



California Interagency Council on Homelessness

GOVERNANCE CHARTER

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CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS

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Article 1. Authorizing Statutes for the California Interagency Council on Homelessness

Welfare and Institutions (W&I) Code Chapter 6.5, added by Senate Bill (SB) 1380 (Chapter 847, Statutes of 2016)¹, established the Homeless Coordinating and Financing Council, now known as the California Interagency Council on Homelessness (Council), to oversee Housing First implementation and identify resources, benefits and services to prevent and end homelessness in California.

SB 850 (Chapter 48, Statutes of 2018) transferred the Council to the Business, Consumer Services and Housing Agency (BCSH), designated the Secretary of BCSH as Chair, added Council members, and provided permanent staff. SB 918 (Chapter 841, Statutes of 2018) added youth homelessness to the Council's responsibilities.

AB 1220 (Chapter 398, Statutes of 2021) renamed the Homeless Coordinating and Financing Council as Cal ICH, modified membership, and established a Co-Chair leadership structure. AB 977 (Chapter 397, Statutes of 2021) and AB 799 (Chapter 263, Statutes of 2024) expanded membership and responsibilities.

This Governance Charter reflects the provisions of these authorizing statutes.

Article 2. California Interagency Council on Homelessness Goals

Section 2.1. The Council goals are defined in statute:

AB 977 (Chapter 397, Statutes of 2021)⁶, SEC. 2. Section 8257 of the Welfare and Institutions Code is amended to read:

- (a) The Governor shall create an Interagency Council on Homelessness.
- (b) The Council shall have all of the following goals:
 - (1) To oversee implementation of this chapter.
 - (2) To identify mainstream resources, benefits, and services that can be accessed to prevent and end homelessness in California.
 - (3) To create partnerships among state agencies and departments, local government agencies, participants in the United States Department of Housing and Urban Development's Continuum of Care Program, federal agencies, the United States Interagency Council on Homelessness, nonprofit entities working to end homelessness, homeless services providers, and the private sector, for the purpose of arriving at specific strategies to end homelessness.
 - (4) To promote systems integration to increase efficiency and effectiveness while focusing on designing systems to address the needs of people experiencing homelessness, including unaccompanied youth under 25 years of age.
 - (5) To coordinate existing funding and applications for competitive funding. Any action taken pursuant to this paragraph shall not restructure or change any existing allocations or allocation formulas.

¹ [2016 Cal. Legis. Serv. Ch. 847 \(S.B. 1380\)](#)

(6) To make policy and procedural recommendations to legislators and other governmental entities.

(7) To identify and seek funding opportunities for state entities that have programs to end homelessness, including, but not limited to, federal and philanthropic funding opportunities, and to facilitate and coordinate those state entities' efforts to obtain that funding.

(8) To broker agreements between state agencies and departments and between state agencies and departments and local jurisdictions to align and coordinate resources, reduce administrative burdens of accessing existing resources, and foster common applications for services, operating, and capital funding.

(9) To serve as a statewide facilitator, coordinator, and policy development resource on ending homelessness in California.

(10) To report to the Governor, federal Cabinet members, and the Legislature on homelessness and work to reduce homelessness.

(11) To ensure accountability and results in meeting the strategies and goals of the Council.

(12) To identify and implement strategies to fight homelessness in small communities and rural areas.

(13) To create a statewide data system or warehouse, which shall be known as the Homeless Data Integration System, that collects local data through Homeless Management Information Systems, with the ultimate goal of matching data on homelessness to programs impacting homeless recipients of state programs, such as the Medi-Cal program (Chapter 7 (commencing with Section 14000) of Part 3 of Division 9) and CalWORKs (Chapter 2 (commencing with Section 11200) of Part 3 of Division 9). Upon creation of the Homeless Data Integration System, all continuums of care, as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, that are operating in California shall provide collected data elements, including, but not limited to, health information, in a manner consistent with federal law, to the Homeless Data Integration System.

