



Tuolumne County Commission on Homelessness

2 S. Green Street
Sonora, CA 95370
209.533.5633
www.tuolumnecounty.ca.gov

TCCOH

Chair:
Christina Welch

Co-Chair:
Dana Baker

Secretary:
Kelsey Stone

Board of
Supervisors'
Representatives:
Kathleen Haff
Jaron Brandon

Other Members:
Rick Breeze-
Martin
Wittney Hawkins
Thomas Crosby
Jeanette Lambert

Interfaith Services
Nancy's Hope

Give Someone a
Chance
Resiliency Village

Sierra Bible

Amador Tuolumne
Community Action
Agency

City of
Sonora/Staff
City of
Sonora/Council

Thursday, October 14, 2021
9:00 a.m. to 11:10 a.m.

Board of Supervisors Chambers
County Administration Center
4th floor
2 S. Green St.
Sonora, CA 95370

Agenda

- I. **CALL TO ORDER**
- II. **ROLL CALL**
[5 min/Kelsey Stone]
- III. **APPROVAL OF SEPTEMBER 9, 2021 MEETING MINUTES**
[5 min/Tina Welch]
- IV. **PUBLIC COMMENT**
[15 min. max]
- V. **REPORTS**

OFFICERS

- a) Chair: [10 min/Tina Welch]
 - Tina's upcoming areas of focus (agency jurisdictions; public engagement)
 - Discuss November meeting date (11.11.21 is Veteran's Day)
 - Consideration of Adopting a Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361 (Modified Brown Act Procedures During a Declared Emergency) [w/Pandora Armbruster/**Attachment**]
 - o "Find" if TCCOH meets one of 3 criteria to be able to meet remotely
 - o Decide if November TCCOH meeting will be in-person, or virtual (this decision will need to be revisited monthly)

STANDING COMMITTEES

- b) Housing Committee
[5 min./Rick Breeze-Martin/**Attachment**]

AD-HOC COMMITTEES

- c) Orientation Manual Committee
[5 min/*Supervisor Brandon*]
- d) Outdoor Shelter Committee
[5 min/*Dana Baker*]
- e) Navigation Center Committee
[5 min/*Supervisor Haff*]
- f) Resources & Funding Committee
[5 min/*Rick Breeze-Martin*]

VI. **SPEAKERS**

- a) Tuolumne County Homeless Services Program Coordinator Update & Request for Interview Panel Volunteers
[5 min/(*Tina Welch for Rebecca Espino*)]
- b) Review of Standing and Ad Hoc Committee definitions, Brown Act implications and direction regarding current or future subcommittees, followed by discussion by Commission members.
[20 min/*Sarah Carrillo, County Counsel*]

VII. **UNFINISHED BUSINESS**

- a) Review and consideration of proposals to establish these Standing Committees: -Support Services; -Liaisons & Relations; -Communications; -Data and Information Systems (1-2 discussions and/or motions this day, as time allows).
[15 min/*Rick Breeze-Martin/Attachment*]
- b) Consideration of authorizing the Outdoor Shelter Ad Hoc Committee to deliver a properties plan proposal to the Board of Supervisors for further direction
[10 min/*Dana Baker/See September Brief*]

VIII. **NEW BUSINESS**

- a) Consideration of creation of a Project Home Key Ad Hoc Committee
[10 min/*Jaron Brandon*]

IX. **ANNOUNCEMENTS**

- a) 10 min/*Commission members*

X. **ADJOURNMENT**

PARTICIPATION PROCEDURES

In-person attendance: In order to protect public health and the safety of our Tuolumne County citizens, the Homeless Advisory Committee meeting is open to the public with modifications. Capacity is limited to 50 people including committee members and staff. Face coverings and physical distancing of 6 feet will be required. During the meeting, citizens physically present who wish to provide public comment will be invited to do so by the Chair.

Email: Email your comments to Attn: Rebecca Espino at REspino@co.tuolumne.ca.us

Mail: Mail your comments to 2 S. Green St. Sonora, CA 95370 c/o Rebecca Espino. Written comments must be received no later than 8:00 a.m. on the morning of the noticed meeting.

Virtual Attendance: Under the Governor's Executive Order N-25-20, this meeting will allow members of the committee and of the public to participate by teleconference through the following Zoom Meeting link:

Join Zoom Meeting

<https://us06web.zoom.us/j/84946136159?pwd=U2c4a1pyU0hMazBaclRN1JMTGczUT09>

Meeting ID: 849 4613 6159 & Passcode: 149495

Or Call +1 720 707 2699 US

Meeting ID: 849 4613 6159

Passcode: 149495

Special Assistance Needs: under Order N-29-20, Accessibility Requirements, if you need swift special assistance during this meeting, please call (209) 533-5533. In addition, in compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Resources Agency at 209-533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28CFR Part 35 ADA Title II).

