

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
Thursday, May 19, 2022
1:00 p.m. to 3:00 p.m.

Place: Virtual Attendance Only

In order to protect public health and the safety of our Tuolumne County citizens, this Tuolumne County Commission on Homelessness' Housing Committee meeting will be physically closed to the public, however the public may participate and comment on any item via teleconference, U.S. Mail, email, phone or video conferencing through the online Zoom meeting:

Join TCCoH – Standing Housing Committee Zoom Meeting through the Zoom platform at the following link:

Zoom (Video or Audio): <https://tuolumne-ca-gov.zoom.us/j/83794247281>
Meeting ID: 837-9424-7281

Telephone (one tap mobile) +17207072699,,83794247281# US (Denver) OR
+12532158782,,83794247281# (Tacoma)
Or Dial by your location
+1 720 707 2699 US (Denver) OR +1 253 215 8782 US (Tacoma)

Email: Email comments to Attn: Michael Roberson-TCCoH at mroberson@co.tuolumne.ca.us

U.S. Mail: Mail comments to Attn: Michael Roberson -TCCoH, CAO Office 2 S. Green St., Sonora CA 95370. Written comments must be received no later than 8:00 a.m. on the morning before the noticed meeting.

AMENDED AGENDA

Added Item: Adopting Findings of the Commission on Homelessness Standing Housing Committee Meeting Authorizing Remote Meetings Pursuant to AB361 (Modified Brown Act Procedures During a Declared Emergency-see attached)

- | | |
|--|-------------|
| I. CALL TO ORDER - Chair | 2 min. |
| II. ROLL CALL | 3 min. |
| a) Establish a meeting quorum | |
| b) Action to Make Findings for the June 16, 2022 Tuolumne County Commission on Homelessness Standing Housing Committee to meet virtually only. | 3 min. |
| III. APPROVAL OF PREVIOUS MEETING MINUTES | 5 min. |
| a) Draft Minutes of April 21, 2022 meeting (attached) | |
| IV. PUBLIC COMMENT | 10 min. max |
| V. REPORTS | |

Officers:

- a) Chair - 5 min.
- b) Vice-Chair (*position is vacant & replacement will be addressed at this meeting*) 5 min.

AD-HOC Tasks Assignments

- a) Affordable Housing Opportunities Work Plan Development 10 min.
(*See report attached in agenda packet*)
- b) Housing Planning and Permitting Policies Review Work Plan Development 10 min.
(*See report attached in agenda packet*)
- c) Shelter and Housing Organizations Liaison and Coordinating Work Plan Development 10 min.

VI. SPEAKERS *No speakers this meeting*

- a) Brief consideration of additional future speaker 5 min.

VII. UNFINISHED BUSINESS

- a) Continued Discussion and possible action on availability of affordable housing 15 min.
- b) Update on engaging additional Commission members to be on the Housing Committee 2 min.

VIII. NEW BUSINESS

- a) Discussion on the TC CoH standing Housing Committee's Scale of Effort 15 min.

IX. Committee Members' input to the next meeting agenda 5 min.

X. ANNOUNCEMENTS 10 min.

XI. ADJOURNMENT

Participation Procedures

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

Email: Email comments to Attn: Michael Roberson -TCCoH **to be added** Emailed comments must be received no later than 8:00 a.m. on the morning of the noticed meeting.

U.S. Mail: Mail comments to Attn: Michael Roberson-TCCoH, 2 S. Green St., Sonora CA 95370. Written comments must be received no later than 8:00 a.m. on the morning before the noticed meeting.

