



NorCal Continuum of Care™

Siskiyou County Advisory Board Meeting

June 3, 2026

1:30pm – 3:00pm

Red Oak Room, Behavioral Health, 2060 Campus Drive, Yreka

Zoom: <https://us02web.zoom.us/j/87395135252?pwd=TWcPbTguEJWBbbYCyQRTljd4DeWaX.1>

Teleconference locations:

Karuk Tribe
635 Jacobs Way
Happy Camp, CA 96039

Dunsmuir City Hall
5915 Dunsmuir Avenue
Dunsmuir, CA 96025

United Way of Northern California
3300 Churn Creek Road
Redding, CA 96002

1. **Call to Order/Quorum Established/Introductions**
2. **Approval of Meeting Minutes from May (Attachment A)**
Board members will review and approve minutes from May 6th, 2026.
3. **Public Comments (limited to 3 mins. per comment)**
Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.
4. **Committee Updates**
 - a. **Executive Board Update—Maddelyn Bryan**
 - b. **HMIS/CES Committee—Maddelyn Bryan**
 - c. **Data and Performance Workgroup—Eric Yan**
5. **New Business**

Advisory Board Members:

Nancy Ogren, Chair
Siskiyou Co. Board of Supervisors

Michael Aiuto
Homeless Advocate

Trish Barbieri
Social Services Division

Christina Brown
Fairchild Medical Center

Vacant
United Way

Sara Johnson
Siskiyou Co. Office of Ed

Sarah Collard, Ph.D.
Health and Human Services Agency

Mark Gilman
Yreka Police Department

Steven Bryan
Community Resource Collaborative

Corey Middleton
City of Yreka

Denise Patterson
Yreka Food Bank

Sara Spence
Karuk Tribal Housing Authority

Ashley Lemos
Youth Empowerment Siskiyou

Vacant
City of Dunsmuir

Carla Charraga
Siskiyou Domestic Violence & Crisis Center



- a. **Discussion and possible action Item: Review Brown Act Recommendation from NorCal CoC Lead Agency (Attachment B)—Eric Yan**
 - b. **Action Item: Approve Josh Tygart as a new Advisory Board member (Attachment C)—Eric Yan**
6. **Old Business**
 - a. **Developing local CoC policies (Attachments D and E)—HUD TA Provider**
 7. **Member Updates**
 - a. **Yreka Basecamp—NVCSS**
 - b. **Other Updates—All Members**
 8. **Discussion Items for Next Meeting**
 9. **Adjournment**

Next Meeting

July 1st, 2026
1:30pm-3:00pm

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact 530-841-2748 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.



NorCal Continuum of Care™

ATTACHMENT A MINUTES

Siskiyou County Advisory Board Meeting

May 6, 2026

1:30pm – 3:00pm

Red Oak Room, Behavioral Health, 2060 Campus Drive, Yreka

Zoom: <https://us02web.zoom.us/j/87395135252?pwd=TWcPbTguEJWBbbYCYQRTIjhd4DeWaX.1>

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Dunsmuir, CA 96025

United Way of Northern California
3300 Churn Creek Road
Redding, CA 96002

- 1. Call to Order/Quorum
Established/Introductions**
Nancy Ogren, Michael Aiuto, Christina Brown, Sara Johnson, Sarah Collard, Josh Tygart for Mark Gilman, Steven Bryan, Corey Middleton, Denise Patterson, Sara Spence, Andrew Lewis for Ashley Lemos, Carla Charraga
- 2. Approval of Meeting Minutes from April and January (Attachments A and B)**
Board members will review and approve minutes from April 1st and January 7th, 2026.

Motion made by Sara Spence, seconded by Christina Brown

Ayes: Ogren, Aiuto, Brown, Johnson, Collard, Tygart, Bryan, Middleton, Patterson, Spence, Lewis
Nays: None.
Abstain: Charraga
- 3. Public Comments (limited to 3 mins. per comment)**

Advisory Board Members:

Nancy Ogren, Chair
Siskiyou Co. Board of Supervisors

Michael Aiuto
Homeless Advocate

Trish Barbieri
Social Services Division

Christina Brown
Fairchild Medical Center

Vacant
United Way

Sara Johnson
Siskiyou Co. Office of Ed

Sarah Collard, Ph.D.
Health and Human Services Agency

Mark Gilman
Yreka Police Department

Steven Bryan
Community Resource Collaborative

Corey Middleton
City of Yreka

Denise Patterson
Yreka Food Bank

Sara Spence
Karuk Tribal Housing Authority

Ashley Lemos
Youth Empowerment Siskiyou

Vacant
City of Dunsmuir

Carla Charraga
Siskiyou Domestic Violence & Crisis Center



Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

Maddelyn Bryan stated that others must notify her about who their alternate is, and that person stays their alternate until she is notified of a different alternate.

