



**County of Riverside Continuum of Care  
and Board of Governance  
Planning Committee Meeting**

**Thursday, September 21, 2017**

**3:00 p.m. to 4:00 p.m.**

**DPSS Staff Development Office, 22690 Cactus  
Avenue, Moreno Valley, CA 92553**

**Chair:** Karyn Young-Lowe

**Vice-Chair:** Susan Larkin

1. **Call to Order:** Welcome & Introductions
2. **Approval of Minutes:** None
3. **Unfinished Business:**
  - a. Review & Approve Proposed Charter Revisions (See attached worksheet)
4. **Planning Committee Member Comments**
5. **Call for Agenda Items for the Next Meeting**
6. **Announcements:**
7. **Next Meetings:**
  - **HMIS Administrators Council:** October 4, 2017, 1 p.m. – 3 p.m.  
DPSS Staff Development Office, 22690 Cactus Avenue, Moreno Valley, CA 92553
  - **Standards & Evaluation Committee:** October 19, 2017, 2 p.m. – 4 p.m.  
Banning DPSS Self Sufficiency, 63 S. 4<sup>th</sup> Street, Banning, CA 92220
  - **CoC Meeting:** October 25, 2017, 10 a.m. – 12 p.m.  
Banning City Council Chambers, 99 E. Ramsey Street, Banning CA 92220
  - **Membership Committee:** October 25, 2017, 1:30 p.m. – 3:30 p.m.  
Banning DPSS CPS/APS Office, 901 E. Ramsey Street, Banning, CA 92220
  - **CES Oversight Committee:** October 26, 2017, 1 p.m. – 3 p.m.  
Banning DPSS CPS/APS Office, 901 E. Ramsey Street, Banning, CA 92220
  - **Housing Committee:** November 14, 2017, 2 p.m. – 3:30 p.m.  
Banning DPSS CPS/APS Office, 901 E. Ramsey Street, Banning, CA 92220
  - **Board of Governance (BOG):** November 16, 2017, 9:30 a.m. – 11:30 a.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

## County of Riverside Board of Governance Charter – Potential Revisions/Issues

#	Charter Section	Description	Status
1	Page 8, Article VIII, Section 8.03	Allow teleconferencing for standing committee members and guests to call into committee meetings? Develop policy in compliance with Brown Act regulations.	
2	Page 6, Article VI, Section 6.09 Page 10, Article XI	Allow teleconferencing for BOG members and guests to call into BOG meetings? Develop policy in compliance with Brown Act regulations.	
3	Page 2, Article V, Section 5.03 Page 8, Article VIII, Section 8.02	<p>Why do <u>members</u> vs. <u>voting</u> members need to be voted in and meet an attendance requirement to retain voting privileges? <i>Margaret McFaddin, HUD Consultant recommended that we make it as easy as possible for members to become members and retain membership, but good idea to have attendance requirements for voting members.</i></p> <p>Should there be membership requirements for the standing committees? More and more members have expressed interest to participate on committees. Since quorum requirements also apply to the standing committees, it is recommended to establish voting and non-voting committee members to balance increased participation with the ability to conduct official business.</p> <p>If (50% +1) attendance requirement remains for voting members, specify the following:</p> <ul style="list-style-type: none"> <li>• Calendar year, <b>fiscal year</b>, or rolling 12 month period?</li> <li>• Regularly scheduled or special meetings?</li> </ul> <p>Does this mean that subcommittee meetings and workgroups also count in the membership attendance requirement? The membership requirement is stated in the Charter as follows: <i>In order to maintain membership in good standing, members are required to attend fifty percent plus one (50% +1) meetings per year.</i> Based on the statement above, would all CoC meetings count in attendance requirements including HMIS Council, Committees and Workgroups?</p>	<p><b><i>3/16/17: Recommend that members do not have to meet attendance requirement, but voting members do.</i></b></p> <p><b><i>8/23/17: At CoC mtg, directed to revisit details for voting member requirements only.</i></b></p> <p><b><i>3/16/17: Recommend calculating attendance requirement based on calendar year.</i></b></p> <p><b><i>8/23/17: At CoC mtg, fiscal year was recommended.</i></b></p> <p><b><i>3/16/17: Recommend that only CoC meetings will count towards the attendance requirements, not standing committee meetings and other events.</i></b></p>
4	Page 8, Article VIII, Section 8.01	Review all standing committees and responsibilities to determine if still needed. There has been discussion to remove Discharge Planning Committee, assigning tasks and responsibilities to Planning Committee. Recommend keeping Discharge Planning Committee to satisfy NOFA requirements. Rename “Employment and Self-Sufficiency Committee” to “Jobs & Mainstream Benefits.” Since CES has become a significant and integral component of our CoC requirements, recommend adding	<b><i>3/16/17: Discharge Planning Committee will remain. Rename Employment and Self-Sufficiency to Jobs and Mainstream Benefits. Add CES Oversight Committee</i></b>

