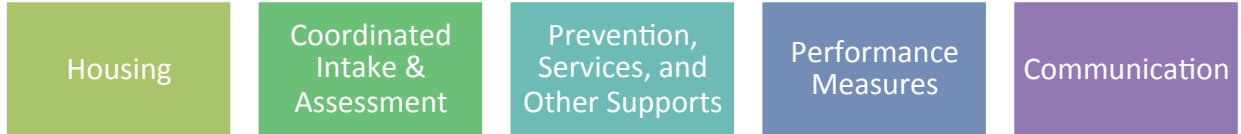


STRATEGIC PLANNING PROCESS

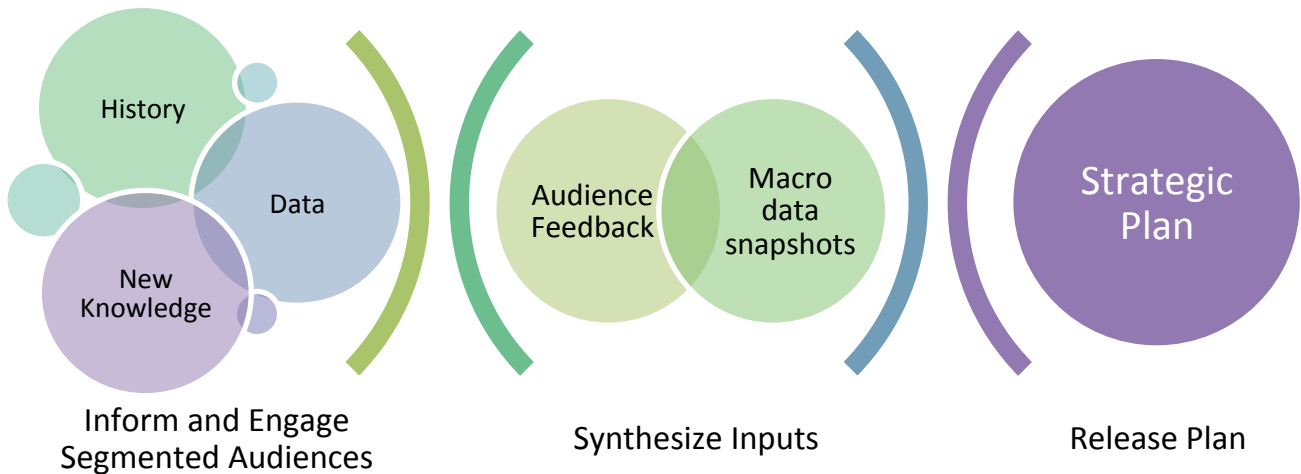
Modular Approach



Four Key Stakeholder Groupings



Plan Development



Contra Costa Interagency Council on Homelessness (CCICH)

Draft Timeline

| Month | CCICH | CCICH Board | Program Staff (e.g., HUD Grantees) | Executive Leadership | Community Members (Strategic Plan ONLY) | Consumers (Strategic Plan ONLY) |
|-----------|-----------------------------------|---|--|--|--|------------------------------------|
| March | March 14 | March 11: (1) Governance & Program Monitoring; (2) Strategic Plan | March 6: (1) Strategic Plan | | | |
| April | | April 8: Topics TBD | (1) Coordinated Assessment; (2) Governance & Program Monitoring | | | |
| May | | May 13: Topics TBD | (1) Coordinated Assessment; (2) Strategic Plan | | | |
| June | June 13 | June 10: Topics TBD | (1) Program Monitoring | (1) Coordinated Assessment (2) Strategic Plan <i>(combine w/ Con Plan mtg)</i> | | |
| July | | July 8: Topics TBD | (1) Coordinated Assessment | | (1) Strategic Plan | (1) Strategic Plan |
| August | | August 12: Topics TBD | (1) Coordinated Assessment (2) Strategic Plan | | | |
| September | Sept. 12 | Sept. 9: Topics TBD | (1) Coordinated Assessment (2) Strategic Plan | | | |
| October | | Oct. 14: Topics TBD | (1) Program Monitoring | (1) Coordinated Assessment (2) Strategic Plan | | |
| November | | TBD (Nov. 11 is Veterans Day): Topics TBD | (1) Coordinated Assessment | | (1) Strategic Plan | (1) Strategic Plan |
| December | Dec. 12: Strategic Plan | Dec. 9: Strategic Plan | | | | |

**Contra Costa Interagency
Council on Homelessness
Advisory Board**

**By-Laws
(Rules for the Conduct of Business)**

Approved and Adopted on November 12, 2013

I. OVERVIEW AND MISSION

The Contra Costa Interagency Council on Homelessness (CCICH) Advisory Board is charged with providing a forum for communication about the implementation of the Ten Year Plan to End Homelessness and providing advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. The CCICH Advisory Board will provide a forum for discussing a plan to end homelessness in Contra Costa County, educating the community on homeless issues, and advocating on federal, state, county and city policy issues affecting people who are homeless or at-risk of homelessness.

The CCICH Advisory Board will encourage all members of the community to participate in group discussions and working groups. All interested persons are encouraged to attend meetings, provide input, and voice concerns to the CCICH Advisory Board.

