



Butte Countywide Homeless Continuum of Care

Monday, November 15, 2021, 1:00 p.m. – 3:00 p.m.

All Member Meeting

Butte County Employment & Social Services

Zoom Link: <https://us02web.zoom.us/j/83548790540?pwd=cVc4d2JBd2VNVWZkWkVjbklnaXFxZz09>

Join by Phone: +1 669 900 9128

Zoom Meeting ID: 835 4879 0540 **Passcode:** 397845

COC COUNCIL MEMBERS:

Anastacia Snyder	John Mitchell	Meagan Meloy	Steve Culleton
Angela McLaughlin	Joy Amaro	Michael O'Brien	Tami Ritter
Don Taylor	Keesha Hills	Sarah Frohock	Thomas Tenorio
Ed Mayer	Marie Demers	Stephanie Hayden	Eric Smith
Emily Bateman	Marin Hambley		

CoC Coordinator: Briana Harvey-Butterfield
Recording: Kyle Prieto

AGENDA

1. Convene Meeting and Establish Quorum *A. Snyder*
A) Virtual Meeting Format. Recording Meeting.
2. Approval of Minutes – ***ACTION: Council Only*** *A. Snyder*
A) CoC Council Meeting of October 18, 2021
B) CoC Special Meeting 2021 CoC Consolidated Application of November 9, 2021
3. 2022 CoC Meeting Calendar – ***INFORMATION*** *A. Snyder*
4. Council Member Nominations and Elections – ***ACTION: All Voting Members*** *B.H. Butterfield*
*Using Survey Monkey for Voting
5. Approve Governance Updates – ***ACTION: All Voting Members*** *B.H. Butterfield*
A) Council Composition *for the*
Governance
Committee
6. North Valley Housing Trust Presentation– ***INFORMATION*** *L. Kennedy*
7. Homeless Housing, Assistance and Prevention (HHAP)
Contract Announcement – ***INFORMATION*** *E. Murray*
8. Lead Agency, Collaborative Applicant, Administrative Entity Updates – ***INFORMATION*** *D. Taylor,*
B.H. Butterfield
9. Committee Reports – ***INFORMATION*** *All*
10. Coalition and Jurisdiction Reports/Updates – ***INFORMATION*** *All*

11. Announcements

All

12. Next Meeting – Monday, December 13, 2021
Butte County Department of Employment & Social Services to host Virtual Meeting

13. *ADJOURN*



Butte Countywide Homeless Continuum of Care

Continuum of Care Meeting

Virtual Meeting

November 15, 2021 1:00 p.m. – 3:00 p.m.

CoC Agenda Item #2:

Approval of Minutes:

- A) CoC Council Meeting of October 18, 2021
- B) CoC Special Meeting 2021 CoC Consolidated Application of November 9, 2021



Butte Countywide Homeless Continuum of Care

BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE COUNCIL MEMBER MEETING MINUTES

Monday, October 18th, 2021

1:00 P.M. to 3:00 P.M.

Zoom Option Hosted by Butte County Employment & Social Services

COUNCIL MEMBERS PRESENT:

Angela McLaughlin, Greater Chico Homeless Taskforce
Joy Amaro, True North Housing Alliance
Meagan Meloy, Butte County Office of Education
Sarah Frohock, Butte County Dept. of Behavioral Health
Tami Ritter, Butte County Board of Supervisors
Josh Jamison, Oroville Hope Center/Alternate
Anastacia Snyder, Catalyst Domestic Violence Services
Don Taylor, Butte County DESS Housing & Homeless
Thomas Tenorio, Community Action Agency
Emily Bateman, Youth for Change/6th Street
Eric Smith, City of Oroville
Marie Demers, City of Chico
Keesha Hills, OSCIA

COUNCIL MEMBERS ABSENT:

Steve Culleton, Town of Paradise
Michael O'Brien, City of Chico Council Member
John Mitchell, Christian Faith Center
Marin Hambley, Stonewall Alliance/Safe Space
Ed Mayer, Housing Authority of the County of Butte

CoC COORDINATOR:

Briana Harvey-Butterfield, DESS Housing & Homeless

RECORDING:

Kyle Prieto, DESS Housing & Homeless

ZOOM MONITOR:

Elisa Rawlinson, DESS Housing & Homeless

OTHER ATTENDEES:

Wendy Lo, DESS Housing and Homeless
Sherry Morgado, Housing Tools

OTHER ATTENDEES CONT'D:

Debra Lucero, Butte County Supervisor, District 2
Debbie Villasenor, Housing Consultant
Kevin Thompson, OSCIA
Laura Cootsona, Jesus Center
Shelly Storkan, BCDBH
Lorena Reed, BCDBH
Luann Manss, Caring Choices
Leslie Johnson, CHAT
Amber Abney-Bass, Jesus Center
Dawn Blackhorse, Butte College
Susan Wilson, Safe Space
John Zepeda, Butte County Veterans Service Office
Jay Coughlin, DESS Housing and Homeless
Michael Wright, DESS Housing and Homeless
Crystal Hutchinson, Children's Services
MaryJo Alonzo, City of Chico
Patrick Telles, Legal Services of Northern CA
Isabel Alaniz-Alverado, DESS Housing and Homeless
Mary Kay Benson, NSST and Butte County Shelter for All
Nancy Jorth, Youth for Change
Melody Proebstel, United Way
Melissa Jamison, UWNC
Erin Murray, DESS Housing and Homeless
Tara Sullivan-Hames, Butte/Glenn 2-1-1
Brad Brunner, Caminar
Kayla Davis, DESS Housing & Homeless
Angie Little, HACB
Ana Vicuna, Behavioral Health
Jaymee McLaughlin, CUSD
Cathleen Ouimet, Home & Healthcare Mgmt.
James Coles, Housing Tools
Amber Benedict, CHAT
Jennifer Wilking, CSU Chico
Annie Terry, Oroville Rescue Mission
Lori LaRiviere, TNHA BOD

ORDER OF BUSINESS:

1. **CONVENE MEETING AND ESTABLISH QUORUM:** The meeting was called to order by Anastacia Snyder at 1:04 p.m. This meeting is being recorded. Roll call for Council Members was completed by Anastacia Snyder. It was determined there are enough Council Members for a Quorum. No field introductions were done. If you would like your name listed as an attendee please type your name and agency in the chat box.

2. **APPROVAL OF MINUTES:** A motion was made to approve the CoC meeting minutes for;
A) CoC Council Meeting of September 20th, 2021, B) CoC Special Meeting 2021 ESG Application Approval of October 7th, 2021. There was a change noted and accepted for the meeting minutes for the September 20th meeting; Michael O'Brian's official title is City of Chico Council Member.
Motion: Angela McLaughlin
Second: Tami Ritter
Opposed: None
Abstain: Marie Demers, Emily Bateman

