

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Social Services	(2) MEETING DATE 1/8/2013	(3) CONTACT/PHONE Laurel Weir 781-1833	
(4) SUBJECT Added Item: Request to: 1) approve an amendment to the bylaws of the Homeless Services Oversight Council (HSOC) to include a Conflict of Interest Policy and to allow non-HSOC members to be appointed to HSOC Committees, and 2) appoint Jeanette Duncan to fill one vacant position.			
(5) RECOMMENDED ACTION It is recommended that the Board of Supervisors: 1) Approve the proposed amendments to the bylaws of the Homeless Services Oversight Council (HSOC) as set forth in Attachment A; and 2) Appoint Jeanette Duncan to fill one vacant position on the HSOC as set forth in Attachment B.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? N/A
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) n/a		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: n/a <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP No	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW  Emily Jackson			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Social Services / Laurel Weir 781-1833

DATE: 1/8/2013

SUBJECT: Added Item: Request to 1) Approve amendments to the bylaws of the Homeless Services Oversight Council (HSOC) to include a Conflict of Interest Policy and to allow non-HSOC members to be appointed to HSOC Committees, and 2) to appoint Jeanette Duncan to fill one vacant position.

## **RECOMMENDATION**

It is recommended that the Board of Supervisors:

- 1) Approve the proposed amendments to the bylaws of the Homeless Services Oversight Council (HSOC) as set forth in Attachment A; and
- 2) Appoint Jeanette Duncan to fill one vacant position on the HSOC as set forth in Attachment B.

## **DISCUSSION**

### **Background**

The San Luis Obispo Countywide 10-Year Plan to End Homelessness called for the creation of a governing body to provide policy guidance and oversight for the on-going implementation of the 10-Year Plan. On June 23, 2009, the Board of Supervisors established the HSOC as a new county advisory committee. In addition to providing guidance and oversight for implementation of the 10-Year Plan, the HSOC body also 1) acts as the Continuum of Care ("CoC") governing body, 2) reviews and evaluates data on homeless services and 3) makes recommendations regarding program best practices and funding allocations. The County receives over \$1 million of CoC funds from the U.S. Department of Housing and Urban Development (HUD) to serve homeless persons in San Luis Obispo County.

In July 2012, HUD promulgated new regulations for the CoC program. These regulations set forth new requirements for the CoC governing bodies, including a requirement that the governing bodies have conflict of interest policies in place and have a broad membership. While these changes are not required to be enacted before July 2014, HUD is awarding points for these changes in the current competition for CoC funds. CoCs that do not have them in place before January 18, 2013 will be at a disadvantage when competing for HUD CoC funding and could even fail to qualify altogether. To ensure that the County is as competitive as possible for 2013 funding, it is recommended that the following changes be made to the HSOC bylaws:

### **Changes to By-Laws**

New interim CoC regulations published in July 2012 require the establishment and operation of a CoC governing body within two years. The HSOC serves as that governing body and it has by-laws describing how the body should operate. To comply with the new CoC regulations, the proposed changes to the bylaws at this time include:

- The addition of a conflict of interest policy for members participating on the governing body. In order to comply with the regulations and to provide clarity to members regarding what is considered a conflict of interest, the HSOC voted to adopt the policy attached as included in Attachment A (revisions are underlined) on December 12, 2012. The conflict of interest policy prohibits HSOC members from participating in or influencing discussions regarding the awarding of grants or other financial benefits to the organization that the member represents. It

also prohibits HSOC board members who are participating in making grant recommendations from having a financial interest or a family member with a financial interest in the activities being assisted during the board member's tenure or in the year following their tenure. The changes also prohibit HSOC board members from organizational conflicts, such as participating in decisions about funding for organizations on whose boards they sit.

- An expansion of the membership of HSOC Committees to increase further participation from service providers, community members and others in the work of HSOC. The new provisions governing Committee membership would allow persons to serve on Committees without being full members of HSOC. The HSOC approved these changes on December 12, 2012 as well.

### **Appointment of New Members**

On December 12, 2012, HSOC voted to recommend the nomination of Jeanette Duncan to fill the vacant Affordable Housing Developer membership position.

Ms. Jeanette Duncan is the Executive Director for People's Self Help Housing. She has worked in affordable housing for over 35 years and has spent the last 15 years working towards developing housing to end homelessness. Ms. Duncan's application to serve on the HSOC is attached as Attachment C.

The Maddy Act requires that the Board of Supervisors approve all changes to HSOC membership. This report requests approval of the HSOC recommendations.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

The HSOC and community stakeholders were involved in developing the changes proposed to the HSOC Bylaws and approved the changes at the regular HSOC meeting on December 12, 2012. In addition, County Counsel has reviewed the recommended language. The HSOC also voted to recommend the appointment of Jeanette Duncan. The Clerk Recorder reviewed and approved the changes to the by-laws and the new appointment.

### **FINANCIAL CONSIDERATIONS**

While this request will not have a direct financial impact to the County, failure to approve the conflict of interest policy would disadvantage the County's application for CoC funding in 2013, which is due to HUD on January 18, 2013. The request to appoint Ms. Duncan has no financial impact.

### **RESULTS**

In addition to helping the County to comply with the recently promulgated HUD regulations, the adoption of the proposed bylaws will help protect the public's interests by prohibiting HSOC members with conflicts of interest from participating in or influencing discussions regarding decisions about grants or funding that would benefit the organization that the member represents.

The immediate results of the action requested today will be to strengthen the HSOC by adding the expertise of Ms. Duncan.

### **ATTACHMENTS**

1. Attachment A – Revisions to HSOC bylaws
2. Attachment B – Membership composition with new members added
3. Attachment C – Application from Jeanette Duncan