(A) Council staff shall specify the form and substance of the required data elements.

(B) Council staff may, as required by operational necessity, and in accordance with paragraph (8) of subdivision (d) of Section 8256, amend or modify data elements, disclosure formats, or disclosure frequency.

(C) To further the efforts to improve the public health, safety, and welfare of people experiencing homelessness in the state, Council staff may collect data from the continuums of care as provided in this paragraph.

(D) Any health information or personal identifying information provided to, or maintained within, the Homeless Data Integration System shall not be subject to public inspection or disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

(E) For purposes of this paragraph, "health information" includes "protected health information," as defined in Part 160.103 of Title 45 of the Code of Federal Regulations, and "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

(14) To set goals to prevent and end homelessness among California's youth.

(15) To improve the safety, health, and welfare of young people experiencing homelessness in the state.

(16) To increase system integration and coordinating efforts to prevent homelessness among youth who are currently or formerly involved in the child welfare system or the juvenile justice system.

(17) To lead efforts to coordinate a spectrum of funding, policy, and practice efforts related to young people experiencing homelessness.

(18) To identify best practices to ensure homeless minors who may have experienced maltreatment, as described in Section 300, are appropriately referred to, or have the ability to self-refer to, the child welfare system.

(19) To collect, compile, and make available to the public financial data provided to the Council from all state-funded homelessness programs.

Section 2.2. The Council has a statutory requirement to be committed to an open, inclusive process and transparency in achieving Council goals. The Council will report annually to the Governor and Legislature on progress towards meeting these goals. As part of the Action Plan to Prevent and End Homelessness, performance measures will track progress towards achieving Council goals. Progress towards Action Plan goals will be reported in an annual progress report.

Article 3. California Interagency Council on Homelessness Members

Section 3.1. The Council is comprised of 21 members:

- (1) The Secretary of the Business, Consumer Services and Housing Agency, who shall serve as Co-Chair of the Council.
- (2) The Secretary of the California Health and Human Services Agency, who shall serve as Co-Chair of the Council.
- (3) The Director of Transportation.
- (4) The Director of Housing and Community Development.
- (5) The Director of Social Services.
- (6) The Director of the California Housing Finance Agency.
- (7) The Director or the State Medicaid Director of Health Care Services.
- (8) The Secretary of Veterans Affairs.
- (9) The Secretary of the Department of Corrections and Rehabilitation.
- (10) The Executive Director of the California Tax Credit Allocation Committee in the Treasurer's office.
- (11) The State Public Health Officer.
- (12) The Director of the California Department of Aging.
- (13) The Director of Rehabilitation.
- (14) The Director of State Hospitals.
- (15) The Executive Director of the California Workforce Development Board.
- (16) The Director of the Office of Emergency Services.
- (17) A representative from the State Department of Education, who shall be appointed by the Superintendent of Public Instruction.
- (18) A representative of the state public higher education system who shall be from either the California Community Colleges, the University of California, or the California State University.
- (19) The Secretary of the Governor's Office of Tribal Affairs.
- (20) The Senate Committee on Rules will appoint one member to the Council from a partner organization.
- (21) The Speaker of the Assembly shall each appoint one member to the Council from a partner organization.

The appointed members of the Council, as described in this section, shall serve at the pleasure of their appointing authority.

A list of current Council members is available on the Council Member [webpage](#).

Article 4. California Interagency Council on Homelessness Advisory Committee

Section 4.1. The Council shall regularly seek guidance from and, at least twice a year, meet with an Advisory Committee. (Welf. & Inst. Code, § 8257, subd. d; AB 1220.)