3. **FY 2021 CoC Program Funds Project Application Approval:** Sherry Morgado began with a brief background of the HUD 2021 NOFO that was released on August 18th, 2021 with CoC applications due to HUD by November 16th, 2021. HUD requires that each CoC receive its local CoC project applications at least 30 days prior to the application due date and to inform the CoC project applicants of their ranking position at least 15 days prior to the due date. The local timeline accounted for those requirements. The process that the local CoC uses for its project application must be observed due to the fact that HUD allocates points to the CoC and its consolidated application for this process. Local objective criteria must also be included in the decision making process, the use of system performance measures and allowing for a comparable database to be used by domestic violence providers. The goal is to remove any barriers that clients are faced with that could prevent them from achieving sustainable housing in a fair and competitive way using HUD's criteria. In response to the RFP that the Butte CoC issued, 11 project applications were received, which consisted of eight renewal projects, one renewal project with expansion which was the Butte County HMIS as well as two new projects. One of the new projects is the Joint Transitional Housing rapid rehousing project from Catalyst Domestic Violence Services. The other is the funding for Magnolia House which is operated by the Safe Space Winter Shelter. In total these 11 projects are requesting \$785,174 in funding. \$611,763 in funding is available to the CoC, which is the annual renewal demand. In addition, two potential bonuses may be made available. The first is a CoC bonus in the amount of \$37,080 and the other is a domestic violence bonus in the amount of \$111,239. HUD will make the determination if the CoC qualifies for these bonuses. If both bonuses are received the total funding that will be available will be \$760,082 which is \$25,092 less than the total funds requested. If the bonuses are not received the total funding will only be the annual renewal total of \$611,763 which is \$173,411 less than the total funds requested. HUD requires any projects that pass the threshold be ranked in to tiers 1 & 2, then they can be considered for funding. If the domestic violence bonus is granted by HUD then the Catalyst project for Joint Transitional Housing will be removed from the tiered ranking and the projects that are below will be moved up, if it's not

accepted the project remains ranked. The CoC bonus does not have the option to be removed from the tiers 1 & 2 ranking process. Housing Tools provided the committee with the initial ranking. On Friday, October 15th, they were contacted by HACB and BCBH both requesting that their certification projects be moved down on the ranking list to be below the Caminar projects. Debbie Villasenor with BCBH spoke on the reasons for this request and Angie Little was present on behalf of HACB. Both agencies agreed that the competition process that HUD has created was unfortunate and did not fulfill their funding needs appropriately, therefore they decided make the request to be in tier 2 and promote the Caminar project to tier 1. Both agencies developed a strategy moving forward on how they will operate if their requested funds are not approved. A spreadsheet was shown for the 2021 ranking that reflects each project, the applicant, service area, target population, primary use of CoC funding, units/beds, years in operation, grant term in years, the amount and the balance for both tiers 1 & 2. If HUD approves the domestic violence bonus another scenario was shown that would move Catalyst from tier 1 to its own category and how that would affect the remaining projects in tiers 1 & 2.

Based off of all of this information a request for a motion was made to approve the amended version of the HUD/CoC Funding 2021 without modification. Tom Tenorio was nominated to facilitate the motion and Josh Jamison seconded the motion. Any council member that has a conflict of interest in the discussion and subsequent vote was asked to abstain from the vote and recuse themselves.

Motion: Marie Demers
Second: Megan Meloy
Opposed: None
Abstain: Anastacia Snyder, Tami Ritter, Sarah Frohock and Don Taylor

Motion Passed.

4. **FY 2021 CoC Planning Grant Staff Report:** Briana Harvey-Butterfield started the conversation by directing the committee to a memo within the agenda packet as part of the CoC grant fund project and shows the only grant request that isn't ranked is the CoC planning project. The reason for this is due to the collaborative applicant being the only entity that is eligible to apply for those funds. The memo indicates that Butte County DESS (Department of Employment and Social Services) will be applying for the 2021 CoC planning project funds of \$22,248.00. These funds will be used for future years going through this process again as well as funding the Point in Time.
5. **HDAP Staff Report:** Jay Coughlin reporting for the HDAP program, started with directing the committee to the last page in the agenda packet. This memo is meant to inform the CoC and other community members that Butte County DESS- Housing & Homeless branch is going to be accepting the new allocation for the Housing and Disability program. This program was established in 2016 and began July of 2017 with a three year pilot project which was extended an additional year. The latest state budget that was released has augmented the program along with other historic investments that were made this year for the Housing and Homeless programs. The current budget is currently allocated out for \$150 million state wide for HDAP programs with an addition allocated amount of \$ 25 million per year. Butte County's allotment of the \$150 million is \$992,922.00 which can be spent over the next three years. Jay then introduced two new Housing Navigators to the Housing and Homeless team, Michael

Wright and Isabel Alaniz-Alvarado and announced they have completed the SOAR training; which is the National model for SSI/SSDI outreach, access and recovery. There were changes made to this funding that were announced and they include; a) the matching of funds has been made an exception, b) target population has been expanded to include people who are recently homeless or at risk of being homeless. The state has increased it to include youth, families and individuals exiting institutions.

- 6. Lead Agency, Collaborative Applicant, and Administrative Entity Updates:** Briana Harvey-Butterfield gave a couple of quick updates. She stated that she has been working with partnering agencies that had applied and confirmed by the CoC to submit their final applications for the Emergency Solutions Grant BoS. Applications will need to be submitted by the organizations by end of day October 19th, 2021. It was also noted that the CoC component had been uploaded. The second announcement was that the HHAP applications would be reviewed by committee on Wednesday October 20th, 2021 and information should be going out that Friday to make announcements of who will be getting those funds.
- 7. Committee Reports:** The Governance committee met and review some of the governance materials and it was noted that the lead agency needed to be included in the structure of the council. Point in Time committee met on September 29th, 2021 and finalized the survey questions and discussed securing the incentives and who the county will be contracting in order to complete. Potential HUB locations were noted for possible Point in Time locations with the intent being on meeting in person with potential clients. The HMIS/CES committee met October 11th, 2021, they debuted a new HMIS- New User Request Form. It was announced during that meeting that the HMIS lead has been working with the Veteran’s Administration to verify anyone who is a self-reported veteran within the system to confirm if that individual is currently connected with the VA health care and or VASH services. They are also working on providing more consistency within the HMIS/CES program by way of additional training, this is due to the states requirements that partnering agencies input information into the system. The Youth Homelessness committee met and Emily Bateman informed the CoC meeting that the Runaway Youth Taskforce has been meeting and there are a number of activities planned for November to raise awareness for runaway homeless youth, including National Wear Green day on Nov. 10th and a candle lit vigil called “Light up the Night.” Households with Children committee gave a reminder that the committee meets on the first Tuesday of every month at 1:00 p.m. via Zoom and if you would like to join the meetings e-mail Megan Meloy. They are also looking for new ways to streamline their referral process between the case managers and the organizations that are serving homeless students in our area. John Zepeda with the Butte County Veterans Service Office gave a report on the Stand Down from Oct. 1st, 2nd and 3rd that was successful. An after action meeting took place and they are hopeful that the Stand Down event will be conducted annually. They are also continuing to work on their By-Name list and having committee meetings every 6th Wednesday. Shelly Storkan with the Chronic Homelessness committee reported that the committee had not met yet but that there is a meeting scheduled for Wednesday October 20th, 2021 from 1:30-3 via Zoom and for anyone wanting to join to e-mail her.
- 8. Coalition and Jurisdiction Reports/Updates:** Greater Chico Homeless Task Force, Angela McLaughlin informed that Melissa Bunumn and Vida Reishner from AGIS are going to be at their next meeting on Thursday October 21st, 2021. The guest speakers will be giving information on the AGIS treatment programs. Tami Ritter provided a jurisdictional update with a county allocation of \$1.7 million of ARPA funds toward the emergency homeless solutions for the City of Chico.

- 9. Announcements:** Briana Harvey-Butterfield reminded the CoC that next month is the all member meeting and that it's also the election month. She will be e-mailing out the election information and nomination forms in the next few weeks. There are six service categories that are up for nomination and election.

- 10. NEXT MEETING:** Monday, November 15th, 2021, Butte County Department of Employment and Social Services to host Virtual Meeting.

