



Membership Standing Committee Meeting

Wednesday, November 15, 2017

1:30 p.m. to 3:30 p.m.

DPSS Children & Adult Services Office
901 E. Ramsey Street, Banning, CA 92220

Chair: Steve Falk **Vice-Chair:** Aaron Avila

Purpose

- *Recommends and carries out a strategy to recruit new members and expand CoC capacity.*
- *Recommends outreach strategies and develops membership recruitment tools.*
- *Develops an orientation packet that includes material relevant to the Continuum of Care and the responsibilities for all members to review.*

1. **Call to Order:** Welcome & Introductions
2. **Approval of Minutes:** August 23, 2017
3. **Old Business:** None
4. **New Business:**
 - a. Elect New Membership Committee Chair/Vice Chair
 - b. 2018 Meeting Schedule
 - c. Planning Committee Recommendation
 - d. Board of Governance (BOG) Recommended Appointment Terms

Proposed Recommendation: *to recommend that the Board of Governance initial terms of the members shall be staggered so that four (4) members shall serve a two-year term for the initial appointments and four (4) members will serve a three-year term for the initial appointments. The remaining three (3) original members will serve a four-year term. Subsequent elections to fill each of those members' seats shall be for a full three-year term.*

5. **Call for Agenda Items for the Next Meeting:**
6. **Announcements:**
7. **Next Meetings:**

- **CES Oversight Committee:** November 16, 2017, 1 p.m. – 3 p.m.
Banning DPSS CPS/APS Office, 901 E. Ramsey Street, Banning, CA 92220
- **Planning Committee:** November 16, 2017, 3 p.m. – 4 p.m.
Banning DPSS CPS/APS Office, 901 E. Ramsey Street, Banning, CA 92220
- **CoC Meeting:** December 13, 2017, 10 a.m. – 12 p.m.
Banning City Council Chambers, 99 E. Ramsey Street, Banning CA 92220

The 2018 Schedule of Meetings is pending approval for December 13, 2017.

8. **Adjournment**



Minutes for County of Riverside Continuum of Care Membership Committee Meeting

Wednesday, August 23, 2017
1:30 p.m. to 3:30 p.m.

DPSS Children & Adult Services Office
901 E. Ramsey Street, Banning, CA 92220

TOPIC	PRESENTER	ACTION/ OUTCOME
Call to Order	Steve Falk, Membership Chair	<ul style="list-style-type: none"> • The meeting was called to order at 1:45 p.m.
Approval of Minutes	Steve Falk	<p><i>Motion was made by Michelle Davis and seconded by Bridgette Recksiek to approve the minutes for April 26, 2017. Motion carried with one abstention.</i></p>
ACTIONS & DECISIONS	PRESENTER	ACTION/ OUTCOME
Standing Committee Membership Guidelines	Steve Falk	<ul style="list-style-type: none"> • The committee continued to discuss the following concerns: <ul style="list-style-type: none"> ○ Who can be on a committee? <ul style="list-style-type: none"> ▪ The committee recommends that standing committee membership should be defined as <u>CoC members with applications on file</u>. ○ Who can vote? <ul style="list-style-type: none"> ▪ The committee recommends that <u>members present, 3 or greater</u> will be the quorum requirement to vote on agenda items at standing committee meetings. ▪ It was agreed upon that all voting items at standing committee meetings would be considered "<u>High Level Recommendations and Actions</u>". ○ How many representatives from each agency can vote? <ul style="list-style-type: none"> ▪ The committee recommends there be a <u>single vote allowed per agency</u> at standing committee meetings. ○ Is there an attendance requirement? <ul style="list-style-type: none"> ▪ <u>No</u>, but participation is highly encouraged.
CoC Membership Application Review:	Steve Falk	<ul style="list-style-type: none"> • At the committee's request, DPSS staff presented a revised CoC Application to review. The committee requested the following changes be made: <ul style="list-style-type: none"> ○ Page 1 – ADD check boxes to select applicant's interest: "Member-at-large" or "Voting Member". ○ Page 1 – ADD check boxes to select "New" or "Renewal" application. ○ Page 1 – ADD to affiliate areas of interest check boxes: Pantry, Youth Service Agency, Substance Use Agency, Outreach, School Districts, Jails/Correction, and Animal Services. ○ Page 2 – UPDATE list of standing committees. ○ Page 2 – ADD "Is your information on 2-1-1 current?" and provide link to 2-1-1 form. ○ Page 2 – ADD check boxes to select type of federal funding: ESG, EFSP, CDBG, COC,