Section 4.2. The Co-Chairs of the Council shall appoint members to this Advisory Committee. Statute requires the Committee to include the following:

- (1) A survivor of gender-based violence who formerly experienced homelessness.
- (2) Representatives of local agencies or organizations that participate in the United States Department of Housing and Urban Development's Continuum of Care Program.
- (3) Partners with expertise in solutions to homelessness and best practices from other states.
- (4) Representatives of committees on African Americans, youth, and survivors of gender-based violence.
- (5) A current or formerly homeless person who lives in California.
- (6) A current or formerly homeless youth who lives in California.
- (7) A current or formerly homeless person with a developmental disability in California.

The Council voted in open session to incorporate the following individuals, groups, or organizations into the Advisory Committee:

- (1) Cal ICH Lived Experience Advisory Board (LEAB) members.
- (2) Representatives from Northern and Southern California Tribal communities.
- (3) A representative of a committee or organization that specifically serve Native Hawaiian/Pacific Islander communities.
- (4) A representative of committee or organization that specializes in delivering and designing direct services to families with minor children experiencing homelessness.
- (5) A representative with expertise in homeless services and best practices for rural communities in California.
- (6) A representative of a statewide association.
- (7) Representatives from Northern and Southern California academic research institutes/centers.
- (8) A representative from a Managed Care Plan.
- (9) A representative of a committee or organization that specializes in delivering and designing direct services for older adults OR a person who currently experiences or has experienced homelessness as an older adult.
- (10) A representative of a committee or organization that specializes in delivering or designing reentry services/coordination OR a person who currently experiences or has experienced homelessness that is justice-involved.
- (11) A representative from a committee/organization that specializes in serving people with physical disabilities OR a person who currently experiences or has experienced homelessness with a physical disability.
- (12) An affordable or permanent supportive housing developer in California that serves people experiencing homelessness.

The Co-Chairs of the Council shall appoint two members of the Advisory Committee to serve in a one-year term as Co-Chair to the Advisory Committee.

The appointed members of the Committee, as described in this section, shall serve at the pleasure of their appointing authority for a term not to exceed two-years.

The roles with expertise voted on by the Council may be changed through a proposal and vote.

Article 5. Definitions and Applicability

Section 5.1. For purposes of the remainder of the Charter, the term “*bodies*” refers collectively to the Council and the Advisory Committee, as well as any duly established subentities, working groups, or task forces of either entity, unless expressly noted otherwise.

Section 5.2. Unless otherwise specified, the provisions of this Charter apply equally to the bodies, including requirements related to public meetings, quorum, voting, participation, and responsibilities of members. Where distinctions are necessary, this Charter will explicitly reference the Council, Advisory Committee, or any other subentities by name.

Article 6. California Interagency Council on Homelessness Staff

Section 6.1. The Executive Officer is responsible for managing the day-to-day activities of the Council, supervising Council staff, and supporting the Council Co-Chairs. The Executive Officer may be directed by the Co-Chairs or the Council to assess staffing resources and capacity to support additional work. Any assignment of duties to staff flows through the Executive Officer, who determines feasibility and alignment with authorized resources. The Executive Officer is also responsible for ensuring the implementation of, and adherence to, the provisions of this Charter by the bodies.

Section 6.2. The Executive Officer is supported by a Director of Policy and Innovation, who supervises three divisions: Statewide Policy, Local Initiatives, and Research/HDIS.

- **Statewide Policy Division:** Includes a Council Coordination unit with a manager and Associate Governmental Program Analysts, responsible for planning and executing Council, Advisory Committee, and Working Group meetings. Specialists within this division support implementation of the Action Plan and Housing First policies. The division also drafts, reviews, publishes, and tracks the Statewide Action Plan to Prevent and End Homelessness.
- **Local Initiatives Division:** Coordinates with local governments and Continuums of Care (CoCs). Staff identify and share best practices to strengthen local homelessness response systems. This division also established and facilitates the Cal ICH Lived Experience Advisory Board (LEAB).
- **Research and HDIS Division:** Provides data analysis, research, and management of the Homeless Data Integration System (HDIS). Staff include data specialists and analysts responsible for development, configuration, and maintenance of HDIS.