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		<p>the CES Oversight Committee as a standing committee and reference to CES Policies and Procedures. It is currently being treated as a standing committee with its own separate leadership.</p> <p><b>New Issue: Are all of the standing committees needed?</b></p>	<p><b><i>and Youth Advisory Board. 8/23/17: CoC decided to keep the Discharge Planning Committee.</i></b></p>
5	Page 4, Article V, Section 5.06	Should one person that represents more than one organization be allowed to cast a vote for each organization?	<p><b><i>3/16/17: No Concensus, tabled to next meeting.</i></b></p>
6	Page 4, Article VI, Section 6.03	<p><b><i>Discuss the Membership Standing Committee's plan for resolving the past due elections for the initial BOG member terms. Define the term length for each position.</i></b></p> <p><b>Term and Election of BOG members</b> 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.</p> <p><b>With the exception of election of BOG members in 2015</b>, 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.</p> <p><b>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.</b></p>	

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7	Page 1, Article IV Page 4, Article VI Page 6, Article VI, Section 6.06	<p>Further issues have been raised regarding the specific responsibilities of the BOG. Our HUD TA Consultant has raised the issue that our CoC needs a Board that has the final say on all issues. There has also been discussion whether we want to bog our BOG members down with the day to day decisions of the CoC. <b>What specific responsibilities will be assigned to the BOG?</b></p> <p>There is contention regarding the CoC structure and the authority level of the BOG vs. CoC membership. The Charter currently states...</p> <ul style="list-style-type: none"> <li>Article VI. The Board of Governance</li> </ul> <p>A Board of Governance will be comprised of elected members who will advocate for and provide information and/or recommendations to the County of Riverside Board of Supervisors, local government and other elected officials will monitor the overall effectiveness of the CoC planning processes and activities.</p>	<p><b><i>11/14/16: Recommend compliance with the BOG being the CoC's governing board and not a rubber stamp entity of the CoC for responsibilities delegated to the BOG in the Charter.</i></b></p>
8	Page 6, Article VI, Section 6.09 Page 10, Article XI	Should BOG members be allowed to designate a proxy?	<p><b><i>3/16/16: Per committee member, no BOG proxies are allowed. Consult with County Counsel for guidance.</i></b></p>
9	Page 4, Article V, Section 5.05	The charter states that CoC Officers shall serve a term of two years, but does not state when officers shall be elected. When shall new officers be elected?	<p><b><i>3/16/17: Term for CoC officers will be July 1 – June 30.</i></b></p>
10	Page 4, Article V, Section 5.03	Revisit the specific role of the CoC Secretary. DPSS has been fulfilling this role as assigned to the Secretary.	<p><b><i>3/16/17: Recommend CoC Secretary role will be filled by the Collaborative Applicant (DPSS). No further elections will be held for CoC Secretary. Current CoC Secretary will finish term.</i></b></p> <p><b><i>8/23/17: CoC approved the above recommendation.</i></b></p>
11	Page 4, Article V, Section 5.06	According to Charter, conflicted members do not vote. Do conflicted members have to leave the room during the vote?	<p><b><i>3/16/17: Recommend that conflicted members leave the room during voting process. Also recommend adding definition of</i></b></p>

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			<i>conflicted members to the charter.</i>
12	Page 6, Article VI, Section 6.08	Charter states BOG members shall not miss more than two (2) meetings during any calendar year. No process has been defined for handling this situation. Automatic dismissal?	<i>3/16/17: Determined not to be an issue with the Charter as written, but an issue with following the charter.</i>
13	Page 10, Article Xi, Section 11.03	Add language for funded agencies to abide by HUD/Federal guidelines for Conflict of Interest.	<i>Will be more appropriately included in written standards and agency contracts</i>