PUBLIC FORUM

The public may speak on any item not on the printed agenda. No action may be taken by the Committee. The amount of time allocated for the public forum is limited to 15 minutes.

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The Board of Supervisors Commission on Homelessness serves as an advisory group to the Board of Supervisors for matters related to homelessness.



Tuolumne County Commission on Homelessness

Christina M. Welch
Chair

Dana M. Baker
Vice Chair

2 South Green St
Sonora, CA 95370
Phone: (209) 533-5711
Fax: (209) 533-5714

Minutes Thursday, September 9, 2021 9:00 a.m. to 11:36 a.m.

<u>2021 TCCOH</u> <u>Membership</u>	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Christina Welch (Chair)	✓	✓	✓									
Dana Baker (Vice Chair, Dist 4)	✓	✓	✓									
Kelsey Stone (Secretary)	✓	✓	✓									
Jaron Brandon (BOS, Dist 5)	✓	✓	✓									
Kathleen Haff (BOS, Dist 4)	✓	✓	✓									
Rick Breeze-Martin (Dist 1)	✓	✓	✓									
Wittney Hawkins (Dist 2)	✓	✓	✓									
Tom Crosby (Dist 3)	E	✓	✓									
Jeannette Lambert (Dist 5)	✓	✓	A									
Cathie Peacock	✓	✓	A									
Leeann Hatton	✓	✓	✓									
Colette Such	✓	✓	✓									
Mary Rose Rutikanga	✓	✓	✓									
Nathan Levering	✓	✓	✓									
Nancy Scott	✓	E	A									
Shelley Muniz or Mark Dyken	✓	✓	A									
Lori Severson	✓	✓	A									
Joe Bors	✓	✓	✓									
Hazel or Dick Mitchell	✓	E	✓									

Present = ✓ Absent = A Excused = E

19 TCHAC Members

AGENDA

1. Call to Order at 9:00AM
2. Roll Call :Christina Welch, Dana Baker, Kelsey Stone, Supervisor Jaron Brandon, Supervisor Kathleen Haff, Rick Breeze-Martin, Wittney Hawkins, Tom Crosby, Leeann Hatton, Colette Such, Mary Rose Rutikanga, Nathan Levering, Joe Bors, Hazel Mitchell. Fourteen present Quorum is eleven.
3. Approval of August 12, 2021 Minutes- Supervisor Kathleen Haff Motioned Nathan Levering 2ond, Unanimous Vote passed on Sept,9th,2021
4. Public comment – Greg Popovich was present and shared he owns a building in downtown on Stockton road and would like to offer the building to be used to house the homeless if possible. He is interested in becoming part of the solution on helping get the homeless off the streets and in more stable housing as it is effecting his businesses and rentals locally.

REPORTS

Officers

- (a) Chair: Tina stated we need to hold the Elections of Officers Group agreed.
- (b) Chair: Supervisor Jaron Brandon Nominated and made a Motion for Christina Welch, Tom Crosby 2ond, Roll Call vote: All 14 Present member's voted Yes. Supervisor Jaron Brandon requested the minutes reflect Tina as our number one pick.
- (c) Vice Chair: Rick Breeze-Martin Nominated and made a Motion for Dana Baker, Supervisor Jaron Brandon 2ond, Unanimous consent Passed
- (d) Sectary: Supervisor Jaron Brandon Nominated and motioned for Kelsey Stone, Supervisor Kathleen Haff 2ond, Unanimous Consent Passed.

STANDING COMMITTEES:

- A. Housing Committee- Rick Breeze-Martin Gave an update on the formation of the housing committee the first meeting using the format will be held 10/20/21 from 2-4 pm via zoom. The Housing Committee is formed by the TC COH to address how to best support, coordinate and expand availability of affordable healthy and safe housing for the short, medium and long term needs of all of our communities' homeless or near homeless. Types of housing opportunities for the Committee to address include, as appropriate and not limited to, safe, healthy and affordable shelter choices: in campsites, transitional housing, rental housing (e.g., campsites, rooms, apts., houses, etc.) and home ownership. Homeless populations come with many unique and diverse needs for housing and a variety of resources to help themselves; Housing Committee solutions will seek to develop housing opportunities that recognize and build on resources and capacity of the individual participating homeless.
The Housing Committee will establish and sustain a working relationship of support and coordination with the many different housing providers in Tuolumne County. Local housing providers include, but is not limited, to organizations that are: non-profit, government, private business, faith based, or informal community organizations.
The Housing Committee will analyze and assess the County's homeless population's range of housing needs, housing availability and affordability, gaps in healthy, safe, affordable, and available housing needing to be filled – either in additions or expansions. The Committee will, as is reasonable and feasible, help local housing providers improve the effectiveness of homeless access to housing, help providers improve capacity and develop new and innovative housing projects, identify and help providers acquire project funding for housing and/or housing assistance support. And, to help develop continuous quality improvement as a characteristic of Tuolumne County in providing safe, healthy, affordable, available and appropriate housing.