- 11. Adjourned: 2:20 P.M.**



Butte Countywide Homeless Continuum of Care

BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE COUNCIL MEMBER MEETING MINUTES

Tuesday November 9th, 2021

4:00 P.M. to 4:30 P.M.

Zoom Option Hosted by Butte County Employment & Social Services

COUNCIL MEMBERS PRESENT:

Joy Amaro, True North Housing Alliance
Sarah Frohock, Butte County Dept. of Behavioral Health
Josh Jamison, Oroville Hope Center/Alternate
Anastacia Snyder, Catalyst Domestic Violence Services
Don Taylor, Butte County DESS Housing & Homeless
Marie Demers, City of Chico
Marin Hambley, Stonewall Alliance/Safe Space
Emily Bateman, Youth for Change/6th Street
Angela McLaughlin, Greater Chico Homeless Taskforce

COUNCIL MEMBERS ABSENT:

Stephanie Hayden, Oroville Hope Center
Steve Culleton, Town of Paradise
John Mitchell, Christian Faith Center
Michael O'Brien, City of Chico Council Member
Meagan Meloy, Butte County Office of Education
Keesha Hills, OSCIA
Tami Ritter, Butte County Board of Supervisors
Eric Smith, City of Oroville
Thomas Tenorio, Community Action Agency
Ed Mayer, Housing Authority of the County of Butte

CoC COORDINATOR:

Briana Harvey-Butterfield, DESS Housing & Homeless

RECORDING:

Kyle Prieto, DESS Housing & Homeless

ZOOM MONITOR:

Elisa Rawlinson, DESS Housing & Homeless

OTHER ATTENDEES:

Wendy Lo, DESS Housing and Homeless

OTHER ATTENDEES CONT'D:

Debbie Villasenor, Housing Consultant
Michael Wright, DESS Housing and Homeless
Isabel Alaniz-Alverado, DESS Housing and Homeless
Mary Kay Benson, NSST and Butte County Shelter for All
Pahua Thao, DESS Housing and Homeless
Kayla Davis, DESS Housing & Homeless
Suzi Kochems, Consultant
Brad Brunner, Caminar
Angie Little, HACB
Shelby Boston, DESS Director
Ann Winters, Catalyst Domestic Violence Services
Nicole Moua, Department of Rehabilitation
Erica Amaya, Nations Finest
Jay Coughlin, DESS Housing & Homeless
Cathleen Ouimet, Home Health Care Management
James Coles, Housing Tools
Maisue Thao, Butte College Homeless & Housing Insecurity
Pilot Grant
Tara Sullivan-Hames, Butte-Glenn 211

ORDER OF BUSINESS:

- 1. CONVENE MEETING AND ESTABLISH QUORUM:** The meeting was called to order by Anastacia Snyder at 4:02 p.m. This meeting is being recorded. Roll call for Council Members was completed by Anastacia Snyder. It was determined there are enough Council Members for a Quorum. No field introductions were done. If you would like your name listed as an attendee please type your name and agency in the chat box. CoC meetings will remain virtual for the foreseeable future to ensure health safety.
- 2. FY 2021 CoC Program Consolidated Application Review & Approval- ACTION:** Anastacia Snyder introduced Suzi Kochems and Don Taylor to begin the review process for the fiscal year 2021 CoC Program Consolidated Applications. Don went over some information with the committee regarding the three different parts of this round of funding. First is the 2021 CoC application, this part provides information about the CoC as a planning body and governance structure as well as the overall strategic planning process. The second part is the project applications. The third part of the overall consolidated application is the CoC priority listing, which are the individual project applications that must be listed in a ranked order. Don passed the discussion off to Suzi Kochems, who had been contracted to write the CoC application. Suzi started off by reminding the committee that the last time this round of funding was released was in 2019 and that it is Federal funding. Due to the pandemic, this particular funding was not available in 2020 in the same capacity that it is now. Suzi notes a few changes for this year. Looking at the HIC count in the application for 2020 we can see that there were 21 rapid rehousing beds and in the 2021 applications we are reporting 201 beds. The reason for this huge surge in the number is due to the money that has been received from the federal and state governments trying to decrease the effect that the pandemic has had on our community. Another difference noted for the application process this year was the focus on equity. Our CoC has requested technical assistance in working with other agencies in trying to decide and engage in a manner in which our grant funders would like to see us do. HUD has requested information regarding our ranking process for projects in order to determine if we considered equity as a part of the review and ranking. Looking ahead to next year and the release of the CoC funding to our service providers is to put more information on the applications at the local level about how we as a CoC are being cognoscente of equity for populations and subpopulations. HUD also wants at the CoC level look at performance when we are determining project capacity and whether our projects that are being sent I with the consolidated applications have demonstrated their ability to serve the target population. The federal government has yet to publish the HIC and PIT data, that information should be in the review process now.

Don Taylor put out a request for the council to make a motion to approve the Consolidated Application for Fiscal Year 2021 as provided. Motion was approved and passed as is.

Motion: Joy Amaro
Second: Marie Demers
Opposed: None
Abstain: None

3. **Next Meeting-** Monday November 15th, 2021 (All Member Meeting)
Butte County Department of Employment & Social Services to host Virtual Meeting
4. **Adjourned: 4:27 P.M**



Butte Countywide Homeless Continuum of Care

Continuum of Care Meeting

Virtual Meeting

November 15, 2021 1:00 p.m. – 3:00 p.m.

CoC Agenda Item #3:

2022 CoC Meeting Calendar

BUTTE CoC 2022 COUNCIL MEETING SCHEDULE

<u>Proposed DATE</u>	<u>CONFLICTS</u>	<u>CHANGES/NOTES</u>	<u>LOCATION</u>	<u>TIME</u>
January 10	Holiday	Change from January 17	Virtual	1:00pm to 3:00pm
February 14	Holiday	Change from February 21	Virtual	1:00pm to 3:00pm
March 21	None		Virtual	1:00pm to 3:00pm
April 18	None		Virtual	1:00pm to 3:00pm
May 16	None	All Member Meeting	Virtual	1:00pm to 3:00pm
June 20	None		Virtual	1:00pm to 3:00pm
July 18	None		Virtual	1:00pm to 3:00pm
August 15	None		Virtual	1:00pm to 3:00pm
September 19	None		Virtual	1:00pm to 3:00pm
October 17	None		Virtual	1:00pm to 3:00pm
November 14	None	All Member Meeting	Virtual	1:00pm to 3:00pm
		Change from November 21		
December 12	Holiday Week	Change from December 19	Virtual	1:00pm to 3:00pm

Location(s):

1) Virtual

Hosted by Butte County Department of Employment and Social Services (DESS). Invite sent monthly.

If In-Person Meetings Resume in 2022, locations will alternate between:

2) Oroville DESS Andes Room

78 Table Mountain Blvd., Oroville

3) Chico DESS Condor Room (Condor room located on the first floor near main entrance)

765 East Avenue, Chico (North Valley Plaza)



Butte Countywide Homeless Continuum of Care

Continuum of Care Meeting

Virtual Meeting

November 15, 2021 1:00 p.m. – 3:00 p.m.