Commission on Homelessness Standing Housing Committee

County of Tuolumne

**FINDINGS OF THE COMMISSION ON HOMELESSNESS
AUTHORIZING REMOTE TELECONFERENCE MEETINGS
OF THE TUOLUMNE COUNTY COMMISSION ON HOMELESSNESS FOR THE PERIOD
MAY 19, 2022 THROUGH JUNE 17, 2022
PURSUANT TO THE RALPH M. BROWN ACT.**

WHEREAS, all meetings of COMMISSION ON HOMELESSNESS and its legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§ 54950 – 54963), so that any member of the public may attend, participate, and view the legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and requirements; and

WHEREAS, a required condition of Government Code section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558(b); and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency declaring a state of emergency exists in California due to the threat of COVID-19, pursuant to the California Emergency Services Act (Government Code section 8625); and,

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-07-21, which

1 formally rescinded the Stay-at-Home Order (Executive Order N-33-20), as well as the framework for a
2 gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020) but did
3 not rescind the proclaimed state of emergency; and,

4 **WHEREAS**, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set
5 expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020 and
6 other Executive Orders but did not rescind the proclaimed state of emergency; and,

7 **WHEREAS**, as of the date of this Findings, neither the Governor nor the state Legislature have
8 exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency
9 either by proclamation or by concurrent Findings the state Legislature; and,

10 **WHEREAS**, the California Department of Industrial Relations has issued regulations related to
11 COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of
12 Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the
13 measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel
14 more than six feet, especially indoors; and,

15 **WHEREAS**, the Tuolumne County Commission on Homelessness finds that state or local officials
16 have imposed or recommended measures to promote social distancing, based on the California Department
17 of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the
18 California Code of Regulations, Section 3205(5)(D); and,

19 **WHEREAS**, as a consequence, the Tuolumne County Commission on Homelessness does hereby
20 find that it shall conduct its meetings by teleconferencing without compliance with Government Code
21 section 54953 (b)(3), pursuant to Section 54953(e), and that such legislative bodies shall comply with the
22 requirements to provide the public with access to the meetings as prescribed by Government Code section
23 54953(e)(2).

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26 ///

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1 **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Commission on
2 Homelessness, County of Tuolumne, State of California, in regular session assembled on January 13, 2022
3 does hereby resolve as follows:

4 Section 1. Recitals. All of the above recitals are true and correct and are incorporated into this
5 Findings by this reference.

6 Section 2. State or Local Officials Have Imposed or Recommended Measures to Promote Social
7 Distancing. The Tuolumne County Commission on Homelessness hereby proclaims that state officials have
8 imposed or recommended measures to promote social (physical) distancing based on the California
9 Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title
10 8 of the California Code of Regulations, Section 3205(5)(D).

11 Section 3. Remote Teleconference Meetings. The Tuolumne County Commission on
12 Homelessness is hereby authorized and directed to take all actions necessary to carry out the intent and
13 purpose of these Findings including, conducting open and public meetings in accordance with Government
14 Code section 54953(e) and other applicable provisions of the Brown Act.

15 Section 4. Effective Date. These Findings shall take effect immediately upon its adoption and
16 shall be effective until the earlier of (i) February 12, 2022, or (ii) such time the Tuolumne County
17 Commission on Homelessness adopts a subsequent Findings in accordance with Government Code section
18 54953(e)(3) to extend the time during which its legislative bodies may continue to teleconference without
19 compliance with Section 54953(b)(3).

20 ADOPTED this 13th day of January, 2022 by the Tuolumne County Commission on Homelessness,
21 by the following vote:

22
23 YES:

24 NO:

25 ABSENT:

26 ABSTAIN:

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 Commission on Homelessness
Housing Committee Meeting
Thursday, April 21, 2022

Draft Minutes

I. CALL TO ORDER:

Chair Breeze-Martin called the meeting to order at 1:03 p.m.

II. ROLL CALL

Present: Colette Such, Joe Bors, Rick Breeze-Martin
Absent: David Goldemberg (*excused absence*)
Staff Present: Michael Roberson, Homeless Services Coordinator; Heather Ryan, Board Clerk;
Christina Cunha, Executive Assistant/Deputy Clerk of the Board

III. APPROVAL OF PREVIOUS MEETING MINUTES:

- a) Colette Such made a motion to approve the minutes of the February 17, 2022, Joe Bors seconded. Motion passed unanimously.
Ayes: Colette Such, Joe Bors, Rick Breeze-Martin
- b) The March 17, 2022 meeting adjourned at 1:24 p.m. due to lack of quorum. However, Joe Bors made a motion to approve the minutes, Colette Such seconded. Motion passed unanimously.
Ayes: Colette Such, Joe Bors, Rick Breeze-Martin

IV. PUBLIC COMMENT:

Amy Lane, Deputy Director of Housing for ATCAA introduced herself.