AD-HOC COMMITTEES:

(A) Navigation Center Committee, Supervisor Kathleen Haff – The meeting has not met yet the committee will be meeting on Sept, 10th, 2021 at the David Lambert center. The goal is to get shovel ready for when funding does come.

(B) Orientation Manual Committee: Supervisor Jaron Brandon wants to bring it back in two months to be completed on a google drive. The Rough Draft of the orientation Binder is completed and printing of a hard copy is in progress and organizing of the electronic copy accessible to all committee member is in the works.

(C) Emergency Shelter Committee: Dana Baker stated the sub-committee formed in July and has met five or six times. The goal is to identify property that could use the emergency shelter declaration, and continue looking for viable properties. The group has identified several property however some of the properties are not options as they lie within city limits. The various areas were land for just having an area to set up tent or have a safe parking space to park their car and sleep. The group has two items on new business to discuss further later on today. Mary Rose would like the city to be a part of the ad hoc to represent the city. OES coordinator Dore Bietz, Came to explain how the terminology of what we call the site, group or anything could affect how the group proceeds.

SPEAKERS

A) Homeless Coordinator update –Rebecca Espino stated Kellae Brown has resigned as of 8/30/21, which gave them a chance to look at the position further and see how they could better support the position and its needs. Rebecca and her team felt a social worker was needed as an addition to the position. They will start looking for the position to be filled soon. BOS has granted 41,000 to the position so it is no longer a grant-funded position.

B) County Housing Policy Committee- Supervisor Jaron Brandon – Title 17 changes are definitely something he wants us to look at.

Some major items:

- Permissive versus conditional versus prohibited uses on land
- Housing density through SB 35
- Clustered Development and Planned Unit Development updates
- Floor to area ratios, open space requirements, etc on commercial projects in particular
- Permitting process including site development permits
- Home occupations (and specifically prohibited uses)
- Wireless and cell tower construction ordinance bringing broadband to rural areas
- Cottage industries and micro-kitchens
- Sustainability standards for housing (such as water)

UNFINISHED BUSINESS

A. Review possible Commission actions- A continuation of July's exercise, this meeting time is for commission members to review sheets of proposed actions, solutions, and investigations that each address homeless issues. Members may add to them with additional proposals. Chairman Tina would like to create a map of where we are going with our top concerns and Dana Baker will meet with city council and have their input on what we are looking into doing.

B. Review and consideration- In creating Resources and Funding Ad Hoc Committee originally purposed in August meeting. Rick Breeze Martin made a motion to create a Resources and Funding Ad Hoc Committee, Supervisor Jaron Brandon Seconded. Tina Called a roll call vote: Jaron Brandon Yes Kathleen Haff No, Tom Crosby No, Wittney Yes, Dana Baker Yes Hazel Mithchell Yes, Nathan Levering Yes, Christina Welch Yes, Mary rose No, Joe Bors Yes, Collette SuchYes, Leann Hatton Yes, Kelsey Stone Abstain. With 9 in favor 2

Abstain and 2 Nah's the motion is granted to create the Resources and Funding Ad Hoc Committee. Attaca has delegated Denise Clouder to be apart of the committee, Rick Breeze Martin, And Supervisor Jaron Brandon have all identified as members for this committee.

NEW BUSINESS-

A) Review and consideration of proposal from Emergency Shelter Ad Hoc Committee for outdoor shelter site recommendations to the Board of Supervisors. Dana stated our role is to bring public feed back to our committee we are not the decision maker just bringing back information from our community members to be include with proposals we decide to take to the BOS. Motion to create an Emergency Shelter Ad Hoc committee made by Dana Baker Denied and Amended Dana Baker accept the proposal with Ricks request, with removing option C(see prior attached plan), as well as bringing the propose back to the commission before going any further. Original Motion amended by Rick breeze Martin - As long as all plans are brought back to future HOC commissions he'll gladly second it. New Motion Seconded By Supervisor Jaron Brandon Vote :

Consideration of request from Emergency Shelter Ad Hoc Committee to
Hold a public forum event to invite input on future shelter locations
Item pushed to next Month.

ANNOUNCEMENTS- Need to be looking to fill the vacancies for our homeless representation on our commission.

National alliance to end homelessness in Sept 22 if anyone is interested in going contact Tina Welch

ADJOURNMENT

Tina Welch adjourned meeting at 11:36 am

The Board of Supervisors Commission on Homelessness serves as an advisory group to the Board of Supervisors for matters related to homelessness.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Resources Agency at 209-533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28CFR Part 35 ADA Title II).