CoC Agenda Item #4:

Council Member Nominations and Elections



Butte Countywide Homeless Continuum of Care

Elections Policy: CoC Council Member Nomination Form Example

Name of person being nominated:		Amber Abney-Bass
Phone:	530.345.2640	Email: amber@jesuscenter.org
Title and Agency (if applicable):		Jesus Center, Chief Operations Director
Service Area: Please select up to two categories in which the person might serve as a council representative.		
The CoC Program interim rule requires that:		
1) CoC boards must include at least one homeless or formerly homeless individual.		
<input type="checkbox"/> Homeless or Formerly Homeless Individual		
2) CoC boards must represent the relevant organizations and projects serving homeless subpopulations (such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking) within the CoC's geographic area.		
<input type="checkbox"/> Affordable Housing Developer		
<input type="checkbox"/> CDBG/HOME/ESG Entitled Jurisdiction /Local Government Staff		
<input type="checkbox"/> Disability Service Organizations and Disability Advocate		
<input type="checkbox"/> Domestic Violence Service Provider		
<input checked="" type="checkbox"/> Emergency Shelter		
<input type="checkbox"/> Employment and Social Services Organizations		
<input type="checkbox"/> Faith-Based Organization		
<input type="checkbox"/> Higher Educational Institution		
<input type="checkbox"/> Hospital and/or Crisis Response Teams		
<input type="checkbox"/> Law Enforcement and Jails		
<input type="checkbox"/> Lesbian Gay Bisexual Transgender Queer and Others (LGBTQ+) Service Organizations /Advocates		
<input type="checkbox"/> Mental Health Service Organization		
<input type="checkbox"/> Public Housing Authorities		
<input type="checkbox"/> School Administrator and Homeless Liaisons (Preschool-12 th Grade)		
<input type="checkbox"/> Street Outreach Teams		
<input type="checkbox"/> Substance Abuse Service Organization		
<input type="checkbox"/> Veteran Services		
<input type="checkbox"/> Youth Homeless Organizations and Youth Advocates		
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		

What expertise would this individual bring to the council?	Amber is a great strategist, researcher, and experienced program coordinator. She brings a county wide perspective after years of working on the Renewal Center project and 7 years at the Jesus Center. She has earned the respect of the other stakeholders who work in this arena and works well with others.
Name of person making nomination (if different from nominee): Laura Cootsona	
Phone: 530.518.7751	Email: laura@jesuscenter.org

Submit Form



Butte Countywide Homeless Continuum of Care

Elections Policy: CoC Council Member Nomination Form Example

Name of person being nominated:		Brad Brunner	
Phone:	530-343-4472	Email:	BBrunner@caminar.org
Title and Agency (if applicable):		Director, Caminar Inc.	
Service Area: Please select up to two categories in which the person might serve as a council representative.			
The CoC Program interim rule requires that:			
1) CoC boards must include at least one homeless or formerly homeless individual.			
<input type="checkbox"/> Homeless or Formerly Homeless Individual			
2) CoC boards must represent the relevant organizations and projects serving homeless subpopulations (such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking) within the CoC's geographic area.			
<input checked="" type="checkbox"/> Affordable Housing Developer			
<input type="checkbox"/> CDBG/HOME/ESG Entitled Jurisdiction /Local Government Staff			
<input type="checkbox"/> Disability Service Organizations and Disability Advocate			
<input type="checkbox"/> Domestic Violence Service Provider			
<input type="checkbox"/> Emergency Shelter			
<input type="checkbox"/> Employment and Social Services Organizations			
<input type="checkbox"/> Faith-Based Organization			
<input type="checkbox"/> Higher Educational Institution			
<input type="checkbox"/> Hospital and/or Crisis Response Teams			
<input type="checkbox"/> Law Enforcement and Jails			
<input type="checkbox"/> Lesbian Gay Bisexual Transgender Queer and Others (LGBTQ+) Service Organizations /Advocates			
<input type="checkbox"/> Mental Health Service Organization			
<input type="checkbox"/> Public Housing Authorities			
<input type="checkbox"/> School Administrator and Homeless Liaisons (Preschool-12 th Grade)			
<input type="checkbox"/> Street Outreach Teams			
<input type="checkbox"/> Substance Abuse Service Organization			
<input type="checkbox"/> Veteran Services			
<input type="checkbox"/> Youth Homeless Organizations and Youth Advocates			
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>	
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>	

What expertise would this individual bring to the council?	Brad is the Program Manager for Caminar. Caminar owns and operates Avenida Apartments and Base Camp Village which are affordable permanent supportive housing apartment complexes serving homeless adults with severe mental illness. Brad has prior experience as a CoC Council member for our local CoC.
Name of person making nomination (if different from nominee): Don Taylor	
Phone: 530-552-6201	Email: dtaylor@buttecounty.net

Submit Form



Butte Countywide Homeless Continuum of Care

Elections Policy: CoC Council Member Nomination Form Example

Name of person being nominated:		Don Taylor
Phone:	530-552-6201	Email: dtaylor@buttecounty.net
Title and Agency (if applicable):		Housing and Homeless Administrator, DESS, Butte County
Service Area: Please select up to two categories in which the person might serve as a council representative.		
The CoC Program interim rule requires that:		
1) CoC boards must include at least one homeless or formerly homeless individual.		
<input type="checkbox"/> Homeless or Formerly Homeless Individual		
2) CoC boards must represent the relevant organizations and projects serving homeless subpopulations (such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking) within the CoC's geographic area.		
<input type="checkbox"/> Affordable Housing Developer		
<input type="checkbox"/> CDBG/HOME/ESG Entitled Jurisdiction /Local Government Staff		
<input type="checkbox"/> Disability Service Organizations and Disability Advocate		
<input type="checkbox"/> Domestic Violence Service Provider		
<input type="checkbox"/> Emergency Shelter		
<input checked="" type="checkbox"/> Employment and Social Services Organizations		
<input type="checkbox"/> Faith-Based Organization		
<input type="checkbox"/> Higher Educational Institution		
<input type="checkbox"/> Hospital and/or Crisis Response Teams		
<input type="checkbox"/> Law Enforcement and Jails		
<input type="checkbox"/> Lesbian Gay Bisexual Transgender Queer and Others (LGBTQ+) Service Organizations /Advocates		
<input type="checkbox"/> Mental Health Service Organization		
<input type="checkbox"/> Public Housing Authorities		
<input type="checkbox"/> School Administrator and Homeless Liaisons (Preschool-12 th Grade)		
<input type="checkbox"/> Street Outreach Teams		
<input type="checkbox"/> Substance Abuse Service Organization		
<input type="checkbox"/> Veteran Services		
<input type="checkbox"/> Youth Homeless Organizations and Youth Advocates		
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>

What expertise would this individual bring to the council?	As a Butte County employee I have been involved with housing and homeless programs for the past 22 years. Active CoC Council member since 2014, Vice-Chair for the last 4 years, HUD grant experience for 10 years and expertise with various Federal and State grant programs. My roles have included street outreach activity/oversight, program design, funding and administration.
Name of person making nomination (if different from nominee):	
Phone:	Email:

