

By-Laws, Homeless Services Oversight Council

(current as of October 28, 2014)

Purpose

The purpose of the county-wide Homeless Services Oversight Council (HSOC) is to lead, facilitate, and provide oversight for the implementation of the “Path to A Home, San Luis Obispo Countywide 10-Year Plan to End Homelessness.” Centralized and collaborative leadership and oversight of the 10-Year Plan to End Homelessness will increase partner participation and service coordination, increase programmatic efficiencies, and enhance accountability of program delivery. “Homeless Services” includes both housing services and supportive services.

Role

The role of the HSOC is to:

- a. Provide a planning and policy development forum, with local jurisdiction and public and private service providers actively participating.
- b. Compile and monitor data and information regarding the number of homeless persons and service utilization, working with service providers and local jurisdictions
- c. Advise service providers of opportunities and best practices to improve access to and strengthen homeless services
- d. Advocate for and provide local jurisdictions with recommendations on public funding allocations, based upon local needs and prioritized objectives within the “10-Year Plan to End Homelessness”
- e. Work with public and private partners, donors and grant makers to establish financial resources for service implementation, coordination and sustainability.

Duties

Using the 10-Year Plan as a guide, the HSOC will:

1. Uphold and advocate for the implementation of the 10-Year Plan to End Homelessness objectives, revising the 10-Year Plan as needed
2. Prepare/approve annual goals and work plans for HSOC and the HSOC staff considering implementation activities, prioritized by urgency and resource availability, and monitor progress toward the goals
3. Coordinate the county’s collaborative systems of care to strengthen planning and cooperation among homeless-serving agencies and oversee development and consistent implementation of Continuum of Care policies and procedures
4. Identify gaps and duplication of services and identify new programmatic configurations and models of housing and service provision

5. Establish county-wide priorities, in line with the 10-Year Plan, for interagency coordination, services, and projects and prepare estimated funding requirements for use in fund raising efforts
6. Recommend public funding allocations to local jurisdictions and organizations in line with 10- Year Plan to End Homelessness objectives and priorities / Endorse grant applications to local jurisdictions to ensure compliance with 10-Year Plan objectives
7. Provide a forum for clarifying perceptions and expectations among agencies and between agencies and the community
8. Monitor homeless data to support improvements to service utilization and oversee administration and implementation of the Homeless Management Information System (HMIS) in conjunction with the HMIS Lead and the Collaborative Applicant
9. Identify critical homeless issues within the County, appoint ad hoc task forces or sub-committees to study issues and recommend solutions
10. Receive and share information about public and private agencies and programs relating to homeless services; serve as clearinghouse for best practices
11. Develop annual goals and objectives for review and support by the County Board of Supervisors and the seven City Councils, including results from prior years activities
12. Review critical legislation and issues in homeless services to determine and direct public education efforts as necessary
13. Participate as requested by the local jurisdictions in decisions, both fiscal and programmatic, relating to homeless services in San Luis Obispo County and its incorporated cities

Membership

Membership is provided as follows:

- County Board of Supervisors, 1 member
- City Council Members, 7 members, one from each municipality
- County Government Service Providers, 2 members, selected from Behavioral Health, Planning, Social Services, Veterans Services, Probation
- Non-profit Service Providers, 3 regional members
- Affordable Housing Developers, 2 members
- Local Businesses/Business Organizations, 1 members
- Law Enforcement, 1 member
- Local K-12 Academic Institution, 1 member
- Local Health Provider, 1 member
- Local Faith Community, 1 member
- Interested Community, 2 members, preferentially with homelessness experience
- Currently or Formally Homeless Person, 1 member
- Veterans Services Representative, 1 member
- Local University or School of Higher Education, 1 member
- Local Hospital, 1 member
- Victims' Services Representative, 1 member

In an effort to broaden the base of support and increase collaborative participation, the HSOC will have no more than two voting representatives, staff or Board members, from an agency or organization.

With a 2/3 vote, after receiving a motion from the Executive Committee (See "Committees" on page 5), the Council will have the authority to modify the composition and size of its membership.

Term

The term of appointment is three (3) years, and shall begin on January 1st. A member may not serve more than two (2) full consecutive terms. A member having served two (2) full consecutive terms may seek reappointment after one (1) year absence from Council membership.

Election and/or Re-Appointment of Members and Alternates

In September of each year:

- a. It will be determined which of those sitting members whose tenure is expiring will seek reappointment for a subsequent term.
- b. The County of San Luis Obispo will be given notice of all vacancies for any member whose term is expiring and do not or cannot seek reappointment Applications for membership to the Council shall be taken in accordance with the established County procedure for advisory commissions.
- c. The HSOC Executive Committee shall appoint an ad hoc Nomination Committee of at least three (3) persons.

In October of each year:

- a. The Nomination Committee shall review the applications submitted for the vacancies and prepare a proposed Membership Roster. The Roster will be submitted to the HSOC Executive Committee in sufficient time prior to the HSOC November meeting, for its review and amendment, as appropriate.

In November of each year:

- a. The Executive Committee shall submit the proposed Membership Roster to the full HSOC for approval. The approved Membership Roster shall be submitted to the Board of Supervisors for its approval prior to the end of the calendar year, or as soon thereafter.

Vacancies occurring mid-term shall be filled in accordance with the established County procedure for advisory commissions.

Nomination and Election of Officers

In November of each year:

The Nomination Committee shall prepare a slate of officers for election in the following calendar year. The slate will be submitted to the HSOC Executive Committee in sufficient time prior to November 30th for its review and amendment, as appropriate.

The slate will be to be submitted to the newly constituted membership of HSOC for election at its first regular meeting of the following calendar year. At that time nominations for officers may also be taken from the floor.

Alternates

Members may be represented by their formally designated alternate, who shall have the full rights of the sitting member, including the right to vote on issues before the HSOC. Within thirty (30) days of appointment a member must notify the Chair, in writing, of his proposed alternate. Alternates are approved by the Executive Committee.

Member Attendance

Members shall be considered in good standing if they, or their designated alternate, miss no more than three (3) regular meetings without cause throughout the operating year. The Executive Committee shall evaluate the participation of members missing more than three (3) regular meetings and make recommendations for appropriate action, including removal from the HSOC. Recommendations shall be submitted to the full HSOC for approval.

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.

Duties of Officers

The duties of the Chair:

- a. Oversee the operation of the HSOC and Executive Committee and preside at all meetings.
- b. Represent the HSOC at other functions or before area jurisdictions, or delegate representation as appropriate.
- c. Call special meetings as necessary.
- d. Establish special ad hoc committees as needed, specify their responsibilities, and appoint ad hoc committee chairpersons.

e. Prepare the agenda of HSOC meetings in coordination with Executive Committee members and the HSOC Executive Director.

The duties of the Vice-Chair:

- a. Act as Chair in the Chair's absence.
- b. Assume the duties of the Chair whenever the Chair is not available.

The duties of the Standing Committee Chairs:

- a. Convene meetings and coordinate activities of their respective Committees.
- b. Conduct other duties as assigned.

Vacancies of Offices

Should the office of Chair be vacated, the Vice Chair shall assume the Chair position to complete the term of office. The Executive Committee shall nominate a Vice-Chair to be approved by the HSOC. In the event of a vacancy in a Chair of a Standing Committee, members of that committee shall nominate a replacement for approval by the Executive Committee.

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).

In order for a non-HSOC member to be appointed as a Member of an HSOC Standing Committee, that person must be appointed by the Chair of the relevant Standing committee and the Chair must notify the Chair of HSOC in writing prior to the first Standing Committee in which the appointed person will participate as an appointed member. Additionally, the Chair must report on the appointment of the new member or members at the next meeting of the Executive Committee or full HSOC, whichever shall come first. Membership appointments will be for a period of three years and may be automatically continued for an additional three year term at the discretion of the Chair. Standing Committee members who are not members of the parent HSOC will have voting privileges on the Committee to which

they have been appointed. Standing Committee members may be removed at the discretion of the Chair of the Standing committee, for missing more than two-thirds of the regularly scheduled Standing Committee meetings within a calendar year.

Nomination Committee:

An ad hoc Nomination Committee shall be appointed annually to perform the duties described in these by laws, (See Election and/or Re-Appointment of Members and Alternates, page 3). It shall be comprised of at least three members of the HSOC, and shall not include members of the Executive Committee.

Ad-Hoc Committees:

Ad-hoc Committees will be proposed as needed for specific purposes by a standing committee or the HSOC Executive Committee, and either report directly to that Standing Committee or the parent HSOC.

Meetings

The HSOC shall meet bi-monthly (six times per year), beginning in January of each year, at a time and date determined by its members. Meeting date changes may be made by a majority vote of the HSOC at any regular meeting. Additional meetings may be scheduled in accordance with and pursuant to the Brown Act, (Government Code, section 54950, et seq.)

Quorum

A quorum of the full HSOC and standing committees shall be a majority of the duly appointed members of the respective body. A majority vote shall be a majority of those present and voting.

HSOC Conflict of Interest Policy

HSOC Board Members

No HSOC board member may participate in or influence discussions or resulting decisions concerning the award of a grant funds or other financial benefits to the organization that the member represents.

Organizational Conflict

An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the HSOC board member is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in a decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents.

Other Conflicts

No HSOC board member, or non-HSOC member participating in recommendations of funding of grant funds or other financial benefits, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

Recusal Process

Those with a conflict of interest are expected to recuse themselves from decisions where such a conflict exists.

Agenda

The agenda for the regular meetings shall be prepared by the Executive Director in consultation with the Executive Committee and distributed to the Council at least seventy-two (72) hours prior to the upcoming meeting. The agenda may be accompanied by agenda support materials.

Posting of Meeting Notices, Agendas

Copies of notices and agendas of meetings shall be posted as required by law.

Minutes

Minutes of HSOC and committee meetings shall be taken and distributed. The Chair of the HSOC and committees shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for the next meeting.

Amendment of By-laws

These bylaws may be amended or revised by a two-thirds (2/3) vote of the HSOC members. Any amendment or revision of these Bylaws shall be introduced at a meeting of the HSOC, and acted upon at the next regular meeting.

Governing Statute

The Homeless Services Oversight Council is a legislative body as defined by the Brown Act, (Government Code, Section 54950 et seq.) and in accordance with the Maddy Act (Government Code, Sections 54970-54974), and its operations shall be in conformance as required by law. To the extent these bylaws are in conflict with the Brown Act or Maddy Act, the Brown Act and Maddy Act shall control.

Terms of Council Positions

In order to achieve staggered member terms, concurrent with the approval of these amended bylaws the Executive Committee shall designate the terms of the HSOC positions so that 1/3 shall expire in one (1) year; 1/3 in two (2) years and 1/3 in (3) years, taking in consideration the service time of the member currently holding the position.