TUOLUMNE COUNTY COMMISSION ON HOMELESSNESS

To: TCCOH Commission Members

From: Tina Welch (Chair)

Subject: Item V. a.) •Consideration of Adopting a Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361 (Modified Brown Act Procedures During a Declared Emergency)

Date: (for) October 14, 2021 Commission Meeting

Summary of Agenda Item:

The recent signing of AB 361 into law creates procedures that must be followed to comply with the Brown Act when hosting remote/virtual meetings.

Two Decisions to be made:

Decision One: Is the November, 2021 TCCOH Meeting found to meet one of the following criteria:

[Executive Order AB 361 allows us to suspend the standard requirements in Government Code Section 54593(b)(3) if we meet one of the following criteria:

- (1) the local agency is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;*
- (2) the local agency is holding a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or*
- (3) the local agency is holding a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risk to the health or safety of attendees.*

Decision Two: Will the November, 2021 TCCOH monthly meeting be held virtually (via Zoom), or in-person only?

Note: County Administrator Tracie Riggs has announced all committees will need to choose between in-person or virtual meetings because offering both options (a hybrid meeting) is no longer a viable solution. This decision also affects Commissions and Standing Committees.

Submitted by:

-Tina Welch

TCCOH Chair

September 27, 2021

To: TC Commission on Homelessness (CoH)
cc CoH Chair, CoH Vice Chair; CoH Secretary; CoH Housing Committee; Rebecca Espino

From: Rick Breeze-Martin

Subj.: October Status Report of the TC CoH standing Housing Committee

At its August 2021 meeting the TC CoH discussed and approved the formation of its standing Housing Committee. A committee formation status report was provided at the Commission September meeting (reference Sept. 6, 2021 memo from the formation facilitator and Sept. 9th Commission meeting minutes).

This memo, and its verbal presentation to be made to the Commission at its October 2021 meeting, is the standing Housing Committee report for its working status to-date. The results of the work since the September meeting is the attached October 20, 2021 meeting agenda (Attachment A to this report).

Thanks to the Committee members for their input and help to form the Committee and its first meeting content. A special thanks to Rebecca Espino, Joe Bors and Tom Crosby for work on getting meeting logistics coordinated (i.e. posting meeting, location, Internet, and zoom management).

Attachments:

A - TC CoH Housing Committee Agenda for its 1st meeting scheduled Oct. 20, 2021

TC Commission on Homelessness: Housing Committee

The Vision of the TC COH is that Tuolumne County has adequate safe, healthy, and affordable shelter and housing options for all of the people that live in Tuolumne County.

TC CoH Housing Committee Meeting
Wednesday, October 20, 2021
2:00 p.m. to 4:00 p.m.

A-TCAA Sonora Service Center
427 N. Hwy 49
2nd Floor Meeting Room
Sonora, CA 95370

AGENDA

I. CALL TO ORDER

2 min./ Rick (*Committee formation facilitator*)

II. ROLL CALL

3 min./ Rick (*Committee formation facilitator*)

III. APPROVAL OF PREVIOUS MEETING MINUTES

Not Applicable (1st Committee meeting)

IV. PUBLIC COMMENT

15 min. max Rick (*Committee formation facilitator*)

V. REPORTS

Officers: (not applicable, see item a under new business below)

AD-HOC COMMITTEES

None (1st meeting, no Ad Hoc Committees established)

VI. SPEAKERS

a) Discussion and possible action on creating a list of potential future speakers

10 min./ Rick (*Committee formation facilitator*)

VII. UNFINISHED BUSINESS

None (1st meeting)

VIII. NEW BUSINESS

a) Committee organization:

- Discussion and selection of Officers (e.g. Chair, Vice-Chair)
- Discussion and approval of the regular Committee meeting date and time
- Discussion and approval of regular meeting location

20 min./ Facilitated by Rick

b) Committee support procedures: Discussion for action regarding Committee procedures

- Agendas & agenda packets: to be done by the Committee Chair, in consultation with Vice-chair.
- Meeting Minutes: to be done by Committee Vice-chair, in consultation with the Chair
- Post meeting agenda packets: agenda to be provide by chair and posted by HHS staff on TC system to comply with open public meeting requirements.
- Meeting location to be the Board of Supervisors chambers, includes TC zoom meeting system

20 min./ Facilitated by Rick

c) Initial issues for the Committee to address: Discussion for possible action in initial selection and prioritization of near-term (*next 12 months*), mid-term (*next 5 years*) and long-term (*5 to 10 years+*) housing needs and opportunities to address:

- Housing stock assessment to identify gaps and needs (e.g. availability, affordability, etc.)
- Resources assessment of organizations providing housing and housing related services
- Identify funding opportunities available for developing housing and shelter projects
- Select and invite appropriate non-voting members from available resource organizations
- Develop Committee work plan that coordinates with and supports local resource organizations
- Provide recommendations to the TC Housing Policy Committee
- Planning/Permitting - easing of restrictions based off of the Emergency
- Others to be considered as appropriate

45 min./ Facilitated by Rick

IX. ANNOUNCEMENTS

5 min./ Commission Members

X. ADJOURNMENT

PARTICIPATION PROCEDURES

Virtual Attendance: Under the Governor’s Executive Order N-25-20, this meeting will allow members of the committee and the public to participate by teleconference through the following Zoom Meeting link:

Join Zoom Meeting: Topic: TCCOH Housing Committee Zoom Meeting
Time: Oct 20, 2021 02:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84380653196?pwd=WVZZeFpHRWpyNG5nOGdUUnAvejdFUT09>

Meeting ID: 843 8065 3196

Passcode: 690223

One tap mobile

+16699009128,,84380653196#,,, *690223# US (San Jose)

+12532158782,,84380653196#,,, *690223# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Find your local number: <https://us02web.zoom.us/j/690223>

In-person attendance: In order to protect public health and the safety of our Tuolumne County citizens, the Commission on Homelessness' Housing Committee meeting is open to the public with modifications. Capacity is limited to 20 people, including committee members and staff. Face coverings and physical distancing of 6 feet will be required. During the meeting, citizens physically present who wish to provide public comment will be invited to do so by the Chair.

Email: Email your comments to Pandora Armbruster at PArmbruster@co.tuolumne.ca.us.

Mail: Mail your comments to 2 S. Green St. Sonora, CA 95370 c/o Pandora Armbruster.

Written comments must be received no later than 8:00 a.m. on the morning of the noticed meeting.

Special Assistance Needs: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the meeting host agency, A-TCAA, at its Sonora Service Center at 209-533-1397. Notification 48 hours prior to the meeting will enable A-TCAA to make reasonable arrangements to ensure accessibility to this meeting (28CFR Part 35 ADA Title II).

PUBLIC FORUM

The public may speak on any item not on the printed agenda. No action may be taken by the Committee. The amount of time allocated for the public forum is limited to 15 minutes.

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The Board of Supervisors' Commission on Homelessness' Housing Committee serves as a standing committee of the Commission.

TC CoH Ad Hoc Resources and Funding Committee

September 25, 2021

To: TC Commission on Homelessness (CoH)
cc. Tina Welch, Dana Baker, Kelsey Stone,

From: Rick Breeze-Martin

Subject: Ad Hoc Resources and Funding Committee Status Report for the October TC CoH meeting

At its September 9th meeting the TC CoH approved formation of the Ad Hoc Resources and Funding Committee. Committee members appointed are Denise Cloward (A-TCAA alt.), Jaron Brandon, and Rick Breeze-Martin. The Commission Chair appointed Rick as facilitator and liaison. Below is the Ad Hoc Committee description, results to focus on, and time frame:

Description: The Ad Hoc Resources and Funding Committee is formed by the TC CoH to research and identify resources and funding opportunities currently available, or likely in the near future, to address homelessness in Tuolumne County. The Ad Hoc Committee will focus on identifying resources such as local organizations working with the homeless - non-profit, government, faith based and private; and, funding opportunities available to finance a range of support projects for the homeless or near homeless such as - grants, contracts, donations, in-kind services, foundations. The Ad Hoc Committee will meet as necessary and may invite others as appropriate to participate. The Committee will complete its work and make a final report to TC CoH no later the 6 months from the time it is formed, unless the time is extended by the CoH.

The TC CoH anticipates Ad Hoc Committee *results to focus on* include, but are not limited to:

- An initial data base of (local, regional, national) resources and funding opportunities
- Recommend to the TC CoH initial concepts to pursue for available funding opportunities (recommendations may occur during the Committee's work as well as in the final report)
- A final report on the committee's work including findings and recommendations

The Ad Hoc Committee *time frame* is *six months* from the time it was formed by the TC CoH; its final report is due at the March 2022 Commission meeting.

Following is a copy of a formation issues survey sent to Ad Hoc Committee members:

1. Establishing an initial Ad Hoc Committee meeting date

A meeting date was established by email, it is Thursday, Sept. 30, 2021 from 1 pm to 3 pm at the A-TCAA Sonora office

2. Committee support procedures (e.g. agendas, minutes, meeting posts, meeting logistics, etc.):

- Agendas & agenda packets: to be done by the TC CoH Chair appointed liaison Rick.

Suggest alternative:

- Meeting Minutes: to be done by the TC CoH Chair appointed liaison Rick.

Suggest alternative:

- Post meeting agenda packets to comply with open public meeting requirements. *Not applicable.*

TC CoH Ad Hoc Resources and Funding Committee

3. Initial issues for the Committee to address:

- See attached draft Agenda item VI New Business for initial issues to address.
- Other issues to address

- Other:
- Other:
- Other:

4. Other Comments/Recommendations/Requests

No survey responses were received.