II. FUNCTIONS AND TASKS

- A. Vote on any issues that arise at Contra Costa Interagency Council on Homelessness meetings.
- B. Encourage and develop public understanding and education on homeless and housing issues in relationship to the Ten Year Plan.
- C. Provide advocacy on homeless concerns to the Board of Supervisors and cities located in Contra Costa County.
- D. Assure diverse population input to CCICH Advisory Board deliberations and decision-making, including consumers and community members, as well as gender, ethnic, cultural and geographical representation.
- E. Make recommendations about long range planning and policy formulation to the Board of Supervisors and cities located in Contra Costa County.
- F. Assess effectiveness, quality, efficiency, access, and availability of homeless services throughout the county.
- G. Recommend HUD McKinney-Vento applications for submission to the Board of Supervisors and Housing and Urban Development annually.

- H. Facilitate and support the development of funds and resources for homeless services in Contra Costa County in partnership with other jurisdictions located in Contra Costa County.
- I. Advise the Board of Supervisors, the Director of Public Health, and the Health Services Director, on the special needs of the homeless and matters of urgency regarding homelessness.
- J. Hear reports from Health Care for the Homeless, discuss issues relating to access to health care for homeless persons, and make recommendations to the Board of Supervisors and to cities located in Contra Costa County to address health care access issues.
- K. Hear reports from the Consumer Advisory Board, discuss issues that they may bring up, and make recommendations to the Board of Supervisors and cities located in Contra Costa County concerning those issues.

III. MEMBERSHIP

All members of the Contra Costa Interagency Council on Homelessness (CCICH) Advisory Board must reside in or be employed in Contra Costa County.

- A. All members of the CCICH Advisory Board shall demonstrate a professional interest in, or personal commitment to addressing and alleviating the impact of homelessness on the people of the County of Contra Costa.
- B. Membership on the CCICH Advisory Board will be as shown in the chart below. Each seat will have a term of two years expiring in even numbered years:

| Area of Representation |
|--------------------------------------|
| Consumer Seat #1 |
| Consumer Seat #2 |
| Consumer Advocate |
| At-Large Seat #1 |
| At Large Seat #2 |
| At Large Seat #3 |
| County Government Seat #1 |
| County Government Seat #2 |
| Health Care |
| Law Enforcement |
| Faith Community |
| Nonprofit homeless services provider |
| Housing Provider |
| Consumer Alternate * |

* The appointee to the Consumer Alternate seat will represent either of the appointees to Consumer Seat #1 or Consumer Seat #2 in their absence. In the case of the absence of both appointees, the Alternate will have only one vote on any item.

- C. All representatives appointed by the Board of Supervisors serve at the pleasure of the Board of Supervisors and may have their appointments rescinded by majority vote of the Board.

IV. ELIGIBILITY CRITERIA

In addition to residency requirements stated in item III Membership, to be eligible for CCICH Advisory Board membership:

- A. A person must contribute unique expertise, opinions, and viewpoints on homeless issues;

Where a potential CCICH Advisory Board member represents a coalition, consortium, association, neighborhood group, or voluntary organization, the nominee must represent to the CCICH Executive Committee the group's mission, in addition to personal viewpoints.

- B. No member may be appointed who is an officer, employee or appointee of any group or organization that receives funding from the County Homeless Program.

V. WHEN A SEATED MEMBER NO LONGER MEETS THE ELIGIBILITY CRITERIA:

If a seated CCICH Advisory Board member no longer meets the residency requirements of other eligibility criteria the Advisory Board:

- A. May request the CCICH Advisory Board member to submit a statement of resignation to the Advisory Board within 30 days of the change.
- B. May recommend to the Board of Supervisors the removal of the member and the subsequent appointment of an eligible nominee selected by the Nominating Committee.
- C. May, where there is no apparent candidate to fill the seat, continue the seated member's participation, with or without limitation, until an eligible candidate is found.
- D. A designated Advisory Board member, or staff, if any, may, where a resignation is not forthcoming, contact the seated CCICH Advisory Board member who no longer meets the eligibility criteria.

VI. MEETINGS AND ATTENDANCE

- A. The CCICH will set an annual meeting schedule on a calendar year basis.
- B. Two absences from the regularly scheduled CCICH Advisory Board meeting in a rolling 12-month period will warrant inquiry from the Board as to ability and interest of the individual in continuing as a member. Three absences within a rolling 12-month period from time of appointment will result in a recommendation to the Board of Supervisors that this member be removed from the CCICH Advisory Board.
- C. Any CCICH member unable to attend a meeting should notify the Administrative Assistant in the County Homeless office.
- D. The Administrative Assistant will maintain attendance records, and notify the Advisory Board when two absences are recorded.

VII. PARTICIPATION AND VOTING OF MEMBERS

A quorum of seven (7) CCICH Advisory Board members is required for the conduct of business. Decisions must be made by an affirmative vote of seven members of the CCICH Advisory Board.

