



CALIFORNIA HOMELESS COORDINATING AND FINANCING COUNCIL

Edmund G. Brown Jr., Governor | Alexis Podesta, Chair

Governance Subcommittee Meeting Summary
November 15, 2018

Participants:

Russell Atterberry, Department of Veteran Affairs
Gina Buccieri-Harrington, Governor's Office of Emergency Services
Ali Sutton, California Department of Social Services
Mark Stivers, Tax Credit Allocation Committee
Amy Anderson, PATH Ventures
Jennifer Loving, Destination Homes
Stephanie Welch, Council on Criminal Justice and Behavioral Health

Agreements:

- The Council should adopt a charter to reflect authorizing statute and establish the framework for the Council on roles, responsibilities, expectations and goals. The charter will be provided in a draft form prior to the next Governance Subcommittee meeting on December 10. Once the Subcommittee approves it, the charter will be presented at the next Council meeting on January 17, 2019 with a recommendation for adoption.
- The current Council governance guidelines were agreed upon before the Council was transferred to the Business, Consumer Services and Housing Agency. Although these guidelines provide some useful ideas, they need to be updated to provide greater flexibility and autonomy for Council staff to determine the meeting agendas and Council activities, in consultation with the Council Chair and Interagency working group members.
- One important role of the Council is to create a forum for collaboration and promulgation of best practices and evidence-based strategies for addressing homelessness. Council staff is encouraged to explore other opportunities to provide Council members these opportunities, rather than be required to include this as a standing agenda item for Council meetings.
- The charter will reflect an established process for nominating and electing a Council Vice Chair. Interested Council members will be asked to provide a few sentences on the reasons why they would like to be considered for the position. The Council chair will review these and the selected candidate will be nominated for election at the first Council meeting of each year.

- An annual report prepared by Council staff on the accomplishments and activities of the Council is an important document for transparency and accountability. This report should be concise and high-level, preferably not exceeding several pages.

Next Steps:

- Gina will provide sample charters from other councils and commissions she knows of, for Council staff to review and consider in drafting the Council's charter.
- Council staff will research USICH and other state Interagency Councils that have charters, frameworks and/or structures that can be considered for the Council's charter. This research will be incorporated into the draft charter for consideration at the next Subcommittee meeting.
- Council staff will send an e-mail to Council members inquiring who would be interested in being considered for Council Vice-Chair. Interested members will be asked to submit a few sentences about why they would like to be considered for the position.
- Council staff will prepare a draft charter for review and discussion at the next Governance Subcommittee meeting.