The initial meeting agenda scheduled for Thursday, Sept. 30th was emailed to Ad Hoc Committee members on Friday, September 24th. (See following pages 3 & 4 of this report for the agenda.)

TC CoH Ad Hoc Resources and Funding Committee

The Vision of the TC COH is that Tuolumne County has adequate safe, healthy, and affordable shelter and housing options for all of the people that live in Tuolumne County.

Ad Hoc Committee Meeting
Thursday, September 30, 2021
1:00 p.m. to 3:00 p.m.

A-TCAA Sonora Office
427 N. Highway 49
Sonora, CA. 95370

AGENDA

I. CALL TO ORDER

2 min./ Rick (*Commission Liaison / Facilitator*)

II. ROLL CALL

2 min./ Rick

III. APPROVAL OF PREVIOUS MEETING MINUTES

Not Applicable (1st Ad Hoc Committee meeting)

IV. SPEAKERS

a) Discussion and possible action on creating a list of potential future speakers

10 min./ Rick (*Liaison / Facilitator*)

V. UNFINISHED BUSINESS

None (1st meeting)

VI. NEW BUSINESS

a) Committee organization:

- o Discussion on establishing the Ad Hoc Committee's meeting dates and times.

10 min./ Facilitated by Rick

b) Committee support procedures: Discussion for action regarding Committee procedures

- Agendas & agenda packets: to be done by the Ad Hoc Committee Liaison / Facilitator.
- Meeting Minutes: to be done by the Ad Hoc Committee Liaison / Facilitator.
- Other related and appropriate support procedures

10 min./ Facilitated by Rick

c) Discuss the Ad Hoc Committee's approach (strategy) to research and identify resources and funding opportunities for inclusion in a Commission database: (*see approved By-laws Art. I Name and Objectives I.5 & I.6; Art. II Responsibilities and Functions II.1 & II.2*)

TC CoH Ad Hoc Resources and Funding Committee

- Inventory and assessment of local, regional and national resource organizations to identify services provided, gaps and needs, such as but not limited to:
 - Health
 - Housing
 - Employment
 - Transportation
 - Compliance
 - Community maintenance
 - Any and all matters related to homelessness, at risk of homelessness, and transients
- Inventory assessment of local, regional, and national funding sources related to financing homeless related activities, projects and or programs for inclusion in a Commission database, such as, but not limited to:
 - Health
 - Housing
 - Employment
 - Transportation
 - Compliance
 - Community maintenance
 - Any and all matters related to homelessness, at risk of homelessness, and transients
- Other resource or finance opportunities to be considered as appropriate

35 min./

Facilitated by Rick

d) Discuss the Ad Hoc Committee's approach to developing and recommending to the TC CoH concepts to pursue for available funding opportunities

25 min./

Facilitated by Rick

e) Discuss how to structure and what to include in the Committee's final report on its work including findings and recommendations. (Final report is due for the Commission's March 2022 meeting.)

20 min./

Facilitated by Rick

VII. ANNOUNCEMENTS

6 min./ Ad Hoc Committee Members

VIII. ADJOURNMENT



Office of the County Counsel

"Providing Quality Legal Services to the County of Tuolumne"

Sarah Carrillo
County Counsel

Attorney Assistant
Leah Moroles

Deputies

Christopher Schmidt
Cody M. Nesper
Maria Sullivan

MEMORANDUM

DATE: October 8, 2021
TO: Tuolumne County Commission on Homelessness (TCCoH)
FROM: Sarah Carrillo, County Counsel *SC*
SUBJECT: **Brown Act Application to Ad Hoc and Standing Committees**

This Memorandum is intended to provide an overview of the application of the Brown Act to Ad Hoc and Standing Committees. As I understand, your Commission has several subcommittees and wants to ensure it is Brown Act compliant. The Brown Act is the open meeting law that applies to local government bodies, including the Board of Supervisors and its subsidiary bodies. Your Commission has several subsidiary committees and several more are proposed.

The Brown Act applies to "a commission, committee, board, or other body of a local agency, whether permanent or temporary, decisionmaking or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter." (Government Code Section 54952(b).) The Brown Act applies to all meetings of the legislative body and requires these meetings to be open and public for all persons to attend. (Government Code Section 54953).

Note, standing committees are those that have ongoing jurisdiction over a subject and are required to comply with the Brown Act. Ad hoc committees are not defined by the Brown Act but are generally referred to as committees that are single-subject focused and have a limited term.