Submit Form



Butte Countywide Homeless Continuum of Care

Elections Policy: CoC Council Member Nomination Form Example

Name of person being nominated:		Ed Mayer
Phone:	(530) 895-4474 x 215	Email: edm@butte-housing.com
Title and Agency (if applicable):		Executive Director, Housing Authority of the County of Butte
Service Area: Please select up to two categories in which the person might serve as a council representative.		
The CoC Program interim rule requires that:		
1) CoC boards must include at least one homeless or formerly homeless individual.		
<input type="checkbox"/> Homeless or Formerly Homeless Individual		
2) CoC boards must represent the relevant organizations and projects serving homeless subpopulations (such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking) within the CoC's geographic area.		
<input type="checkbox"/> Affordable Housing Developer		
<input type="checkbox"/> CDBG/HOME/ESG Entitled Jurisdiction /Local Government Staff		
<input type="checkbox"/> Disability Service Organizations and Disability Advocate		
<input type="checkbox"/> Domestic Violence Service Provider		
<input type="checkbox"/> Emergency Shelter		
<input type="checkbox"/> Employment and Social Services Organizations		
<input type="checkbox"/> Faith-Based Organization		
<input type="checkbox"/> Higher Educational Institution		
<input type="checkbox"/> Hospital and/or Crisis Response Teams		
<input type="checkbox"/> Law Enforcement and Jails		
<input type="checkbox"/> Lesbian Gay Bisexual Transgender Queer and Others (LGBTQ+) Service Organizations /Advocates		
<input type="checkbox"/> Mental Health Service Organization		
<input checked="" type="checkbox"/> Public Housing Authorities		
<input type="checkbox"/> School Administrator and Homeless Liaisons (Preschool-12 th Grade)		
<input type="checkbox"/> Street Outreach Teams		
<input type="checkbox"/> Substance Abuse Service Organization		
<input type="checkbox"/> Veteran Services		
<input type="checkbox"/> Youth Homeless Organizations and Youth Advocates		
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		

<p>What expertise would this individual bring to the council?</p>	<p>32 years Housing Authority experience, 23 as Executive Director. Has administered Section 8 and HUD Homeless programs since 1991. Has served Butte Countywide Homeless CoC since 2008, holding CoC Council Vice-Chair position since 2010.</p>
<p>Name of person making nomination (if different from nominee): <input type="text"/></p>	
<p>Phone: <input type="text"/></p>	<p>Email: <input type="text"/></p>

Submit Form



Butte Countywide Homeless Continuum of Care

Elections Policy: CoC Council Member Nomination Form Example

Name of person being nominated:		Kristen Yahn	
Phone:	530-776-4405	Email:	kristen.yahn@va.gov
Title and Agency (if applicable):		Veterans Administration	
Service Area: Please select up to two categories in which the person might serve as a council representative.			
The CoC Program interim rule requires that:			
1) CoC boards must include at least one homeless or formerly homeless individual.			
<input type="checkbox"/> Homeless or Formerly Homeless Individual			
2) CoC boards must represent the relevant organizations and projects serving homeless subpopulations (such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking) within the CoC's geographic area.			
<input type="checkbox"/> Affordable Housing Developer			
<input type="checkbox"/> CDBG/HOME/ESG Entitled Jurisdiction /Local Government Staff			
<input type="checkbox"/> Disability Service Organizations and Disability Advocate			
<input type="checkbox"/> Domestic Violence Service Provider			
<input type="checkbox"/> Emergency Shelter			
<input type="checkbox"/> Employment and Social Services Organizations			
<input type="checkbox"/> Faith-Based Organization			
<input type="checkbox"/> Higher Educational Institution			
<input type="checkbox"/> Hospital and/or Crisis Response Teams			
<input type="checkbox"/> Law Enforcement and Jails			
<input type="checkbox"/> Lesbian Gay Bisexual Transgender Queer and Others (LGBTQ+) Service Organizations /Advocates			
<input type="checkbox"/> Mental Health Service Organization			
<input type="checkbox"/> Public Housing Authorities			
<input type="checkbox"/> School Administrator and Homeless Liaisons (Preschool-12 th Grade)			
<input type="checkbox"/> Street Outreach Teams			
<input type="checkbox"/> Substance Abuse Service Organization			
<input checked="" type="checkbox"/> Veteran Services			
<input type="checkbox"/> Youth Homeless Organizations and Youth Advocates			
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>	
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>	

What expertise would this individual bring to the council?	Kristen works with the VASH program and has extensive experience working with the VA, the housing authority, and federal, state and local governments. She has worked with homeless veterans for a long time.
Name of person making nomination (if different from nominee): Elisa Rawlinson	
Phone: 530-552-6204	Email: erawlinson@buttecounty.net

Submit Form



Butte Countywide Homeless Continuum of Care

Elections Policy: CoC Council Member Nomination Form Example

Name of person being nominated:		Marin Hambley	
Phone:	831-402-5190	Email:	marin@stonewallchico.org
Title and Agency (if applicable):		Advocacy Coordinator at Stonewall Alliance	
Service Area: Please select up to two categories in which the person might serve as a council representative.			
The CoC Program interim rule requires that:			
1) CoC boards must include at least one homeless or formerly homeless individual.			
<input type="checkbox"/> Homeless or Formerly Homeless Individual			
2) CoC boards must represent the relevant organizations and projects serving homeless subpopulations (such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking) within the CoC's geographic area.			
<input type="checkbox"/> Affordable Housing Developer			
<input type="checkbox"/> CDBG/HOME/ESG Entitled Jurisdiction /Local Government Staff			
<input type="checkbox"/> Disability Service Organizations and Disability Advocate			
<input type="checkbox"/> Domestic Violence Service Provider			
<input type="checkbox"/> Emergency Shelter			
<input type="checkbox"/> Employment and Social Services Organizations			
<input type="checkbox"/> Faith-Based Organization			
<input type="checkbox"/> Higher Educational Institution			
<input type="checkbox"/> Hospital and/or Crisis Response Teams			
<input type="checkbox"/> Law Enforcement and Jails			
<input checked="" type="checkbox"/> Lesbian Gay Bisexual Transgender Queer and Others (LGBTQ+) Service Organizations /Advocates			
<input type="checkbox"/> Mental Health Service Organization			
<input type="checkbox"/> Public Housing Authorities			
<input type="checkbox"/> School Administrator and Homeless Liaisons (Preschool-12 th Grade)			
<input type="checkbox"/> Street Outreach Teams			
<input type="checkbox"/> Substance Abuse Service Organization			
<input type="checkbox"/> Veteran Services			
<input type="checkbox"/> Youth Homeless Organizations and Youth Advocates			
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>	
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>	

What expertise would this individual bring to the council?	Experience managing emergency low-barrier shelter through Safe Space, experience creating LGBTQ+-inclusive policies, procedures, and programs for housing service providers, experience supporting LGBTQ+ homeless adults and youth
Name of person making nomination (if different from nominee):	
Phone: 831-402-5190	Email: marin@stonewallchico.org

Submit Form



Butte Countywide Homeless Continuum of Care

Elections Policy: CoC Council Member Nomination Form Example

Name of person being nominated:		Sarah Frohock	
Phone:	5303535361	Email:	sfrohock@buttecounty.net
Title and Agency (if applicable):		Housing Coordinator BCDBH	
Service Area: Please select up to two categories in which the person might serve as a council representative.			
The CoC Program interim rule requires that:			
1) CoC boards must include at least one homeless or formerly homeless individual.			
<input type="checkbox"/> Homeless or Formerly Homeless Individual			
2) CoC boards must represent the relevant organizations and projects serving homeless subpopulations (such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking) within the CoC's geographic area.			
<input type="checkbox"/> Affordable Housing Developer			
<input type="checkbox"/> CDBG/HOME/ESG Entitled Jurisdiction /Local Government Staff			
<input type="checkbox"/> Disability Service Organizations and Disability Advocate			
<input type="checkbox"/> Domestic Violence Service Provider			
<input type="checkbox"/> Emergency Shelter			
<input type="checkbox"/> Employment and Social Services Organizations			
<input type="checkbox"/> Faith-Based Organization			
<input type="checkbox"/> Higher Educational Institution			
<input type="checkbox"/> Hospital and/or Crisis Response Teams			
<input type="checkbox"/> Law Enforcement and Jails			
<input type="checkbox"/> Lesbian Gay Bisexual Transgender Queer and Others (LGBTQ+) Service Organizations /Advocates			
<input checked="" type="checkbox"/> Mental Health Service Organization			
<input type="checkbox"/> Public Housing Authorities			
<input type="checkbox"/> School Administrator and Homeless Liaisons (Preschool-12 th Grade)			
<input type="checkbox"/> Street Outreach Teams			
<input type="checkbox"/> Substance Abuse Service Organization			
<input type="checkbox"/> Veteran Services			
<input type="checkbox"/> Youth Homeless Organizations and Youth Advocates			
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>	
<input type="checkbox"/> Other Homeless Subpopulation Advocates:		<input type="text"/>	

What expertise would this individual bring to the council?	Already serving
Name of person making nomination (if different from nominee):	
Phone:	Email:

Submit Form



Butte Countywide Homeless Continuum of Care

Continuum of Care Meeting

Virtual Meeting

November 15, 2021 1:00 p.m. – 3:00 p.m.