V. REPORTS:

Officers:

- a) Chair Breeze-Martin: No Report
- b) Vice-Chair: No report. Chair Breeze-Martin noted that the Vice-Chair is no longer on the committee and suggested tabling a vote for a new Vice-Chair to the next meeting when Supervisor David Goldemberg is present. Colette Such said she would be willing to be Vice-Chair, however her term with the City of Sonora will end July 5th.

AD-HOC Tasks Assignments

a) Affordable Housing Opportunities Work Plan Development:

Chair Breeze-Martin reported he is actively recruiting for volunteers. Joe Bors requested clarification. Chair Breeze-Martin clarified.

b) Housing Planning and Permitting Policies Review Work Plan Development:

Chair Breeze-Martin requested input as the leader of this task is no longer on the committee. Joe Bors mentioned that the BOS Housing Policy Committee meets monthly to address Housing Planning and Permitting Policies Review Work Plan Development. Chair Breeze-Martin noted the focus for this task is different, more of a reviewer or auditor of the BOS Housing Policy Committee activities in terms of impacts on the homelessness population. Michael Roberson requested further clarification as to how an Ad-Hoc. committee will review the BOS Housing Policy Committee which is ongoing. Chair Breeze-Martin Rick responded that the development of a work plan will determine the process. Discussion ensued regarding housing permits and practices and creating a way to a review process. It was noted the search is on for volunteers to assist with a work plan to be done by September.

b) Shelter and Housing Organizations Liaison and Coordinating Work Plan Development

Colette Such did not have a report.

VI. SPEAKERS: No Speaker

Chair Breeze-Martin requested speaker recommendations for upcoming meetings. Joe Bors suggested having someone from the BOS Housing Policy Committee speak about their focus and activities. Chair Breeze-Martin stated he will suggest the suggested speaker to the Tuolumne County Commission on Homelessness.

VII. UNFINISHED BUSINESS:

a) Continued discussion for possible action on the Commission approval of a fourth focused work area for the Housing Committee for 2022 – Opportunities to expand emergency and transitional shelter beds.

Chair Breeze-Martin reported that the Tuolumne County Commission on Homelessness approved the new focus work area at the April 14th. With no comment, this item will be tabled until May meeting.

b) Continued discussion for possible action on availability of affordable housing in Tuolumne County.

Chair Breeze-Martin asked for questions, comments, or concerns regarding task. Michael Roberson noted redundancy across the State and County and stated some examples specifically regarding affordable housing. Discussion ensued regarding minimum wage and affordable housing. Colette Such asked about section 8 housing. Others commented on pieces of information regarding section

8 housing requirements. Joe Bors noted two recently approved affordable housing units in Tuolumne County.

VIII. NEW BUSINESS

- a) Discussion and possible action on the Board of Supervisors' strategic retreat outcomes as it impacts the Commission on Homelessness and its standing Housing Committee

Joe Bors noted to his knowledge the Board Strategic Goals are still in draft form. Michael Roberson noted that the Board has had a series of meetings to discuss Board priorities, objectives, and action items. At the last meeting, some of the Board's focused items on homelessness were a Housing Specialist in the Community Development Department, the establishment of a County Staff Housing and Homeless Working interdisciplinary team to coordinate efforts which he has been tasked with running point, apply for CDBG Home Funding, and establish an outdoor shelter. Also, the Board will be looking at realigning their committee and commissions to provide clarity and alignment across the organization.

Michael Roberson suggested having one focused AdHoc task assignment for the Housing Committee at a time to be able to complete a task and move on. Chair Breeze-Martin noted he does not support the suggestion. Joe Bors commented that he had previously expressed duplication of efforts and noted his support for recruiting others to help as he is already overwhelmed. Colette Such stated that much of what Michael Roberson stated made sense and noted the duplication. She also mentioned having four focused areas is very ambitious.