		<p>HOPWA, or Other.</p> <ul style="list-style-type: none"> ○ Page 2 – ADD to agency description portion: “<i>*this description is going to be used in the CoC directory</i>”.
New Membership Recruitment & Engagement:	Steve Falk	<ul style="list-style-type: none"> • The committee discussed how to encourage more agencies to join as members. • Michelle Davis, CoC Chairperson, suggested that she can make an invitational announcement at each CoC meeting to “Please see a Membership Committee member if you are interested in joining the Riverside CoC”. • Tiffany Nelson, DPSS Homeless Programs staff, suggested that interest cards be designed for visitors to provide contact information, purpose for attending the meeting, areas of interest, and to identify whether or not they are interested in becoming a member. The idea would be for the cards to be filled out at any meeting, and the Membership Committee would respond to the cards. • The committee agreed for Tiffany to draft a CoC Interest Card and bring it to the Membership Committee for review and approval. • Donyielle Holley, CoC Planner, added that she would be drafting a Riverside CoC brochure that will provide information about our CoC. She will present it to the Membership Committee for review and approval. DPSS Staff is also working on presenting a new CoC website that will be brought to the Membership Committee for review once completed.
Houston Charter Review/Comparison:	Steve Falk	<ul style="list-style-type: none"> • The committee briefly looked over the Houston Charter and agreed to choose <u>not</u> to adopt anything from the document.
BOG Nominations:	Donyielle Holley	<ul style="list-style-type: none"> • Donyielle asked the committee if they would add an additional agenda item to discuss the need for BOG Nominations. The committee agreed to add BOG Nominations to the agenda as item 4b. • There are currently two vacant seats on the Board of Governance. Nominations have been received for Captain Jason Horton of the Riverside County Sheriff’s Department and for Mayor Rusty Bailey of the City of Riverside. <p>Discussion surrounded the fact that the terms for the current BOG members have already exceeded the terms outlined in the current CoC Charter. The charter states:</p> <p><i>“Each BOG member will hold office for a term of three (3) years from date of election to office. Consistent with the Riverside County Board of Supervisors Board Policy A-21, elections shall take place so that new board members will take office beginning on July 1 of the calendar year, with terms expiring on June 30th.</i></p> <p><i>With the exception of election of BOG members in 2015, the CoC will hold elections for approximately 1/3 of the BOG members annually, so that every year 3 or 4 new BOG members are appointed.</i></p> <p><i>Due to the fact that in 2015, the BOG will be all new appointees, the initial terms of the members shall be staggered so that four (4) members shall serve a one year term for the initial appointments and four (4) members will serve a two year term for the first appointments. Subsequent elections to fill each of those member’s seats shall be for the full three-year term.”</i></p> <ul style="list-style-type: none"> • Steve Falk suggested sending an e-mail to the current BOG members to see if any of them were interested in vacating their seat, prior to conducting BOG elections.
Call for Agenda Items:	None	

ADJOURNMENT	PRESENTER	ACTION/ OUTCOME
Next meeting	Steve Falk	<p style="text-align: center;">Wednesday, October 25, 2017 1:30 p.m. to 3:30 p.m. DPSS Children & Adult Services Office 901 E. Ramsey Street, Banning, CA 92220</p>
Adjournment	Michelle Davis	The meeting was adjourned by Steve Falk at 3:30 p.m.

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Membership Committee Meeting– August 23, 2017: Attendance Report

Total in Attendance: 7

Committee Members: 5

City of Riverside
Community Mission of Hope
Riverside County Sheriff – Homeless Outreach
Riverside County Sheriff – Homeless Outreach
Valley Restart Shelter

*Chair **Vice Chair

Michelle Davis
Steve Falk*
Aaron Avila**
Bridgette Recksiek
Susan Larkin

DPSS Staff: 2

DPSS Homeless Programs
DPSS Homeless Programs

Donyielle Holley
Tiffany Nelson

Guests: 0

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Board of Governance Appointment Terms

BOG SEAT/ROLE	ORIGINAL BOG NAME/ORGANIZATION	INITIAL TERM	CURRENT BOG NAME/ORGANIZATION	NEWLY ELECTED TERM
TERM 1 (2015-2017) - IMMEDIATE ELECTION				
PUBLIC SECTOR	David M. Brown , Chief of Police, Hemet Police Department	2015 - 2017	VACANT	2017-2020
PUBLIC SECTOR	John Burnard , Councilman, City of Riverside	2015 - 2017	VACANT	2017-2020
PRIVATE SECTOR	Jack Olree , Vice President, Wells Fargo Government and Community Relations Group	2015 - 2017	Ray Osborne , Executive Director, HomeAid Inland Empire	2017-2020
NON-PROFIT SECTOR	Steve Falk , Director, Community Mission of Hope; Temecula Pantry; HOPE in Elsinore	2015 - 2017	VACANT	2017-2020
Remaining BOG Members are being assigned as TERM 2 and TERM 3 members. TERM 2 (2015 - 2018) re-election/election will be held June 2018. TERM 3 (2015 - 2019) re-election/election will be held June 2019.				
PUBLIC SECTOR	Brenda Freeman , Executive Director, Community Action Partnership of Riverside County	2015 -TBD	Brenda Freeman , Executive Director, Community Action Partnership of Riverside County	TBD
PUBLIC SECTOR	Chuck Washington , District 3 Board Supervisor, County of Riverside	2015 -TBD	Chuck Washington , District 3 Board Supervisor, County of Riverside	TBD
PUBLIC SECTOR	Steve Steinberg , Director, Riverside University Health System - Behavioral Health	2015 -TBD	Steve Steinberg , Director, Riverside University Health System - Behavioral Health	TBD
PUBLIC SECTOR	Melissa Conrad , Chief of Social Work Service, VA Loma Linda Healthcare	2015 -TBD	Melissa Conrad , Chief of Social Work Service, VA Loma Linda Healthcare	TBD
PRIVATE SECTOR	Leticia DeLara , CEO, Regional Access Project (RAP) Foundation	2015 -TBD	Leticia DeLara , CEO, Regional Access Project (RAP) Foundation	TBD
PRIVATE SECTOR	Tammy Marine , Executive Director, Habitat for Humanity, Inland Valley	2015 -TBD	Tammy Marine , Executive Director, Habitat for Humanity, Inland Valley	TBD
NON-PROFIT SECTOR	Angelina Coe , Executive Director, Shelter From The Storm, Inc.	2015 -TBD	Angelina Coe , Executive Director, Shelter From The Storm, Inc.	TBD
NON-PROFIT SECTOR	Karyn Young-Lowe , President/Chief Executive Officer, Lighthouse Social Service Centers	2015 -TBD	Karyn Young-Lowe , President/Chief Executive Officer, Lighthouse Social Service Centers	TBD
FORMERLY HOMELESS	Ron Vervick , Director, Whiteside Manor	2015 -TBD	Ron Vervick , Director, Whiteside Manor	TBD