Section 6.3. Council staff may include additional positions as authorized by the Governor and the Legislature in the annual state budget or statute.

Article 7. Public Meeting Procedures

Section 7.1. The bodies must hold public meetings at least once every quarter of the calendar year.

Section 7.2. Meetings of the bodies are subject to the provisions of the Bagley-Keene Opening Meeting Act (Bagley-Keene Act). The Bagley-Keene Act governs meetings of all state boards and commissions as well as meetings of subentities of those bodies in which more than two members are present. It specifies notice of meetings, agenda requirements, provides for public comment, requires meetings be conducted in open sessions (except where closed session is expressly authorized), and prohibits discussing or acting on matters not included on the meeting agenda. If the agenda contains matters that are appropriate for a closed session, the meeting agenda must cite the statutory section and subdivision authorizing the closed session. To the extent any provision in this Charter may be inconsistent with Bagley-Keene, Bagley-Keene shall prevail.

All body members are provided with a copy of the Bagley-Keene Act and general guidance about complying with its requirements.

Section 7.3. The bodies use Robert's Rules of Order, to the extent that it does not conflict with state law (e.g., Bagley-Keene Act or other state laws or regulations) or this Charter, as a guide when conducting body meetings.

Section 7.4. Members of the bodies acknowledge that homelessness is an issue that affects every geographic area of the state. Meeting locations of the Council are determined by Council staff and are approved by the Council Co-Chairs. Meetings of the Advisory Committee are virtual and open to the public.

Section 7.5. Meeting agendas for the bodies are developed by the Council staff and are approved by the Council Executive Officer with support of the Co-Chairs.

Agenda items reflect the Council's goals and responsibilities as defined in statute, and progress towards achieving these goals and fulfilling its responsibilities.

Members of the bodies may request that items be placed on Council meeting agendas. Members may request items for a future meeting either at a meeting or by submitting requested agenda items to the Council Coordination Manager between meetings. Agenda items must be requested with sufficient time for them to be included on the next meeting agenda prior to public posting per the Bagley-Keene Act of 10 days prior. The Council Co-Chairs make the final decision whether a requested agenda item will be included on a meeting agenda, after consulting with the Executive Officer.

Section 7.6. Council members may send a designee to attend Council meetings in their place.

- **Level of Designee:** A designee must be a deputy director, assistant director, or equivalent executive-level official authorized to speak and discuss topics on behalf of the member's department or organization.
- **Participation:** Designees may participate in discussions but do not count toward quorum and may not vote on action items.

- **Staff Below Executive Level:** Staff below the level of deputy/assistant director (or equivalent) may attend meetings but may not participate in discussions on behalf of the member. Such staff may provide input during the public comment period, consistent with all other members of the public.

Section 7.7. Advisory Committee members who are appointed to represent an organization (rather than serve based on individual expertise or lived experience) may send a designee from their organization to attend Advisory Committee meetings in their place.

- **Level of Designee:** A designee should be at a managerial or program director level (or equivalent) within the member's organization and must be able to represent the organization's perspective on the issues before the Advisory Committee.
- **Participation:** Organizational designees may fully participate in Advisory Committee discussions and provide input on behalf of their organization. They do not count toward quorum and may not vote on action items.
- **Staff Below Manager Level:** Staff below the managerial or director level may attend meetings for informational purposes but may not participate in Advisory Committee deliberations on behalf of the organization. Such staff may provide input during the public comment period, consistent with all other members of the public.

Section 7.8. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally carried out. For the bodies, a quorum is one more than one half of the members of the body. Virtual attendance does not count towards quorum.

Section 7.9. The quorum and voting limitations for designees apply equally to both bodies. In all cases, designees may provide perspective but cannot exercise the formal voting authority of the member they represent.