- b) Update on engaging additional Commission members to be Housing Committee members:

Chair Breeze-Martin reported that Supervisor David Goldemberg is a new member of this committee as requested at the last Tuolumne County Commission on Homelessness Meeting. He will make another request at the next meeting. Joe Bors suggested he reach out to Tina Welch, Chair of the Tuolumne County Commission on Homelessness Meeting to also assist with recruitment efforts. Colette Such asked a clarifying question regarding LeAnn Hatton's status of a member on the Housing Committee. It was noted she is no longer on this committee, but is still a member of the Tuolumne County Commission on Homelessness

IX. Committee Members' input to the next meeting agenda

Michael Roberson suggested having a discussion regarding narrowing the scope and focus of the AdHoc tasks area assignments. Chair Breeze-Martin will place the item on the next agenda for discussion but will word it differently than what was suggested.

X. ANNOUNCEMENTS

There were no announcements.

XI. ADJOURNMENT

Chair Breeze-Martin adjourned the meeting at 1:59 PM

TC CoH Housing Committee Ad Hoc Task Report

Ad Hoc Task: Affordable Housing Opportunities Development Plan
A 2022 Work Focus Area - Opportunities for more affordable housing

To: TC CoH Housing Committee
cc Tina Welch, Commission Chair

From: Rick Breeze-Martin, Committee Chair / ad hoc task Facilitator

Subj.: Ad Hoc Work Assignment status report for the Committee's May 2022 meeting

The affordable housing opportunity ad hoc work assignment effort highlights for April included: creating an ad hoc task schedule (attached); developed and distributing a volunteer opportunity notice (attached); reported out to the April Committee meeting; and met with the Homeless Services Coordinator on this and other Committee efforts. Below is a copy of the ad hoc task assignment for reference assignment. On the following page is a task activities schedule, and then a copy of the notice of volunteer opportunity.

Ad Hoc Work Assignment: The TC CoH Housing Committee has need of an ad hoc work task to develop an affordable housing opportunities development work plan to recommend to the Commission. The plan is to be completed and recommended to the Housing Committee for review, for recommendation to the Commission, by the Committee's September 2022 meeting. The Committee member accepting assignment to facilitate this ad hoc work task is to report to the Committee at its regularly scheduled meetings on the work status and progress. As appropriate, the Committee will discuss the status report, providing the task facilitator feedback. The affordable housing opportunities development work plan developed is to:

- Include as appropriate community volunteers to help the Committee's facilitator with the work;
- Be based on an assessment of public & private affordable housing development options available;
- Provide draft work plan goals and implementation strategies consistent with the Commission's approved vision, mission, scope, responsibilities and functions;
- Analyze the draft plan implementation environment in terms of its strengths, weaknesses, opportunities, threats, trends (SWOTT);
- Prioritize draft work plan goals and provide appropriate plan implementation strategies;
- Provide goals' objectives with measurable results for adaptive implementation management;
- Include a plan recommendation for implementation performance monitoring and evaluation;