CoC Agenda Item #5:

Approve Governance Updates: Council Composition



Butte CoC Governance Charter

Table of Contents

I. Overview.....	3
II. CoC General Membership.....	3
1. Membership in the CoC	
2. Responsibilities	
III. Establishing the CoC Council.....	6
1. Council Composition	
2. Dismissal an Appointment of Council Members	
3. Meetings	
IV. Meeting Proceedings.....	7
1. Quorum	
2. Decision-Making	
3. Code of Conduct / Conflict of Interest / Recusal Process	
4. Responsibilities	
V. Establishing the CoC Committees.....	9
1. Committee Membership	
2. Responsibilities	
VI. Staff Roles.....	10
1. Continuum of Care Lead Agency	
2. Collaborative Applicant	
3. HMIS Lead Agency	
VII. Reviewing and Updating the Charter.....	11
1. Process for Updating the Charter	
2. Review and Updating History	
Table 1. Responsibilities of Continuum of Care Entities	11

I. Overview

The Butte Countywide Homeless Continuum of Care (the “CoC”) coordinates the implementation of a housing and service system that meets the needs of persons experiencing or at risk of homelessness throughout the Butte County geographic region, otherwise known as a Homeless Prevention and Response System. The Homeless Prevention and Response System encompasses:

- Outreach, engagement, and assessment;
- Shelter, housing, and supportive services; and
- Homelessness prevention and diversion strategies.

This Governance Charter outlines the roles and responsibilities of the CoC, the CoC Council, CoC Committees, the Lead Agency, the Collaborative Applicant and the Homeless Management Information System (HMIS) Lead Agency.

This Governance Charter was developed by the Continuum of Care in consultation with the Collaborative Applicant and the HMIS Lead Agency.

The CoC’s primary responsibilities include the following:

- Establishing the Continuum of Care
- Operating the Continuum of Care
 - Continuum of Care Governance and Management
 - System and Project-Level Performance
 - Coordinated Assessment System
 - Written Standards
- Designating and HMIS for the Continuum of Care
- Planning for the Continuum’s Geographic Area
 - Coordinated System of Care

II. CoC General Membership

Representatives from relevant organizations within a geographic area shall establish a Continuum of Care to carry out the duties outlined in this Governance Charter. The geographic area encompasses the five municipalities as well as the unincorporated areas of Butte County.

1. Membership in the CoC

Membership in the Continuum of Care is established to ensure community-wide commitment to preventing and ending homelessness and must represent the entire geographic area covered by the CoC.

The following interests are represented on the CoC. An official membership list is documented and held by the Lead Agency.

- Non-Profit Homeless Assistance Providers
- Faith-Based Organizations

- Governments
- Businesses
- Advocates
- Public Housing Agencies
- School Districts
- Social Service Providers
- Mental Health Agencies
- Hospitals
- Universities
- Affordable Housing Developers
- Law Enforcement
- Veteran Service Organizations
- Victim Service Providers
- Persons who are homeless or have experienced homelessness

The CoC success is dependent on a broad and diverse membership. Therefore, membership in the CoC is open to any individual or organization that embraces the mission, values, and goals of the CoC. The individual or organization must have an interest in understanding and addressing the issues related to homelessness, and a desire to participate in some way in the most current CoC approved strategic plan to end homelessness in Butte County.

The CoC invites new members from the Butte County region to join at least annually. A request for new members is publicly announced at various meetings and may also be announced via email or other modes of communication. In order to become a member of the CoC, an individual/organization must take the following steps:

- Formally request membership in writing
- Attend a meeting

Member Participation

Members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at meetings a high priority.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow members, and leaving personal prejudices out of all discussions, as well as supporting actions of the Council even when the member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all meetings.

- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with policy.
- Observing established lines of communication and directing requests for information or assistance to the executive committee.

General Membership

Membership Benefits

- Invitation to CoC full membership meetings
- Eligible for committee or Council Member service
- Access to training and technical assistance opportunities
- Access, training and use of HMIS system for the purpose of assessing, monitoring, and reporting agency client services
- Participation in a countywide Coordinated Entry system
- Opportunities to network with people doing similar work or with similar interests
- Opportunities to access funding

Membership Responsibilities

- Attendance at CoC membership meetings
- Participation in advocacy initiatives
- Participation in the biennial Point-In-Time Census Count for the geographic area
- Participation in other county-wide programs such as Project Homeless Connect

Voting Membership

Voting opportunities may be brought forth to the full membership, including Council Member and officer nominations and elections. Voting items will be announced prior to meetings, and email votes accepted, unless otherwise specified by the CoC Council.

Voting rights will be assigned to one individual within each organization, as designated by that organization, in whatever manner is chosen. An alternate voting member should also be selected by the organization should the voting member be unable to attend a meeting.

2. Responsibilities

The 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 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.
- Conduct a gaps analysis for the geographic area and provide updates on the 10-Year

Strategy to End Homelessness.

- Consult with State and local governmental ESG recipients within the geographic area.

III. Establishing the CoC Council

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

1. Council Composition

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

The 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 to comply with mandatory representative requirements set forth by HUD.
2. Include Service Area nomination categories to favor the nomination and election of a diverse and inclusive representation on the council.
3. Appointed Coalition representatives- selected by each coalition after nominations and elections- or their alternates for who best represents the needs of their locality, once priority service area slots are filled.
4. Appointed publicly elected officials or their alternates from five public jurisdictions or agencies (Butte County, Chico, Gridley/Biggs, Oroville and Paradise).
5. Include a representative selected by the Lead Agency/ Collaborative Applicant that will also be included as an officer and member of the Executive Committee to assist with planning and administrative support.

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 CoC Council will elect a chairperson, first vice chairperson and second vice chairperson who will chair the CoC Council Meetings and the CoC Meetings, with careful consideration given to the qualifications of these officers to lead the CoC. The Lead Agency/ Collaborative Applicant representative will be added as an officer to the CoC should they not be elected in one of the three chairperson roles. Additionally, the previous CoC chairperson and CoC coordinator will be invited to participate as members of the executive committee.

The Chair shall convene regularly scheduled Council meetings and full membership meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in their absence in the following order: first vice chairperson and then second vice chairperson.

The CoC Council will approve its officers by majority vote at the first meeting of the calendar year. The 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.

[AS1] Newly elected Council Members will begin their terms at the first CoC Council meeting of the new calendar year.

Appointee Council Members appointed subsequent to the normal voting process shall begin their term upon appointment and complete the current two-year term.