When a Brown Act body creates a committee or commission, even if it is only temporary, that new body must comply with the Brown Act because the legislative body took "formal action" to create the new body. An exception to this rule is if the committee

is comprised solely of less than a quorum, exists for a short duration without a fixed meeting schedule, and its purpose/intent is to gather information and render opinions/advice about a single subject. The major distinction to this exception is that the new body is created to focus on a “single temporary project” rather than have “ongoing subject matter jurisdiction.” Sometimes this distinction is not always clear, but courts and the Attorney General have provided helpful guidance. Courts and the Attorney General have opined that certain subjects are likely “ongoing in nature” such as budget, finance, and legislation. Thus, if a legislative body creates a long-term committee to address budget, finance, or any topic that isn’t limited in nature, that committee will be a Brown Act committee. However, if a committee is created to produce a report in six months on one specific item, it would be exempt from the Brown Act.

Case law and Attorney General examples:

- City council creates an advisory committee of less than a quorum of its members to review and establish the agenda. This would be a Brown Act body because establishing agendas for committees are ongoing in nature.
- School board authorized the superintendent to appoint a committee to review hiring practices. This was a Brown Act body because the school board formally authorized the creation of this committee.
- City council creates a commission that includes councilmembers, city manager and citizens. It is a Brown Act body. No exemption applies and this body was formally created by the council.
- City council creates an advisory body of less than a quorum of its members to review all issues related to parks and recreation. This is subject that is ongoing (i.e. there is continuing jurisdiction) and therefore makes this committee/body a Brown Act committee.
- City council creates an advisory committee of less than a quorum of its members to produce a report within six months on downtown traffic congestion. This is not a Brown Act body because it is less than a quorum of members AND charged with a specific task in a short period of time. This would be a limited term ad hoc committee.
- City council creates a committee comprised of two councilmembers to meet on the second Monday of each month. It is a Brown Act body because it has a fixed schedule created by the City council.

The Attorney General has cautioned that when determining whether a body is subject to the Brown Act, it follows “function over form.” The Attorney General will look at the actions of the body creating the subcommittee, as well as the purpose, the expected duration, and the tasks it has assigned to the committee to determine if it requires Brown Act compliance.

As you are aware, when it comes to Brown Act bodies, there are several requirements regarding posting agendas, allowing public access and comment, recording votes, etc. These Brown Act bodies require County staff to support them. Ad hoc or non-Brown Act subcommittees are less formal and do not require the same level of staff support.

July 5, 2021

To: Christina Welch, TC Commission on Homelessness (CoH) Chair
cc: Dana Baker, CoH Vice-Chair; TC CoH members

From: Rick Breeze-Martin, CoH member

Subj.: Request for a discussion and action item on the July 15, 2021 TC CoH meeting agenda

I understand that the next Commission on Homelessness meeting on July 15th will have a New Business item regarding Commission formation of committees. I am requesting to add this memo to that agenda item as background for CoH discussion and action; a recommendation for 5 specific committees to be formed and draft formation language for each (*reference CoH draft bylaws Article VI*). .

I recommend the CoH approve formation of, but not be limited to, the following Standing Committees:

- Community Homeless Support Services Committee
- Housing Committee
- Homeless Liaison & Relations Committee
- Communications Committee
- Homeless Data and Management Information Systems (MIS) Committee

Background for TC CoH Discussion and Consideration for Action

The agenda item of business related to forming committees is intended to start establishing CoH Standing Committees that focus on important aspects of addressing homelessness in Tuolumne County. Each committee is to be formed by the “Commission” to address a specific feature or part of homelessness or near homelessness in Tuolumne County. The ongoing detail work of the CoH is to be sorted into its standing and ad hoc committees and committee results are then integrated by the full CoH into policy and practice recommendations to the Board of Supervisors.

The 5 committees recommended below are equal, without hierarchical standing, and I believe essential to the efficacy of the “Commission on Homelessness”. These draft committee descriptions are just that, each is a draft looking for improvement sufficient for the Commission to approve it as a Standing Committee. It is anticipated that each of these recommended committees will be considered for formation by itself, and that CoH approving or not approving any one committee does not impact consideration of the others.

Thank you for your consideration of this background material to forming working committees.

Community Homeless Support Services Committee

Description: The Community Homeless Support Services Committee is formed by the TC COH to address how to best support, coordinate and expand delivery of the various immediate support services needed by our communities’ homeless and near homeless population. Types of support services include, and is not limited to: health (physical & mental), nutrition, housing, education, transportation, recreation, employment or financial support. Homeless general populations served include, and is not limited to: children, youth, families, seniors, and adults; with sub-population characteristics that may include, but not be limited to: single parents, foster care, those under or unemployed, physical or learning disabilities, disadvantaged identity status, and/or veterans.

The Committee will establish and sustain a working relationship of support and coordination with the many different providers of the immediate needs of the homeless. Local service providers include, but is not limited, to organizations that are: government, non-profit, private business, faith based, or informal community organizations.