By-Law amendment requires an affirmative vote of seven members of the Advisory Board for passage of the amendment and submission to the Board of Supervisors for approval. An amendment takes effect only upon approval by the Board of Supervisors.

VIII. CONFLICT OF INTEREST

- A. The CCICH Advisory Board shall follow all provisions of the Brown Act and the Better Government Ordinance in its conduct as a public body.
- B. After the CCICH Advisory Board has adopted a conflict of interest code members must file an initial and annual conflict of interest statement with the filing officer designated in the code. Failure to file such a statement may result in the removal of a member.

IX. OFFICERS

- A. The CCICH Advisory Board shall elect one chair and one vice-chair to provide for the operation and conduct of business. Terms for the Officers shall be 1 year. Officers may serve no more than two consecutive terms in the same seat.

Officers may recommend and implement policies governing the business and operation of the CCICH Advisory Board.

- B. The Chair of the CCICH Advisory Board shall provide oversight for the operation of the CCICH Advisory Board. The Chair shall preside over meetings of the CCICH Advisory Board. The Chair may call for special meetings of the CCICH Advisory Board or its committees.
- C. The Vice-Chair shall provide oversight for the operations of all CCICH sub-committees. If the Chair is absent, or the office is vacant, the Vice-Chair shall assume responsibility for the operation of the CCICH Advisory Board.

X. COMMITTEE STRUCTURE AND OPERATIONS

- A. There is only one CCICH standing committee: the Consumer Advisory Committee. This committee is charged with providing information to the CCICH Executive Committee on the effectiveness of the various services, assisting with identification of gaps in services, providing feedback to the CCICH Executive Committee from other consumers, and bringing forward for discussion and possible presentation to the CCICH Executive Committee, ideas and strategies for meeting the goals and objectives in the County's 10-year Plan for Ending Homelessness from a consumer's viewpoint.

- B. The Executive Committee will create ad-hoc committees as the need arises. The purpose of these ad hoc committees will be to develop recommended solutions to the specific issue for which they were created. The ad hoc committees may be comprised of members of the CCICH and outside individuals. Ad hoc committees may be dissolved upon a vote of the Executive Committee ,
- C. The Executive Committee may create an ad-hoc nominating committee to make recommendations on the filling of vacancies. The ad-hoc nominating committee will solicit and assess applicants, rank them in order of preferred appointment, and submit these recommendations to the CCICH Executive Committee for approval. The CCICH Executive Committee will submit final recommendations to the Board of Supervisors.
- D. Ad hoc committees can be appointed to address any matters within the jurisdiction of the CCICH Advisory Board.

COC GOVERNANCE: BYLAWS REVIEW

CoC Responsibilities

The responsibilities of the CoC, the CoC board, HMIS lead, the collaborative applicant, and other entities varies depending on the local needs of the CoC. *Each CoC may assign primary responsibilities and define relationships among the entities, but the CoC itself will always have an oversight role as it ultimately retains all responsibilities.* All functions assigned to other entities must be documented in the governance charter.

Operating a CoC

- Develop, follow, and update annually the CoC's governance charter, which will include all procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC board, its chair(s), and any person acting on behalf of the CoC board
- In consultation with recipients of ESG funds within the CoC's geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- In consultation with recipients of ESG funds within the CoC, establish and consistently follow written standards for providing CoC assistance
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type
- Monitor performance of CoC and ESG recipients and subrecipients
- Evaluate the outcomes of projects funded under ESG and CoC programs
- Take action against ESG and CoC projects that perform poorly
- Report the outcomes of ESG and CoC projects to HUD annually

CoC Planning

- Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of homeless individuals and families.
- Plan for and conduct, at least biennially (i.e., every other year), a point-in-time count of homeless persons within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires
- Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within the CoC geographic area
- Provide information required to complete the Consolidated Plan(s) within the CoC geographic area
- Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients

HMIS

- Designate a single HMIS for the CoC's geography, and an eligible applicant to serve as the CoC's HMIS lead agency
- Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan
- Ensure that the HMIS is administered in compliance with HUD requirements
- Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS

Preparing an Application for CoC Funds

- Design, operate, and follow a collaborative process for the development of a CoC application to HUD
- Establish priorities that align with local and federal policies for recommending projects for HUD Homeless Assistance CoC Grant funding
- Designate an eligible collaborative applicant to collect and combine the required application information from all applicants
- Determine whether to select the collaborative applicant to apply for Unified Funding Agency designation from HUD
- Approve the final submission of applications in response to the CoC Notice of Funding Availability.

Contra Costa Interagency Council on Homelessness (CCICH)

Recruitment

Publish and appropriately disseminate an open invitation at least annually for persons within the CoC area to join as new CoC members.

Recruitment and Outreach

Identify and address membership gaps in essential sectors, from key providers or other vital stakeholders. Recruit members to ensure that the CoC meets all membership requirements set forth in its governance charter, including representation of certain populations and certain organizations. Specifically, conduct outreach to obtain membership from the following groups as they exist within the CoC geographic area and are available to participate in the CoC:

- Nonprofit homeless assistance providers
- Victim service 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
- Organizations that serve veterans
- Homeless and formerly homeless individuals
- Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc)