their performance. Roles that require designation of a legal entity include:

- CoC Lead Agency
- Collaborative Applicant
- Homeless Management Information System (HMIS) Lead Agency

The roles and the entities that fill them enable the CoC to conduct future and consistent activity planning and compliance with HUD expectations. The roles require a committed and consistent engagement with HUD and now other funding sources to ensure that all performance and compliance requirements are met that would enable the CoC to qualify for continued financial awards. The CoC is one of hundreds across the country that is competing for limited financial resources from federal and state sources to support activities that address homelessness in the community. In the face of this competitive funding environment maintaining a competitive CoC is an important requirement of the entities that occupy the roles.

**Expansion of County Interest** – Over the last year and a half the County has been taking action to assess and analyze the effort needed to expand its support of the work and function of the CoC. Historically the role of the County had been limited to program operation through a set of designated departments. In addition the County had always been a willing collaborator with

the efforts of providers in the community. What was absent was a larger presence and active support that would increase administrative capacity and be helpful in increasing funding to the county. With the incidence of the Camp Fire the vital role of the CoC became more evident. State and federal funding sources were acknowledging the importance of a CoC with adequate resources and support. The County accelerated its assessment activities and has determined that the County should expand its efforts and increase the support of the CoC.

**Existing Designee Input** - Since 2009 the Community Action Agency of Butte County, Inc. (CAA) has occupied all three of the roles on behalf of the CoC. The last time that the CoC designated the CAA to the three roles was early in 2019. Over the last 6 months it has become clear that the administrative expectations of funding sources were continually increasing. These growing requirements for accountability were why the CAA announced in June that the CoC should schedule discussion of the issue. This would ensure a consensus on the future support needs of the CoC. In one of its roles as the HMIS Lead Agency the CAA has presented the anticipated need for increased system growth and oversight to the CoC's HMIS Committee and Coordinated Entry Committee. Both groups recommend to the entire CoC that the County be designated as the HMIS Lead Agency.

**Other Input** - Since inception of the CoC the Housing Authority of the County of Butte (HA) has also provided important input to the CoC's considerations. The HA had served as the employer-of-record for the CoC Coordinator since 2009. This separation of responsibilities was deemed to be appropriate to avoid an over-concentration in one entity. But the HA has experienced its own growth in efforts to administer the CoC Coordinator role on behalf of the CoC. The CoC has met its obligations using this structure. But the demands on the HA to collect and administer funding resources and activities to continue the coordination of CoC activities has grown from the inception of the CoC. Finally the CoC Council has expressed a consensus that they recommend to the full CoC that the County be designated as the entity for all roles.

**PROCESS:**

The Governance Charter allows for designations of entities to the support roles for periods of up to 3 years. Due to the complexity of the implementation of the roles it is strongly advised that the CoC consider designation for the full 3 year window and monitor the entity annually to ensure that the entity is performing in accordance with requirements. The function of the three roles that require an entity to be designated to fill them is described now:

**--CoC Lead Agency** – The CoC Lead Agency role is the least active and constitutes a legal “home” for the CoC. It is the CoC Lead Agency that is on file with funding sources for contact for communications and coordination. No agreements are executed by the CoC Lead.

**--Collaborative Applicant** – The Collaborative Applicant role is the legal entity that submits applications to federal and state sources for funding resources. The Collaborative Applicant uses its legal status to enter into agreements with funders for grant funding resources. The Collaborative Applicant maintains the accountability for such funding resources and, therefore, must monitor for performance and compliance the recipients of such funding resources.

**--HMIS Lead Agency** – The HMIS Lead Agency role is the most active of the three roles. The HMIS Lead Agency maintains a required database that is compliant with HUD data standards. The database is designed to be used by grantees of federal and state funds to enable data collection, management and reporting for programs operated with those funds. The HMIS Lead Agency provides system administration and system support including access, training, troubleshooting and project management. All activities are coordinated with system users through committees that meet frequently around beneficial communication and coordination of efforts.