Section 7.10. When a quorum is present, a majority of that quorum has the right to take any action which is within the power of the entire body. Some items may require a two-thirds or unanimous vote. If any item requires more than a majority of the quorum, the requirement will be noted on the agenda, if feasible, and will be noted verbally on record prior to voting.

Section 7.11. Members of the public may provide verbal comments on any item before the body during designated public comment periods. Total time allocated for public comment may be limited. Members of the public are also welcomed to make general comments to the body during an agenda item designated for that purpose during each meeting.

Members of the public may submit comments in writing before any public meeting by sending them directly to the email address listed on the agenda. To ensure those comments are available for the respective body, Cal ICH requests all public comments to be submitted 5 days prior to the meeting. Public comments submitted after that time will be incorporated in the record but may not be available to the body at the meeting.

Section 7.12. Cal ICH encourages participation from all Californians.

To ensure that the meeting is accessible to persons with disabilities, Cal ICH will provide information given to members of the Council in appropriate alternative formats when requested.

Commented [LL1]: This voting structure is different from the AC. There may be reasons for it, and that's fine, but want to flag.

Commented [CB2R1]: The gradient for the AC was established by the previous AC members as a way of trying to reach consensus, that said they have never actually used it and when the vote on meeting summaries and such we do it by majority

Commented [LL3R1]: sounds good, we can resolve this!

If someone with an impairment requires a disability-related accommodation, materials in alternate format, or auxiliary aids/services, Cal ICH will facilitate the request. More information on how, to whom, and where a request can be made will be in the Notice and Agenda.

Cal ICH also strives to make Council meetings accessible for people with limited English proficiency (LEP). Cal ICH will assess requests for translation requests as appropriate.

Section 7.13. Agendas will be posted online on the Cal ICH website (www.bcsch.ca.gov/calich) at least 10 days in advance of any meeting. The notice includes Cal ICH contact information for any questions or additional information about the meeting.

Section 7.14. Cal ICH will provide any relevant meeting materials on the agenda to members of the body in advance of the meetings. These materials are also posted on Cal ICH website.

Section 7.15. A written summary and link to a video recording of all meetings is posted on the Cal ICH website. Meeting summaries are considered and approved or disapproved at the next meeting of the body. Designees may not vote on a member's behalf. When approved, the meeting serves as the official record of the meeting. The minutes of any closed session are also prepared but shall remain confidential, consistent with the Bagley-Keene Act.

Section 7.16. The bodies may hold closed session meetings, where appropriate. Closed sessions may be held only during a regular or special meeting, not during an emergency meeting. The meeting agenda must note that the body will be holding a closed session, must identify generally the topic of the closed session, and must cite the statutory authority for the closed session. The body must also announce, at the meeting, the issues it will discuss during the closed session. All matters discussed in closed session are confidential. Members of the public are not allowed in the meeting room during closed session. The body will follow all closed session procedures outlined in Bagley-Keene, including maintaining minutes of topics discussed and decision made at a meeting.

Opportunity for public comment will be offered before a closed session. Written comment is sent to Calich@bcsch.ca.gov and then distributed via email to Members. Verbal comment is welcomed before the closed session commences both virtual and in-person, but members of the public will not be permitted to attend the closed session once it begins.

Article 8. Working Groups, Task Forces or Other Structures

Section 8.1. Upon request of the Council, a state agency or department that administers one or more state homelessness programs, including, but not limited to, an agency or department represented on the Council, shall be required to do both of the following:

- (1) Participate in Council working groups, task forces, or other similar administrative structures.
- (2) Provide to the Council any relevant information regarding those state homelessness programs. (AB 1220, WIC 8257, subsection f).

The Council may establish task forces, or other structures from within its membership or with outside partners to assist in its work. Working groups, task forces, or other structures established by the Council will determine their own meeting schedules and are subject to the Bagley-Keene Act and the provisions of this Charter. This includes posting a meeting notice, agenda, meeting details, and any other related materials that were made available at the

meeting to the Council's website. A taskforce, working group, or any other sub-entities can only be established by the Council through a vote.