TC CoH Housing Committee Ad Hoc Task Report

Projected Ad Hoc Affordable Housing Opportunities Work Plan Task Activities

Work Plan Development Sub-Tasks / Work Activities	May	June	July	Aug.	Sept.	Oct.
<i>Housing Committee Ad Hoc Housing Opportunities Work Plan Updates</i>						
• Committee status reports & comment/input to each meeting	*	*	*	*	*	
• Committee review of initial draft work plan format and content				*		
• Committee review for work plan recommendation to the Commission					*	
• Submit Committee's recommendation to Commission for its Oct. meeting						X
<i>Include as appropriate community volunteers to help</i>						
• Distribute notice of opportunity to volunteer	*					
• Provide orientation and assign task activities to accepted volunteers		*				
• Facilitate and advise volunteers' on work as needed		*	*	*	*	
• Thanks and appreciation communication to participant volunteers					*	
<i>Assess affordable housing development opportunities available</i>						
• Research available public and private affordable housing opportunities	*	*				
• Assess and inventory potential opportunities		*	*			
• Draft affordable housing opportunities section of the ad hoc work plan			*			
• Review & finalize assessed work plan inventory of available opportunities				*		
<i>Identify, analyze & prioritize work plan goals and implementation strategies</i>						
• Develop initial draft goals and objectives w/ implementation strategies		*				
• Include initial goals & implementation strategies for 1 st Committee review			*			
• Review & revise initial draft with Committee input and additional info				*		
• Conduct SWOTT analysis off the draft goals & implementation strategies				*		
• Update goals & implementation strategies for final Committee review					*	
<i>Develop draft work plan format</i>						
• Create and format the initial draft work plan document	*	*				
• Add content from research & goals – strategies work activities (above)		*	*			
• Create 1 st draft iteration of the work plan for Committee review & input			*	*		
• Update the draft work plan with Committee input and added data/info					*	
• Develop final draft work plan for Committee review for recommendation					*	
• Incorporate Committee review into final document to Commission					*	
<i>Identify work plan measurable results and implementation monitoring</i>						
• Analyze 1 st iteration draft for appropriate performance indicators				*		
• Complete plan implementation monitoring procedures description					*	
• Incorporate Committee review of implementation monitoring in final plan					*	

TC CoH Housing Committee Ad Hoc Task Report

April 2022

From Rick Breeze-Martin, TC CoH Housing Committee Chair

Subj.: Community volunteer help drafting an affordable housing opportunities work plan

The Tuolumne County Commission on Homelessness' (TC CoH) standing Housing Committee has four focused work areas for 2022:

- Opportunities for more affordable housing;
- Review housing planning, permitting policies, procedures, regulations as relates to homelessness;
- Opportunities to expand emergency and transitional shelter beds;
- Liaison, communications & coordination with shelter and housing resource organizations in County

The Committee Chair has assigned a specific ad hoc work task that is to develop a draft affordable housing opportunities development work plan.

This work is to be done by no later than September 2022 for Committee final review for recommendation to the full Commission. This ad hoc work has a need for up to 3 appropriately skilled and/or experienced volunteers to help. Below is the work description.

Ad Hoc Work Assignment: The TC CoH Housing Committee has need of an ad hoc work task to develop an affordable housing opportunities development plan to recommend to the Commission. The plan is to be completed and recommended to the Housing Committee no later than September 2022 for final review for recommendation to the full Commission. The Committee member assigned to facilitate this ad hoc work task is to report to the Committee at its regularly scheduled meetings on the work status and progress. As appropriate, the Committee will discuss the status report, providing the task facilitator feedback. The affordable housing opportunities development plan developed is to:

- Include as appropriate community volunteers to help the Committee's facilitator with the work;
- Be based on an assessment of public and private affordable housing development options available;
- Provide draft work plan goals and implementation strategies consistent with the Commission's approved vision, mission, scope, responsibilities and functions;
- Analyze draft plan implementation in terms of strengths, weaknesses, opportunities, threats, trends (SWOTT);
- Prioritize draft work plan goals and provide appropriate plan implementation strategies;
- Provide goals' objectives with measurable results for adaptive implementation management;
- Include a plan recommendation for implementation performance monitoring and evaluation.

Volunteer Skills / Experience: Most useful are skills and experience gained from life situations that contained the following sorts of activities: research, writing, analysis (data or description), planning, administration or management (especially using work plans), work teams, audits (fiscal or performance), communicating and coordinating with others, community involvement.

Ad Hoc Volunteer Process: Selected volunteers will work with the ad hoc Facilitator on specific sub-tasks and work schedule. The ad hoc volunteer work is anticipated to average 2 to 4 hours per week, or at least 1½ days per month, for 3 to 5 months (May to September). Sub-tasks for volunteers may include, and is not limited to, such as: research Census and other online sources for related data; help define available affordable housing; survey, identify, and assess affordable housing programs; brainstorming solutions with facilitator & other volunteers; drafting parts of the work plan; participating in a draft plan SWOTT assessment; .