The Council Member roster will stagger terms.

2. Dismissal and Appointment of Council Members

In the event of dismissal or resignation of a Council Member, Council may elect to fill the vacated position with a representative from the same Category, to complete the remainder of the term.

3. Meetings

Regular Meetings

The CoC Council will hold meetings at least quarterly, or four times per year. The CoC will hold meetings at least semi-annually of the full membership. These meetings will be open to the public with an agenda distributed to all CoC members at least 72 hours in advance of the meeting.

Special Meetings

A Council majority may call special meetings within 72 hours. The Executive Committee may call a special meeting within 24 hours for urgent time sensitive matters.

IV. Meeting Proceedings:

The following procedures are applicable to all meetings of the CoC

1. Quorum

Quorum is defined as 51% of the convening body for all official CoC business. This includes but is not limited to Committee, Council and Membership meetings. For purposes of determining the Quorum, appointed publicly elected officials are not included in the calculation. If a Quorum is not established at a meeting, no votes may take place during the meeting. Elected officials may always vote when present, but will not be utilized to define the quorum.

2. Decision-Making

Robert's Rules of Order will be followed and a simple majority of the members present is necessary for any resolution or vote to pass. For purposes of time-sensitive and/or critical votes an email vote may be used.

3. Code of Conduct / Conflict of Interest / Recusal Process

Who is Covered

All CoC Council, Committee, and General Members will abide by 24 CFR Part §578.95 (Conflicts of Interest) in the CoC Interim Rule and 24 CFR Part § 576.404 Conflicts of Interest in the Emergency Solutions Grant Rule.

Disclosure

The CoC Council, all Committee members, and General Membership will disclose potential conflicts when the topics of funding awards, or other financial benefits that could be gained or lost by themselves personally or by an organization they represent as an employee, agent, consultant, board member, or their family member represents, are under consideration. The CoC Council, Committees, and General Members will be required to review and sign annually the Conflict of Interest Policy and related Conflict of Interest Procedures (see Attachment X). The CoC Council, Committees and General Members will be required to sign annually the Conflict of Interest Disclosure Statement (see Attachment X) and may be required to update their policy should a conflict develop.

Recusal

Members will excuse themselves as needed to avoid a conflict of interest. This includes leaving the room for any discussion of a conflicted or potentially conflicted transaction. However, a conflicted member may be present to present for clarifying questions. All Members including conflicted Members may be present for the Council vote.

Nonconflicted Situations

The CoC desires that it, and those entities to which it has delegated authority, make informed as well as non-conflicted decisions. The annual gaps analysis, eligibility criteria for who gets served by what resources in the Continuum, prioritization of who gets served, performance targets, etc. are best developed and refined with broad stakeholder input. Funded projects and jurisdictions will not be deemed conflicted in discussions on these topics nor in providing input on local priorities for Continuum of Care funding and refinements the scoring criteria for projects or the application process. The Review and Ranking Committee will evaluate the merits of the input and will make the final determination on the scoring criteria and application process; only nonconflicted Members will participate on the Review and Ranking Committee.

4. Responsibilities

The CoC gives authority to the CoC Council for specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. Additional responsibilities required by the Continuum of Care include:

- Elect a Chairperson, First Vice Chairperson and Second Vice Chairperson.
 - Notice, manage and facilitate CoC Council meetings.

- Hire or designate an agency to hire Staff, or contractors, to assist with the CoC Application, the Point-In-Time Survey, performance monitoring and evaluation, assessment system coordination, planning, fund development, and other administrative duties.
- Review and act on the annual funding allocations.
- Review and act on additional HUD required activities.
- Review and act on any programs that should be removed from HUD funding and any proposed funding reallocations.

V. Establishing the CoC Committees

The CoC may establish Committees, Subcommittees, or Work Groups that are made up of the Continuum of Care members to act on behalf of the CoC. The CoC may establish the following Committees as it sees fit:

- Executive Committee
- HMIS/Coordinated Entry Committee
- Households with Children Committee
- Veteran’s Committee
- Governance Committee
- Chronically Homelessness Committee
- Youth Homelessness Committee
- Point-In-Time Committee
- Review and Ranking Committee
- Other Committees as determined by the CoC Council

1. Committee Membership

Any CoC member can participate on a Committee. The CoC Council will approve a chairperson and a vice chairperson. Each Committee will be required to establish a purpose and a description of their roles and responsibilities, approved by Council vote.

Executive Committee: The Executive Committee shall include the Chair, First Vice-Chair, Second Vice-Chair and either the past-Chair, or if not available, another Council member selected by the three members of the Executive Committee.

2. Responsibilities

The CoC gives authority to the CoC Committees for specific responsibilities. The responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. Each active committee is required to report quarterly, or at least four times per year, to the CoC Council.

VI. Staff Roles

1. Continuum of Care Lead Agency

The CoC may appoint a Lead Agency that will provide meeting support for the CoC, Council and all other committees. The Lead Agency is responsible for scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to the CoC website. All responsibilities are documented in the CoC Lead Agency Memorandum of Understanding. The designation of the Lead Agency is valid for a maximum of three years before the designation must be reviewed and renewed by the CoC. The CoC shall select a Lead Agency with the qualifications and capacity necessary to carry out the Lead Agency role.

2. Collaborative Applicant

The CoC must designate a legal entity that is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. These and any additional responsibilities are documented in the CoC Collaborative Applicant Memorandum of Understanding. The designation of the Collaborative Applicant is valid for a maximum of three years before the designation must be reviewed and renewed by the CoC. The CoC shall select a Collaborative Applicant with the qualifications and capacity necessary to carry out the Collaborative Applicant role.

Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant must submit a final draft of the application to the CoC Council for approval.

Depending on the timing of the submission to HUD, the CoC Council and Collaborative Applicant will create a timeline for submission to the CoC Council.

3. HMIS Lead Agency

The CoC must designate a legal entity that is also a Continuum of Care Program eligible applicant to serve as the Homeless Management Information System (HMIS) Lead Agency for the geographic area. The HMIS Lead Agency will maintain the community's HMIS in compliance with HUD standards and coordinate all related activities, including training, maintenance and the provision of technical assistance to contributing organizations. Responsibilities required by the Continuum of Care Interim Rule are outlined in Table 1 of this Governance Charter. These and any additional responsibilities are documented in the HMIS Lead Agency Memorandum of Understanding. The designation of the HMIS Lead Agency is valid for a maximum of three years before the designation must be reviewed and renewed by the CoC. The CoC shall select an HMIS Lead Agency with the qualifications and capacity necessary to carry out the HMIS Lead Agency role.

VII. Reviewing and Updating the Charter

1. Process for Updating the Charter

Once every year the CoC must review this Governance Charter in consultation with the Collaborative Applicant and HMIS Lead. Members of the CoC, CoC Council, Collaborative Applicant, Lead Agency, or HMIS Lead may make suggestions for updating. It is the Collaborative Applicant’s responsibility to review HUD rules, regulations, and guidance and to suggest updates to the Governance Charter. The updates must be presented on the agenda prior to the meeting. Updates to the Governance Charter require a two-thirds majority vote of the CoC membership.

2. Review and Updating History

Adopted August 20, 2015
 Amended/Adopted February 27, 2017
 Amended/Adopted November 20, 2017
 Amended/Adopted October 19, 2020
Amended/Adopted November XX, 2021

Date of Review	Summary of Updates	Summary of Vote
11/XX/2021	Review & Adjust Council Composition to ensure a representative from the Lead Agency/ Collaborative Applicant is included.	
10/19/2020	Yearly clean up. Removed duplicated items, such as multiple definitions of “Quorum”. Added the Code of Conduct that was adopted June 15, 2020 and removed details that should be included in the Policies and Procedures.	14 Council Members in attendance. All in favor.

