



# COH Policy Committee

**April 15<sup>th</sup> from 2:00-3:00pm**

**Meeting Recording:**

[https://web.microsoftstream.com/video/0ebf0af0-9977-4acc-  
adb6-0b52281cf492](https://web.microsoftstream.com/video/0ebf0af0-9977-4acc-adb6-0b52281cf492)

**Policy Committee Members:** Jo Bruno, Lynn Peralta, Lindy Lavender, Margaret Schiltz, Deanne Pearn, Doug Leich, Lavonna Martin, Erica McWhorter, Cassie Hourlland

## MINUTES

### 1. Welcome

- Cassie welcomed all policy committee members and noted the correction to Margaret's last name on the agenda.

### 2. Review Purpose of Policy Committee

- Cassie defined the purpose of the Policy Committee as it is written on page 13 of the Contra Costa Council on Homelessness Bylaws<sup>1</sup>. The Policy Committee reviews issues related to homeless policy opportunities, develops strategic approaches, and makes recommendations for action to the Council. Membership on this committee will include, at minimum, the Council Chair and a representative from the Collaborative Applicant as the body that reports to the Board of Supervisors on behalf of the CoC.

### 3. Define Structure of Policy Committee

- Cassie informed the committee members that this meeting will need to be public and will need to follow the guidelines of the Brown Act meaning all meetings and meeting materials will be publicly posted and members of the public will be able to join meetings and provide public comment.
- There will also need to be quorum of committee members in order to hold the meetings.
- Cassie asked the group what the process on making decisions in the committee meetings should look like, how frequently the members would like to have the meetings and if there are additional thoughts on how to structure the meetings.
- Deanne asked if the committee could invite non council members to be on the committee or at least serve in an advisory capacity for the Policy Committee. She is specifically thinking about the Residents Empowerment Group. Doug and Jo expressed interest in allowing others, including consumers involved in the

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<sup>1</sup> <https://cchealth.org/h3/coc/pdf/Governance-Charter-By-Laws.pdf>

discussions at the Policy Committee meetings. Jo expressed a need for outreach to consumers to help engage consumers.

- Doug provided clarification on a comment from Jo to help understand the purpose of the Policy committee and the discussions that would happen in the meeting.
- Suggestion on 2-3 meetings in the fall and a few meetings in early spring to align with the state legislative process.
- The committee decided that the meetings do not need to occur monthly all year around and should meet in the Spring and in the Fall. The committee will hold 2-hour monthly meetings from April-June and then pick meetings back up again in September. Future years will have meetings starting in March, April, May, June and then picking back up in the fall to hold meetings in September, October, and November. Meetings will also be scheduled as needed.

#### **4. Identify Additional Policy Committee Members**

- There was discussion on how to add community members to the discussions. Options included official seats to add committee members, public comment period, and inviting individuals as presenters to committee meetings.
- Additional official members would require a process to equitably choose members.
- The group decided to keep official membership to COH members and will invite additional members to join meetings or invite them on agendas to present at meetings when discussing specific policy issues. Meetings will be announced at COH meetings so the public can join as they wish.

#### **5. Identify Chair**

- This item was not discussed and will be moved to the next meeting agenda. Jo requested that we include a description of the responsibilities of the chair in the next communication.

#### **6. Discuss Process for Creation of Agendas**

- Jo asked how members will receive the legislation that will be discussed.
- Cassie explained that in planning other meetings H3 staff will meet with the chair and co-chair to develop the agenda. Committee members can bring forward agenda items by sending them to H3 to compile. Cassie also mentioned the use of a tracker as a tool to try to identify additional items that need to be discussed and track policy items. Lindy mentioned this process can happen in email as well if there isn't a need to have a meeting.
- Doug pointed out that H3 staff also compile policy items and bring to the COH meetings. Cassie said H3 can continue to do this but asked members to raise issues as well to make sure there were no policy items missed that members

wanted to discuss. Erica echoed the ask for committee members to bring agenda items forward.

- The shared document was discussed but was decided against because of compliance with Brown Act.
- Doug expressed that he is involved in other spaces where policy is discussed and can bring forward policy items.
- The group decided to have H3 staff work with the chair to create the policy committee meeting agendas. Committee members can send agenda items and potential presenters to be included on the agenda to H3 who will compile items and add them to the agenda.

#### **7. Identify Process for taking policy action or lifting recommendations.**

- The group discussed the process for lifting recommendations to the COH to take action. Cassie explained the current process. H3 is also a County agency so may not be able to lift items on behalf of the CoC if the County has a different position.
- Doug and Lavonna stated that items for action or recommendations can only be lifted to the COH from this group and then voted on by the COH.
- Lavonna reiterated that H3 might have a different position on recommendations than the committee. There may be times where H3 is asked for a staff recommendation that might counter what the COH thinks.

#### **8. Questions/Concerns**

- Lindy asked if there was someone from H3 who would take the lead on Measure X or should this committee discuss Measure X.
- Lavonna explained that the County employees should not weigh in or participate so H3 will not take a formal position around advocacy. Lavonna recommended that the COH use their voice to have these conversations if they would like to speak on behalf of Measure X because the COH has a different ability to advocate.
- H3 can provide information or data if needed. The gaps analysis can be helpful in these discussions.

#### **9. Identify Next Meeting Date**

- There was a request to schedule a meeting to discuss Measure X before the next COH meeting scheduled for May 6<sup>th</sup>.
- Cassie will reach out to schedule the meeting to discuss Measure X.