4. Committee Updates

a. Executive Board Update—Maddelyn Bryan

The last meeting doubled as the CoC All Members meeting, so all Advisory Board members were in attendance, and there have not been any updates since.

b. PIT Committee—Steve Bryan

There are discrepancies in data and will need to be cleaned up. However, the data is generally accurate and reliable. The PIT Committee also wanted more help with the Good Hope mission in Redding.

c. HMIS Committee—Maddelyn Bryan/Erika Cavener

There was limited information as Maddelyn Bryan was not available at a previous meeting and Erika Cavener was not present. The HMIS staff have been trying to submit all information to HUD, specifically the Housing Inventory Count (HIC) and the Point-In-Time Count. The Coordinated Entry policy was approved.

d. Data and Performance workgroup—Maddelyn Bryan

This specific group is not about drafting policy but reviewing performance. If there is anything unclear about HMIS, Maddelyn Bryan encouraged people to attend more meetings to learn and show up whenever they can.

5. New Business

a. Action Item: Select HMIS/CES Committee Alternate Member—All

Steven Bryan nominated Katie Eastman, seconded by Nancy Ogren.
Ayes: Ogren, Aiuto, Brown, Johnson, Collard, Tygart, Bryan, Middleton, Patterson, Spence, Lewis, Charraga
Nays: None.

b. Discussion: Member Training Needs—Nancy Ogren/Maddelyn Bryan

Discussion ensued on engaging with people more, and Nancy Ogren asked what might be of interest to others as far as the CoC goes. Ogren said that she wanted to make sure others understand what is going on and wanted to know what others do not know.

Maddelyn Bryan asked if there are things people do not understand about how the CoC works, such as acronyms or specific terminology.



The Board discussed what they would like to know more about, such as data, performance, training, acronym meanings, website navigation, and how they can contribute, engage, and help more.

One suggestion is for an orientation for new members, and another suggestion made by Sasha Hight is for an acronym cheat sheet.

Joel Newlyn said that he learned a lot from the website and points out it would be helpful to know more about how to navigate the website. Due to concerns about the website not posting things enough or having unclear instructions on where to find resources, Joel suggested a website navigation tutorial on a projected screen as a solution.

Discussion was then held on providing an orientation package or handout for new members, and for more interactive discussions where people can ask questions.

Nancy Ogren said it would be great for each meeting to have someone present a short piece to others, so other members can ask questions and go through things, with the presenter rotating each month. This way, people will also understand what they do not know, and build up muscle memory over time.

Sara Johnson mentioned that schools receive a limited amount of funding, so if she has a better understanding of what the county has to offer, the better she can support students.

Maddelyn Bryan suggested some kind of set schedule that allows different people to do different presentations, as a way of getting people to know each organization's programs and services and keeping everyone on the same page.

6. Old Business

a. Discussion and possible action: Local CoC Policies for Siskiyou County— Maddelyn Bryan

CoC staff and the HUD TA said that counties are not required to develop local policies. However, Siskiyou County may develop its own policy, and CoC staff and the HUD TA are available to help through June. There is ambiguity regarding how membership in the Advisory Board is determined and how meetings are structured, such as how many members there should be, attendance requirements, and what happens if someone switches organizations.

Sarah Collard said that the Board has gone through many transitions, and having some kind of structure that is specific to local culture would be helpful during tense phases of meetings, when things are more challenging. She suggested moving forward with it, just so the Board has that foundation.



Discussion is held on how membership needs to be more properly defined. The Advisory Board's own rules cannot be inconsistent with, or more lenient than, the CoC.

Nancy Ogren stated that moving forward, details must be more stringent, and that the Board could potentially start with a draft. Alternatively, members could first be asked what their ideas are before a draft even begins.