Volunteering Contact and Process: Requests to volunteer will be accepted by email for consideration through May 2022. Requests to volunteer can be sent to: rick@breeze-martin.com. Please include in the email your reason for wanting to volunteer for this task and a brief summary of the skills and experience you bring to the volunteer effort. Thank you.

May 2022

TC CoH Housing Committee Ad Hoc Task Report

Ad Hoc Task:

A work plan for reviewing housing planning & permitting policies, procedures and regulations as they relate to Homelessness

A 2022 Housing Committee Work Focus Area

To: TC CoH Housing Committee
cc Tina Welch, Commission Chair

From: Rick Breeze-Martin, Committee Chair / ad hoc task Facilitator

Subj.: Ad Hoc Work Assignment status report for the Committee's May 2022 meeting

The planning and permitting review ad hoc work plan assignment effort highlights for April included: creating an ad hoc task schedule (attached); developed & distributing a notice of volunteer opportunity (attached); reported out to the April Committee meeting; and met with the Homeless Services Coordinator on this and other Committee efforts.

Below is a copy of this ad hoc task assignment for reference. On the following page is a task activities schedule, and then a copy of the notice of volunteer opportunity.

Ad Hoc Work Assignment: The TC CoH Housing Committee has need of an ad hoc work task to develop a housing planning & permitting review and evaluation work plan to recommend to the Commission. The plan is to be completed and recommended to the Committee for review, and for recommendation to the Commission by the Committee's September 2022 meeting. The Committee member accepting assignment to facilitate this ad hoc work task is to report to the Committee at its regularly scheduled meetings on the work status and progress. As appropriate, the Committee will discuss the status report, providing the task facilitator feedback. The housing planning & permitting review and evaluation plan developed is to:

- Include as appropriate community volunteers to help the Committee's facilitator with the work;
- Be based on an inventory of public housing planning & permitting policies, procedures and practices;
- Include a reasonable and appropriate draft evaluation review process and evaluation reporting format;
- Provide work plan goals and implementation strategies consistent with the Commission's approved vision, mission, scope, responsibilities and functions;
- Analyze the plan implementation environment in terms of its strengths, weaknesses, opportunities, threats, trends (SWOTT);
- Prioritize work plan goals and provide appropriate plan implementation strategies;
- Provide goals' objectives with measurable results for adaptive implementation management;
- Include a plan recommendation for implementation performance monitoring and evaluation;

TC CoH Housing Committee Ad Hoc Task Report

Projected Ad Hoc Review Housing Planning & Permitting Policies ... Work Plan Task Activities

Work Plan Development <i>Sub-Tasks</i> / Work Activities	May	June	July	Aug.	Sept.	Oct.
<i>Housing Committee ... Permitting, Policies... Review Work Plan Updates</i>						
• Committee status reports for comment/input to each meeting	*	*	*	*	*	
• Committee review of initial draft work plan format and content				*		
• Committee final review for work plan recommendation to the Commission					*	
• <i>Submit Committee's recommendation to Commission for its Oct. meeting</i>						X
<i>Include as appropriate community volunteers to help</i>						
• Distribute notice of opportunity to volunteer to help ad hoc task effort	*					
• Provide orientation and assign task activities to accepted volunteers		*				
• Facilitate and advise volunteers' on work as needed		*	*	*	*	
• Thanks and appreciation communication to participant volunteers					*	
<i>Research and inventory County & City Housing planning, permitting, ...</i>						
• Research public County & City Housing planning, permitting practices	*	*				
• Assess and map inventory of planning, permitting, ... policies		*	*			
• Draft the planning, permits..etc. review section of the draft work plan			*			
• Complete initial draft work plan for Committee review and input				*		
• Review & finalize assessed work plan inventory of planning, permitting, ...				*		
<i>Identify, analyze & prioritize work plan goals and implementation strategies</i>						
• Develop initial draft goals and objectives w/ implementation strategies		*				
• Include initial goals & implementation strategies for 1 st Committee review			*			
• Review & revise initial draft with Committee input and additional info				*		
• Conduct SWOTT analysis off the draft goals & implementation strategies				*		
• Update goals & implementation strategies for final Committee review					*	
<i>Develop draft work plan document and format</i>						
• Create and format initial draft planning, permits ... work plan document	*	*				
• Add content from research & goals – strategies work activities (above)		*	*			
• Create 1 st draft iteration of the work plan for Committee review & input			*	*		
• Update the draft work plan with Committee input and added data/info					*	
• Develop final draft work plan for Committee review for recommendation					*	
• Incorporate Committee review into final document to Commission					*	
<i>Identify work plan measurable results and implementation monitoring</i>						
• Analyze 1 st iteration draft for appropriate performance indicators				*		
• Complete plan implementation monitoring procedures description					*	
• Incorporate Committee review of implementation monitoring in final plan					*	

