

**Attachment 4.3.1  
HSOC Ad Hoc Restructuring Committee Draft Proposal May 21, 2014**

**STANDING COMMITTEES**

<b>Committee</b>	<b>Meeting Frequency</b>	<b>Tasks</b>
Full HSOC	Every other month	<ul style="list-style-type: none"> <li>• sets short/medium/ and long term goals</li> <li>• establishes benchmarks</li> <li>• reviews and reports on progress towards goals</li> <li>• fulfills Continuum of Care (CoC) responsibilities, including monitoring CoC performance, making recommendations regarding annual grant allocations, and reviewing and amending By-Laws as needed</li> <li>• reviews information provided by Grant Review Committee and make recommendations to the Board of Supervisors regarding federal and state grant funding as appropriate</li> <li>• endorses membership applications</li> <li>• endorses policy recommendations</li> <li>• selects Chair and Vice Chair</li> <li>• establishes Ad Hoc and standing committees as needed</li> <li>• in consultation with the Outreach and Public Awareness Committee, sponsors or endorses public awareness events or activities</li> <li>• members report on key HSOC actions to constituencies or organizations that they represent</li> </ul>
Executive	Every other month	<ul style="list-style-type: none"> <li>• hears reports from Standing committees and current workgroups</li> <li>• monitors progress on benchmarks</li> <li>• coordinates Committees, work groups and HSOC activities</li> </ul>
Finance and Data	Every other month (can meet more frequently if needed)	<ul style="list-style-type: none"> <li>• collects and analyzes key data on benchmarks and outcome data and reports to HSOC</li> <li>• oversees Point in Time Count and reports data to Full HSOC</li> <li>• oversees HMIS implementation, including performance and monitoring</li> <li>• reports on HSOC funds</li> <li>• hears reports from HMIS Steering Committee (non-HSOC entity) and reports to full HSOC as needed</li> <li>• receives reports on key federal and state homeless assistance grants received by public and private agencies in the County (based on voluntary reporting by participating agencies) and reports to HSOC as appropriate</li> </ul>
Outreach and Public	Quarterly (can meet more)	<ul style="list-style-type: none"> <li>• reaches out to other organizations and the public to support HSOC short, medium and long-term goals within</li> </ul>

Awareness	frequently if needed)	<p>the categories outlined in the 10 Year Plan</p> <ul style="list-style-type: none"> <li>• plans and implements Homeless Persons Memorial Day</li> <li>• in support of HSOC annual goals, disseminates public information through media, press releases, events</li> <li>• identifies events and meetings sponsored by outside groups that Chairs, Homeless Services Coordinator, or HSOC members could attend, including opportunities to address Not In My Back Yard (NIMBY) opposition to the development or placement of housing or services for homeless persons</li> </ul>
Homeless Services Coordinating Committee	Bi-monthly (can meet more frequently if needed)	<ul style="list-style-type: none"> <li>• through the input of front line agencies and clients, HMIS feedback from Finance and Data Committee, and other agency data as appropriate, leads efforts to improve service, health care, and housing delivery through identification of barriers and successes, and formation of working groups to address barriers, increase coordination, and improve systems</li> <li>• consists of service providers, government agency staff, other agencies that serve homeless persons, volunteers, and other interested parties</li> <li>• includes a Client Advisory working group</li> <li>• provide input to Strategic Planning Committee regarding suggested benchmarks (in addition to grant-required benchmarks)</li> <li>• identifies steps that could be taken to meet benchmarks or analyze barriers</li> <li>• coordinates with existing service provider groups (members to bring reports back to HSOC) regarding recommendations for HSOC Committees and need for ad hoc working groups to address discrete issues</li> <li>• appoints ad hoc working groups (e.g. Warming Centers, Discharge Planning, Housing First, Engagement, etc.) needed for the work of the Committee, and receives reports back from Ad Hoc groups regarding outcomes and recommended actions for HSOC</li> <li>• receives reports from Benefits ARCH Collaborative</li> <li>• supports Housing First and Rapid Rehousing efforts in coordination with Housing Committee</li> </ul>
Strategic Planning	Annually (in Fall) for a short time during Strategic Planning	<ul style="list-style-type: none"> <li>• coordinates HSOC annual planning and goal setting</li> <li>• solicits input from existing groups and committees</li> <li>• reviews Finance and Data committee benchmark reports to analyze progress toward 10 Year Plan goals and need for possible changes to short or mid range goals</li> <li>• reviews Finance and Data committee benchmark reports to analyze Continuum of Care Performance and need for possible</li> </ul>

		<ul style="list-style-type: none"> <li>• develops presentation for HSOC Annual Planning</li> <li>• once HSOC selects priorities, develops benchmarks needed for grants and for implementation of the 10 year plan and brings them to Full HSOC to finalize</li> </ul>
Housing	Every month	<ul style="list-style-type: none"> <li>• leads efforts to create more housing that is affordable and appropriate for homeless persons, including permanent, supportive housing with services</li> <li>• supports housing aspects of Housing First and Rapid Rehousing efforts in coordination with Homeless Services Coordinating Committee</li> <li>• develops and disseminates recommendations for revisions to local jurisdiction's Housing Elements or Consolidated Plans</li> <li>• develops and disseminates recommendations for Planning policies</li> <li>• solicits support for recommendation from other groups</li> </ul>

#### WORKGROUPS AND AD HOC GROUP IDEAS

Committee	Meeting Frequency	Tasks
Grant Review	As needed	<ul style="list-style-type: none"> <li>• reviews grant applications</li> <li>• presents recommendations for funding to HSOC</li> </ul>
New Member Nominating	As needed	<ul style="list-style-type: none"> <li>• reviews new membership applications</li> <li>• presents recommendations for new members to HSOC</li> </ul>
Youth	As needed	<ul style="list-style-type: none"> <li>• identifies needs of unaccompanied homeless youth</li> <li>• makes recommendations as to how such needs could be addressed</li> </ul>
Coordinated Assessment	Periodically for 1 year	<ul style="list-style-type: none"> <li>• reviews implementation of Coordinated Assessment</li> </ul>
Discharge Planning	As needed	<ul style="list-style-type: none"> <li>• works on improving discharge planning processes and increasing coordination</li> </ul>
Housing First	As needed	<ul style="list-style-type: none"> <li>• works to support Housing First efforts by mobilization and coordination of resources</li> </ul>
Engagement	As needed	<ul style="list-style-type: none"> <li>• examines efforts to engage homeless persons in services</li> <li>• develops recommendations for engagement</li> <li>• works to increase coordination and effectiveness of engagement efforts</li> </ul>
Legislative Review	Twice per year	<ul style="list-style-type: none"> <li>• Identify legislation at the State and Federal level of interest to HSOC</li> <li>• Recommend legislation for HSOC to consider endorsing</li> </ul>