Table 1. Responsibilities of Continuum of Care Entities

Responsibility Category	Responsibility	Responsible Party
Establishing CoC	Define membership of CoC	CoC
Establishing CoC	Invite new members annually	CoC
Operating CoC	Hold meetings of full membership, with published agenda, at least semi-annually	CoC
CoC Governance and Management	Establishing a CoC Council	CoC
CoC Governance and Management	Reviewing the written selection process for the Council	CoC
CoC Governance and Management	Designate a Collaborative Applicant	CoC
CoC Governance and Management	Designate Responsibilities to the CoC	CoC

Butte CoC Governance Charter
 Adopted April 20, 2015
 Most recent amendment: November XX, 2021

Management	Council, HMIS Lead, and Collaborative Applicant	
CoC Governance and Management	Apply for CoC Planning Funds	Collaborative Applicant
CoC Governance and Management	Apply for CoC HMIS Funds	HMIS Lead Agency
CoC Governance and Management	Apply for CoC CES Funds	HMIS Lead Agency
CoC Governance and Management	Appoint Committees / Sub-Committees	CoC Council
CoC Governance and Management	Develop a Governance Charter	Governance Committee with approval from CoC Council
CoC Governance and Management	Review Governance Charter Annually	CoC
Overall and Project-Level Performance	Establish performance targets in consultation with recipients/sub-recipients	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Overall and Project-Level Performance	Monitor recipient/sub-recipient performance	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Overall and Project-Level Performance	Evaluate outcomes for ESG and CoC Projects and report to HUD	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Overall and Project-Level Performance	Take action against poor performers	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Overall and Project-Level Performance	Measure system performance	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Coordinated Assessment System	Operate a Coordinated Assessment System in consultation with ESG	CoC Council or Council Designee (i.e. Committee)
Coordinated Assessment System	Develop a policy for how Coordinated System and Housing and Service System will address needs of Domestic Violence	CoC Council or Council Designee (i.e. Committee)
Designate a HMIS	Designate a Single HMIS for the entire CoC Geographic Area	CoC
Designate a HMIS	Designate a Single HMIS Lead Agency	CoC
Designate a HMIS	Review, revise and approve the HMIS privacy plan, security plan and data quality plan	HMIS Lead Agency with approval from CoC Council
Designate a HMIS	Ensure HMIS is in compliance with HUD requirements	HMIS Lead Agency and CoC Council
Designate a HMIS	Review, revise and approve policies, procedures and standards in accordance with the CoC Interim Rule, Proposed HMIS rule and HUD standards	HMIS Lead Agency and CoC Council

Designate a HMIS	Ensure consistent HMIS participation of recipients and sub-recipients in compliance with federal regulations and HUD standards	HMIS Lead Agency
Designate a HMIS	Execute participation agreements with contributing HMIS organizations, including participation fee	HMIS Lead Agency
Designate a HMIS	Execute user agreements	HMIS Lead Agency
Plan for the CoC	Coordinate implementation of a housing and service system	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Plan and Conduct a Point-in-Time Study that meets HUD requirements once every two years	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Conduct an annual gaps analysis of homeless needs and services	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Participate in the Consolidated Plan	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Consult with ESG Recipients <ul style="list-style-type: none"> • Coordinated Assessment • Consolidated Plan homelessness strategy and goals • Allocation of ESG funding • ESG performance standards • ESG sub-recipient participation in HMIS • ESG and CoC Program written standards • Evaluate performance of ESG recipients/sub-recipients 	CoC Council or Council Designee (i.e. Committee)
Plan for the CoC	Establish priorities for funding projects	CoC Council or Council Designee (i.e. Lead Agency or Committee)
Plan for the CoC	Rank multiple applications if required by HUD, in accordance with HUD criteria	Review and Ranking Committee with approval from CoC Council
Plan for the CoC	Submit annual application to HUD for Continuum of Care Program Funding	Collaborative Applicant
Plan for the CoC	Approve annual application to HUD for Continuum of Care Program	CoC Council



Butte Countywide Homeless Continuum of Care

Continuum of Care Meeting

Virtual Meeting

November 15, 2021 1:00 p.m. – 3:00 p.m.

CoC Agenda Item #7:

Homeless Housing, Assistance and Prevention (HHAP) Contract Announcement



Butte Countywide Homeless Continuum of Care

DATE: November 15, 2021

MEMORANDUM FOR: CoC Council, Members and participating Agencies

FROM: Erin Murray on behalf of Butte County
Health & Human Services Program Analyst, Senior
Butte County Department of Employment and Social Services

SUBJECT: Homeless Housing, Assistance, and Prevention (HHAP)

Background

The Homeless Coordinating and Financing Council (HCFC) designed the Homeless Housing, Assistance and Prevention (HHAP) program to provide local jurisdictions with funds to support regional coordination and to expand or develop local capacity to address immediate homelessness challenges throughout the state.

On September 1, 2021, with the release of the HHAP Round 1 and 2 RFP, the County made available funding for HHAP Round 1 totaling \$2,528,229.45 and HHAP Round 2 totaling \$1,176,787.92. As the CoC redirected funds to the County, and the County contracted directly with the state, the County's RFP process was used.

Based on the intent of HHAP funds, the needs to the community, and the proposals received, projects have tentatively been awarded and are scheduled to go to the Board of Supervisors for approval on December 14, 2021.

Awarded Projects for HHAP Round 1

Agency	Amount	Description
Catalyst Domestic Violence Services	\$290,000.00	Catalyst is adding Navigation Coordinators to work collaboratively with the Jesus Center, True North, and Oroville Rescue Mission to provide bridging services and resources to survivors of domestic violence that are staying at those emergency shelters. This will allow those survivors that choose not to stay at Catalyst's shelter, or are unable due to capacity limitations, to still have full access to necessary services.
Chico Housing Action Team	\$826,833.45	CHAT is adding Case Managers and support staff to the Housing Now program to provide residents with the resources and skills needed to maintain permanent housing. Resources include life skills training, good tenant training, conflict resolution skills, as well access to medical services, legal services, and public assistance as needed.
True North Housing Alliance	\$1,177,500.00	True North is expanding the Torres Shelter to add a Navigation Center that will operate 24/7 and also add an additional 20 beds to the shelter. The Navigation Center will allow for cross agency case management services to be made available to connect individuals to support services.
Youth for Change	\$233,896.00	Youth for Change is using funds to expand case management services and to provide rent and utilities support to youth residents as needed to sustain housing and support mental health.

Awarded Projects for HHAP Round 2

Agency	Amount	Description
Chico Housing Action Team	\$530,868.42	CHAT is adding a Program Manager and Village Assistants to Everhart Village to work collaboratively with Butte County Department of Behavioral Health to provide residents with assistance needed to access and maintain stable housing.
True North Housing Alliance	\$436,506.50	True North will use funding to continue to operate the Torres Shelter 24/7 after ESG-CV funding ends January 31, 2022. Funding will also be used to expand staff to support the already in process 50 bed expansion.
Youth for Change	\$209,413.00	Youth for Change is adding an Outreach Coordinator to provide direct outreach and connection to homeless youth in the county. The Outreach Coordinator will connect youth to services, be available for crisis intervention, and carry a small caseload.