TC CoH Housing Committee Ad Hoc Task Report

April 2022

From Rick Breeze-Martin, TC CoH Housing Committee Chair

Subj.: Community volunteer help to draft a work plan to review housing planning, permitting, policies

The Tuolumne County Commission on Homelessness' (TC CoH) standing Housing Committee has four focused work areas for 2022:

- Opportunities for more affordable housing;
- Review housing planning, permitting policies, procedures, regulations as relates to homelessness;
- Opportunities to expand emergency and transitional shelter beds;
- Liaison, communications & coordination with shelter and housing resource organizations in County

The Committee Chair has assigned a specific ad hoc work task that is to develop a draft work plan to review County and City of Sonora housing planning, permitting policies, procedures, regulations as relates to homelessness. This work is to be done by no later than September 2022 for Committee final review for recommendation to the full Commission. This ad hoc work has a need for up to 3 appropriately skilled and/or experienced volunteers to help. Below is the work description.

Ad Hoc Work Assignment: The TC CoH Housing Committee has need of an ad hoc work task to develop a housing planning & permitting review and evaluation plan to recommend to the Commission. The plan is to be completed and recommended to the Housing Committee for review, for recommendation to the Commission, by the Committee's September 2022 meeting. The Committee member assigned to facilitate this ad hoc work task is to report to the Committee at its regularly scheduled meetings on the work status and progress. As appropriate, the Committee will discuss the status report, providing the task facilitator feedback. The housing planning & permitting review and evaluation plan developed is to:

- Include as appropriate community volunteers to help the Committee's facilitator with the work;
- Be based on an inventory of public housing planning & permitting policies, procedures and practices;
- Include a reasonable and appropriate draft evaluation review process and evaluation reporting format;
- Provide work plan goals and implementation strategies consistent with the Commission's approved vision, mission, scope, responsibilities and functions;
- Analyze plan implementation in terms of its strengths, weaknesses, opportunities, threats, trends (SWOTT);
- Prioritize work plan goals and provide appropriate plan implementation strategies;
- Provide goals' objectives with measurable results for adaptive implementation management;
- Include a plan recommendation for implementation performance monitoring and evaluation;

Volunteer Skills / Experience: Most useful are skills and experience gained from life situations that contained the following sorts of activities: research, writing, analysis (data or description), planning, administration or management (especially using work plans), work teams, audits (fiscal or performance), communicating and coordinating with others, community involvement.

Ad Hoc Volunteer Process: Selected volunteers will work with the ad hoc Facilitator on specific sub-tasks and work schedule. The ad hoc volunteer work is anticipated to average 2 to 4 hours per week, or at least 1½ days per month, for 3 to 5 months (May to September). Sub-tasks for volunteers may include, and is not limited to: research County and City housing permitting policies; help inventory and collect permitting policies and procedures; help develop a review tool and procedure; drafting parts of the work plan; participating in a draft review plan SWOTT assessment;

Volunteering Contact and Process: Requests to volunteer will be accepted by email for consideration through May 2022. Requests to volunteer can be sent to: rick@breeze-martin.com. Please include in the email your reason for wanting to volunteer for this task and a brief summary of the skills and experience you bring to the volunteer effort. Thank you.

May 2022