The Committee will analyze and assess the homeless population's range of needs, levels of support services provided (by providers), gaps in services needing filled – either additions or expansions. The Committee will, as is reasonable and feasible, help local support service providers improve the effectiveness of homeless access to services, help providers improve capacity and develop new projects, identify and help providers acquire project funding. And, help develop continuous quality improvement as a characteristic of Tuolumne County in providing community homeless support services.

Housing Committee

Description: The Housing Committee is formed by the TC COH to address how to best support, coordinate and expand availability of affordable healthy and safe housing for the short, medium and long term needs of all of our communities' homeless or near homeless. Types of housing opportunities for the Committee to address include, as appropriate and not limited to, safe, healthy and affordable shelter choices: in campsites, transitional housing, rental housing (e.g., campsites, rooms, apts., houses, etc.) and home ownership. Homeless populations come with many unique and diverse needs for housing and a variety of resources to help themselves; Housing Committee solutions will seek to develop housing opportunities that recognize and build on resources and capacity of the individual participating homeless.

The Housing Committee will establish and sustain a working relationship of support and coordination with the many different housing providers in Tuolumne County. Local housing providers include, but is not limited, to organizations that are: non-profit, government, private business, faith based, or informal community organizations.

The Housing Committee will analyze and assess the County's homeless population's range of housing needs, housing availability and affordability, gaps in healthy, safe, affordable, and available housing needing to be filled – either in additions or expansions. The Committee will, as is reasonable and feasible, help local housing providers improve the effectiveness of homeless access to housing, help providers improve capacity and develop new and innovative housing projects, identify and help providers acquire project funding for housing and/or housing assistance support. And, to help develop continuous quality improvement as a characteristic of Tuolumne County in providing safe, healthy, affordable, available and appropriate housing.

Homeless Liaison & Relations Committee

Description: The Community Homeless Liaison & Relations Committee is formed by the TC COH to address how to best develop, sustain, coordinate and expand TC COH liaison with local homeless or near homeless. And, to develop, sustain, coordinate and expand the voice of the homeless and their capacity to speak to the TC COH, the County and City of Sonora, and the general County population.

The Committee will establish and sustain supportive communications with the homeless population and direct contact service providers. Local service providers include, but is not limited, to organizations that are: non-profit, government, private business, faith based, or informal community organizations. The Committee will analyze and assess the homeless population's types and range of public and civic

communications needs, levels of assistance provided, gaps in communications assistance needing to be filled – either additions or expansions.

The Committee will, as is reasonable, feasible, and appropriate help the homeless and local service providers improve the effectiveness of homeless communications to community institutions and industries, help providers improve opportunities and capacity of the homeless to be heard, identify and help the homeless and local providers acquire funding to support this needed capacity for the homeless to speak and the community to listen – and vice versa. And, to help develop continuous quality improvement in providing community homeless liaison and communications as a characteristic of Tuolumne County.

Communications Committee

Description The Communications Committee is formed by the TC COH to address how to best develop, sustain, and coordinate COH communications with the general public, local media, other public and private institutions and organizations in the County. And, to develop, sustain, coordinate and expand information about and knowledge on Homelessness in Tuolumne County and COH efforts specifically.

The Committee will establish and sustain a multi-media communications system that includes, and is not limited to: local print, radio and electronic news outlets; social media, a TC COH Internet presence (e.g. website, twitter, etc.). Local outlets might also include organizations that are: non-profit, government, private business, faith based, or informal community organizations.

The Committee will analyze and assess COH communications needs, levels of communications capacity available, gaps in communications needing to be filled – either outlet additions or communications channels to develop. The Group will, as is reasonable, feasible, and appropriate improve the efficacy of COH communications to government, community institutions and industries, and the County at large. And, to help develop continuous quality improvement as a characteristic of Tuolumne County in providing COH communications.

Homeless Data and Management Information Systems (MIS)

Description: The Homeless Data and MIS Committee is formed by the TC COH to address how to best develop, sustain, coordinate and improve TC COH and the community's capacity and quality of Data and MIS uses regarding homeless or near homeless. And, to develop, sustain, coordinate and expand the homeless and near homeless' knowledge of and capacity to "own" their personal data in order to make decisions and choices available to them through community Data and MIS. Similar to HIPAA, with more individual and personal usefulness to the homeless or near homeless.

The Committee will establish and sustain relations of support and assistance with local direct contact service providers with regards Data and MIS efficacy for the homeless or near homeless. Local service providers include, but is not limited, to organizations that are: government, non-profit, private business, faith based, or informal community organizations. The Committee will analyze and assess the homeless population's types and range of public and civic Data and MIS needs, levels of assistance provided, gaps in Data and MIS needing to be filled – either with additions or expansions.

The Committee will, as is reasonable, feasible, and appropriate help the homeless and local service providers improve effectiveness of homeless or near homeless Data and MIS collection, storage and use in assisting the homeless and community service providers. And, to help develop continuous quality improvement as a characteristic of Tuolumne County homeless data and MIS use.