Section 8.2. Cal ICH, the administrative entity that supports the Council, may establish informal working groups or other structures to support the work of Cal ICH staff, particularly in developing policy, compiling information, or providing insight on items that need the Council's or its sub-entities' attention. A Cal ICH created working group is created by and for staff or members of the public. Cal ICH-created working groups do not have any official decision-making authority but can provide recommendations to the Council or Advisory Committee, via the Executive Officer.

As such, according to the Attorney General Office's guidance, entities created by Cal ICH staff, for the benefit of staff, are not considered advisory bodies and are not subject to Bagley Keene: "Advisory bodies do not include a group of state body employees meeting with industry representatives to exchange ideas where no state body member is present and where, at the state body's direction, the employees compile information, consider possible alternatives, and formulate proposals for the state body's consideration. (89 Ops.Cal.Atty.Gen. 241, 246-247 (2006).)

Such working groups will have no body member involvement or attendance.

Section 8.3. A body may invite external partners, individuals who have experienced homelessness, experts, and anyone else deemed appropriate to participate in meetings or provide information to the body during meetings.

Article 9. Responsibilities

Section 9.1. The Council provides policy coordination and direction, per its statutory goals. It operates under the direction of the Council Co-Chairs and the Executive Officer. The Council provides recommendations on strategies to achieve the Council's goals and ensures that state agencies and departments are coordinating their efforts to prevent, reduce and end homelessness in the state. The Governor's Office and Legislature may submit requests to study or focus on a certain topic.

Section 9.2. Council member responsibilities include the following:

- (1) Identifying opportunities for collaboration and supporting an integrated, cross-disciplinary approach to achieving the goals of the Council, while representing specific agencies, disciplines, and jurisdictions.
- (2) Reviewing and supporting the goals, priorities, and objectives of the Council annually, and making recommendations on priorities for Council activities.
- (3) Making every effort to attend all Council meetings; reviewing materials ahead of time; being an active, engaged participant in these meetings; and notifying the Council Coordination Manager when unable to attend a Council meeting.
- (4) Providing ongoing input and feedback, and voicing any suggestions, concerns, or opinions directly, to the Council Co-Chairs and Council staff, who are responsible for implementing the goals of the Council.
- (5) Participating in, or designating a staff person to participate in, any working groups, task forces, or other structures established by the Council, and authorizing that person to

represent the Council member's agency or organization perspectives in these groups, as appropriate.

- (6) Being generally familiar with and complying with Bagley-Keene Act requirements.
- (7) Conducting themselves with a courteous, professional and ethical demeanor, and conducting Council business in an open, inclusive manner, so that the public is both informed and involved.
- (8) Only speaking for, making commitments for, or acting on behalf of, the Council with either a vote by the Council or permission of the Council Co-Chairs.
- (9) Not privately or publicly lobbying for, endorsing, or otherwise engaging in any personal efforts that promote their personal or political views or goals, when those views or goals are in direct opposition to a position of the Council.
- (10) Not discussing Council business matters publicly outside a properly noticed and agendized Council meeting.

Section 9.3. To support Council members in successfully performing their responsibilities, Council staff provides new members with an orientation packet that includes information on the Council and its activities as well as contact information for Council members and staff, instructions for Form 700 filing, and other reporting requirements.

Article 10. Amending the Charter

Section 10.1. This Charter may be amended as needed. Council members may propose Charter additions or modifications either at a Council meeting or by submitting a proposed amendment to the Council Specialist between meetings.

Section 10.2. Any Council Charter Amendment shall go through the Council. Council members shall vote publicly on the proposed amendment and the majority position prevails. In the event of a tie, the Co-Chairs of the Council breaks the tie at the meeting or at the next publicly noticed meeting.

Governance Resources

A Guide to the Bagley-Keene Open Meeting Act of 2004 can be found online at https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/bagleykeene2004_ada.pdf