**QUALIFICATIONS:**

In selecting an entity to fulfill such an important role as the support roles of the CoC it is reasonable to review qualifications. The roles of CoC Lead Agency, Collaborative Applicant and HMIS Lead Agency are unique to the HUD concept of the CoC. So it is not feasible to have experience in these roles unless you are designated and perform in them as the CAA has done since 2009. Practically the most important factor apart from experience is a commitment to complete all requirements to ensure that the community receives all due consideration and resources that will support needed services.

A secondary form of assessment of qualifications would identify similarities of experiences. From that perspective the County has significant experience in grantsmanship, administration and communication/coordination with funding sources. These experiences are with all of the funding sources that are currently interacting with the CoC including HUD, HHS at the federal level and HCD, BCHS at the State level.

In addition the reason for this proposal is an important factor. The reason for considering a change in the designated entity is to increase capacity in response to the requirements for increased capacity. From that perspective the County has much to offer in the way of the added capacity that would enable the CoC to meet the expectations of funding sources and local stakeholders.

**RECOMMENDATION:**

All entities that have responsibilities for CoC operation, including the CAA, the Housing Authority, the CoC Council, the HMIS Committee and Coordinated Entry Committee express a consensus in recommending to the full CoC that they designate the County as the entity for all three roles that support the CoC. These include the CoC Lead Agency, Collaborative Applicant and HMIS Lead Agency for a 3 year period effective January, 2020 and expiring in December, 2022. The intent is to designate for the maximum period possible. A transition process will be required by HUD. The CoC will be notified of any adjustment to this timeframe made necessary by that transition process.

**BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE  
COUNCIL MEMO**

**Date:** November 12, 2019

**To:** Council Members, Continuum of Care Council

**From:** Butte CoC Governance Committee

**Subj:** Appointment of Vacant Council Member Position

**Background**

Pursuant to the Butte COC Governance Charter Section III Establishing the Butte COC Council, Item I Council membership, should a Council Member be removed from their position or a vacancy occurs prior to the end of the designated term, nominations for a replacement may be taken. The full CoC membership will be notified of an opportunity to make a nomination at least one month in advance of a vote to fill the vacant position(s).

At the October 21, 2019 CoC Council Meeting, the homeless representative seat was declared vacant.

**Actions Requested**

1. Authorize announcement of the full membership that nominations for the homeless/formerly homeless representative will be taken until December 20, 2019.
2. Authorize Council to appoint this representative to the Council at the January 2020 CoC meeting.

**BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE  
COUNCIL MEMO**

**Date:** November 12, 2019

**To:** Council Members, Continuum of Care Council

**From:** Butte CoC Governance Committee

**Subj:** Recommendation to amend Charter re: election of homeless or formally homeless to the Council.

**Background**

Pursuant to the Butte COC Governance Charter Section III Establishing the Butte COC Council, Item I Council membership, only a member of the larger Continuum of Care is eligible for nomination to the Council. Recognizing and understanding the value of HUD's priority of ensuring someone homeless or formally homeless is represented on the Council, the governance committee is recommending the requirement of nominees be members of the Continuum prior to nomination be removed.

**Action Requested**

1. Amend the Butte County COC governance charter to allow the nomination of a candidate to the Council who is homeless or formally homeless who may not be a current member of the Butte County Homelessness Continuum of Care. Suggested amendments to the Charter are attached.

## 6. Responsibilities

The Butte CoC has specific responsibilities as outlined in the Continuum of Care Interim Rule. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. The Butte CoC retains all of the responsibilities listed, even if it designates eligible applicants other than itself to apply for funds. Responsibilities extend to approval of the Continuum of Care Program application for funding.

Additional responsibilities set forth by the Continuum of Care include:

- Receive community and public policy updates relevant to homelessness issues.
- Receive updates on the 10-Year Strategy to End Homelessness.

