

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

(1) DEPARTMENT Social Services	(2) MEETING DATE 10/28/2014	(3) CONTACT/PHONE Laurel Weir, (805) 781-1833	
(4) SUBJECT Request to approve amendments to the bylaws of the Homeless Services Oversight Council (HSOC) to revise existing standing committees. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board of Supervisors vote to approve the proposed amendments to the "Officers" and "Committees" sections of the HSOC Bylaws to eliminate the Supportive Services Committee and to create two new committees: the Outreach and Public Education Committee, and the Homeless Services Coordinating Committee.			
(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"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? no	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A    Date: <u>April 8, 2014</u>	
(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, (805) 781-1833

DATE: 10/28/2014

SUBJECT: Request to approve amendments to the bylaws of the Homeless Services Oversight Council (HSOC) to revise existing standing committees. All Districts.

## **RECOMMENDATION**

It is recommended that the Board of Supervisors vote to approve the proposed amendments to the "Officers" and "Committees" sections of the HSOC Bylaws to eliminate the Supportive Services Committee and to create two new committees: the Outreach and Public Education Committee, and the Homeless Services Coordinating Committee.

## **DISCUSSION**

The Homeless Services Oversight Council (HSOC) was created by the San Luis Obispo County Board of Supervisors in June of 2009, to guide and oversee implementation of the County's 10 Year Plan to End Homelessness. In addition, the Homeless Services Oversight Council (HSOC) serves as the Continuum of Care oversight body for the federal McKinney-Vento Continuum of Care (CoC) program funding in San Luis Obispo County, in accordance with 24 C.F.R. Part 578.7.

Under 24 C.F.R. Part 578.7, the CoC oversight body must oversee implementation of the CoC, including planning and coordination of the CoC system that includes (i) outreach, engagement, and assessment; (ii) shelter, housing, and services; and (iii) prevention. As part of its planning and implementation process, the CoC is responsible for consulting with recipients and subrecipients to establish performance targets, monitoring performance, evaluating outcomes of the Emergency Solutions Grant program and the CoC program, and reporting to HUD.

In March 2014, the HSOC created an Ad Hoc Review Committee to consider the current HSOC structure with regard to its responsibilities to carry out the 10 Year Plan and serve as the CoC oversight body. The Ad Hoc Restructuring Committee sought to examine how possible changes to the HSOC structure would allow it to meet its responsibilities as the CoC oversight body and 10 Year Plan implementing body, in a way that would be as efficient as possible.

As part of its review process, the Committee examined the structures of CoC oversight bodies in 15 other communities, including nearby counties, as well as a sampling of jurisdictions where the CoCs had reported progress in housing homeless subpopulations that resulted in significant reductions in homeless subpopulations, such as chronically homeless veterans and other chronically homeless persons. After considering the HSOC's responsibilities and CoC oversight body structure in other communities, the Ad Hoc Review Committee in May 2014 recommended replacing the existing Supportive Services Committee with the Homeless Services Coordinating Committee. Additionally, the Committee recommended creation of an Outreach and Public Education Committee. The responsibilities of both new and existing Committees were defined as well as meeting frequencies.

At the May 2014 HSOC meeting, HSOC voted to approve the changes to the HSOC Committees, as proposed by the Committee, along with the proposed responsibilities and meeting frequencies for each Committee, as set forth in Attachment B. To enact these changes, the bylaws of the HSOC must be amended. As required by the bylaws, HSOC has voted on and approved the proposed amendments twice, first on July 16, 2014 and again on September 16, 2014. This item proposes to amend the bylaws as noted in Attachment A. Specifically, it is recommended that the "Officers" and

“Committees” sections of the Bylaws be amended to read as follows (proposed new language is in underlined and in bold lettering):

#### Officers

The officers of the HSOC shall be a Chair, Vice Chair, and the Chairs of the **four standing committees. These are the Finance and Data, Outreach and Public Education, Housing, and the Homeless Services Coordinating Committee.** Officers shall be elected by the membership of the HSOC at the first regular HSOC meeting of the calendar year and will immediately take office. The term of office is one (1) year. A person may hold the same office for no more than three (3) consecutive years.

#### Committees

Executive Committee:

The Executive Committee shall be comprised of the HSOC officers. The Executive Committee shall meet in alternate months from the meetings of the full HSOC, or otherwise as determined by the Chair. The Executive Committee shall coordinate the preparation of annual work plans for HSOC, and will coordinate performance review of the Executive Director. The Executive Committee shall assist the Chair and Executive Director in the preparation of meeting agendas.

Standing Committees:

**The HSOC shall have at least four standing Committees: Finance and Data, Outreach and Public Education, Housing, and the Homeless Services Coordinating Committee.** The Chair of each Standing Committee will convene meetings and coordinate committee activities. Members of the Standing Committees can be drawn from the HSOC membership, as well as from partner organizations, entities, and the community (including consumers).

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

HSOC members initiated this proposed restructuring of HSOC's standing committees. And ad hoc committee of HSOC was formed to develop the proposed restructuring, and the full HSOC voted to recommend the proposed restructuring to the Board of Supervisors.

#### **FINANCIAL CONSIDERATIONS**

None.

#### **RESULTS**

The effect of this action would be a strengthening of HSOC by increasing collaboration among homeless service agencies throughout the county to most effectively administer the local CoC and coordinate the delivery of services to homeless individuals.

#### **ATTACHMENTS**

1. Attachment A - HSOC ByLaw Amendment Proposal (approved by HSOC 9-16-14)
2. Attachment B - HSOC Restructuring Proposal