## III. Establishing the Butte CoC Council

The Butte CoC is required to establish a Council that is made up of a portion of Continuum of Care members. The Butte CoC Council must act on behalf of the Butte CoC.

### 1. Council Membership

These written procedures for selecting Council Members will be reviewed, updated and approved at least once every 5 years.

The Butte CoC Council consists of up to 20 voting members, as necessary to fulfill the membership requirements described below. Service Area (categories) for council representation is as follows:

1. Homeless or Formerly Homeless Individual as priority representative-complies with mandatory representative requirements set forth by HUD. *This representative need not be a member prior to being nominated to serve.*
2. MOU Funding Partner is no longer an appointed council position-removes any potential impropriety of funds influencing CoC priorities or project funding allocations.
3. Include Service Area nomination categories-favors the nomination and election of a diverse and inclusive representation on the council.
4. Coalition and locality have been combined-removes duplicative locality slots.
5. Coalition representative becomes an appointed slot selected by each coalition after nominations and elections-extends control to the coalitions for who best represents the needs of their locality, once priority service areas slots are filled.
6. Appointed publicly elected officials from five public jurisdictions or agencies (Butte County, Chico, Gridley/Biggs, Oroville and Paradise).

The CoC will strive to achieve broad representation on the CoC Council. Council Members may be removed by majority vote of the Council for reasons deemed necessary to fulfilling the purpose of the Council (e.g. attendance, ethics). Should a Council Member be removed from their position or a vacancy occurs prior to the end of the designated term, nominations for a replacement may be taken. The full CoC membership will be notified of an opportunity to make a nomination at least one month in advance of a vote to fill the vacant position(s).

The Butte CoC Council will elect a chairperson, first vice chairperson and second vice chairperson who will chair the Butte CoC Council Meetings and the Butte CoC Meetings, with careful consideration given to the qualifications of these officers to lead the Butte CoC. The Butte CoC Council will approve its officers by majority vote after the adoption of this Charter, and at the first meeting of the year. The Butte CoC Council may remove its officers by majority vote. The term of all officers shall be two years with a maximum of three consecutive terms.

#### **Nomination and Election of Council Members and Officers**

1. CoC-elected Council Members, representing someone who has experienced homelessness and/or representing specific service areas, will fill up to twelve (12) Council Member positions. Each nominee must receive at least five votes cast to secure a seat.
2. A priority Council Member will be an individual who is homeless or formerly homeless, and is currently residing in Butte County. This individual does not need to *be a current member nor* qualify as a representative in a service area, but may be a representative of two areas, if applicable.
3. No more than one (1) Council Member may fill each service area, except the Government service area. Yet, a Council Member may represent more than one service area.
4. Up to five (5) additional Council Member positions are reserved for publicly elected officials from public jurisdictions or agencies (one appointee per jurisdiction or agency). These Council Members may vote when present, but will not count toward the quorum.
5. Three (3) Council Member positions will be reserved for representatives from the three locality coalitions. These include: Chico, Oroville and Paradise. Each coalition will appoint a representative to the Council, once they have been notified of the results of the elected positions. Each coalition will notify the CoC of their appointed representative in writing.

#### **Nomination of Twelve (12) Council Member Positions:**

1. Open call for nominations of CoC Council Members will be distributed via e-mail to full CoC membership at least 15 calendar days before the Council Member vote is scheduled in the autumn of the election year.
2. Any CoC member may make a nomination. Members may self-nominate.
3. Any CoC member may be nominated to become a Council Member.
4. Nominations of the Council Members must be done on the CoC Council Member Nomination Form and submitted to the CoC Coordinator/designee. Up to two service areas may be identified for each nominee.
5. After 2018, any procedures for nomination and election of Council Members in connection with the Annual Full Membership Meeting will be developed and released with the Full Membership Meeting Notice (subject to any new requirements announced by HUD).

#### **Notice of New Council Members and Start and End of Term:**

1. The full Council Member roster will be posted on the Butte Countywide Homeless CoC webpage and distributed to CoC members.