Moving forward, details must be more specific, with Nancy Ogren stating that the Board could potentially start with a draft. Discussion ensued with alternatives, such as first asking members what their ideas are, or consulting with Shasta County on how they run things.

Carla Charraga suggested creating a small committee to present ideas to the Board, due to the large size of the Board and the possibility of items being repeatedly postponed on the agenda. If the workers from HUD can come next month with documents for the Board to edit into the Board's own documents, it would be a good way to start.

b. Warming/Cooling Center Updates/Ideas/locations—Workgroup Leads

Steven Bryan says that the Resource Center is a cooling and warming center during regular business hours. Maddelyn Bryan mentioned that someone told her that there are few resources for warming/cooling centers after business hours.

Genevieve Eller pointed out that those experiencing homelessness are spread out across the county, and it will be difficult to reach out to those who need warming/cooling centers.

Corey Middleton said that the majority of the Yreka City Council would like to see more pallet shelter homes, and less temporary homes/tents.

Nancy Ogren said that a campground for those experiencing homelessness would be quite costly, take a long time, and may lack trust with the public. If a nonprofit would be willing to step in, that would make things easier. For now though, Yreka will have to focus on other kinds of housing that take longer to build. Sarah Collard says that she does not believe they will ever do an urban campground because the goal is to get people into more permanent settings, not to mention funding will not allow for it.

Nancy Ogren and Katie Eastman discussed standing down on the workgroup for warming/cooling centers due to the lack of input. Ogren said that trying to stand up a warming shelter would be really important.

7. Member Updates

a. Yreka Basecamp—NVCSS



Jaz Johnson from Yreka Basecamp said that the BSCC (Board of State and Community Corrections) will be doing a site visit. Johnson is working with the marketing team of NVCSS to ask for food donations. A donation of a refrigerator would also be appreciated.

b. County staff updates—Maddelyn Bryan

The new housing analyst Eric Yan was introduced.

Rico Gutierrez is retiring next June.

Erika Cavener is transferring to Child Welfare.

The new peer support specialist Lindsey Jenner was introduced.

Right now, housing staff have been spread out in different units, but they will be consolidated soon to streamline access and care, improve coordination and communication, and get clients faster access to resources. The consolidated unit will be in 750 S Main St, Yreka.

Sarah Collard also brought up that Maddelyn Bryan has been promoted to Program Manager.

c. Other Updates—All Members

Denise Patterson said that Yreka Food Bank is hosting a fundraiser on May 7 from 5:30 to 7:30.

Steven Bryan said that SCRC elected a new president, and is moving forward with a community kitchen.

Carla Charraga said that on May 11, Siskiyou County Domestic Violence & Crisis Center is co-hosting a Missing and Murdered Indigenous People Event at College of the Siskiyous in Weed. It starts at 11 am, at the Student Union. The Siskiyou County Domestic Violence & Crisis Center is also having its annual fundraiser in July, a golf tournament, the weekend after the 18th.

Corey Middleton said that Yreka has a new City Manager, and will also be hiring a new Police Chief. Yreka will be constructing a new Fire Department, and Greenhorn Park will be getting renovations. Yreka will also be replacing its water tanks.

Sasha Hight said that May is Mental Health Awareness Month for Six Stones Wellness Center, and they will do an annual Break The Stigma talk on May 19th, at 2 pm. Also, the mayor of Yreka has been spending time volunteering at Six Stones and getting to know the people.



Carla Charraga said that her organization is having a mental workshop class on how to make relationships healthy, and then transition to a community circle.

Steven Bryan said that if one were to call the Dunsmuir Community Resource Center, they can give a link to an online mental health workshop series on Tuesday mornings from 10:30 to 12.

7. Discussion Items for Next Meeting

Rico Gutierrez said that on June 3, Behavioral Health will be hosting a BBQ for clients, an annual event.

Josh Tygart will replace Mark Gilman and will need to fill out an application.

8. Adjournment

Nancy Ogren made a motion to adjourn the meeting at around 3:03 pm. Sarah Collard seconded.

Ayes: Nancy Ogren, Danielle, Christina Brown, Sara Johnson, Sarah Collard, Josh Tygart, Steven Bryan, Corey Middleton, Denise Patterson, Sara Spence

Nays: None.

Next Meeting

June 3rd, 2026

1:30pm-3:00pm

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ATTACHMENT B

TO: NorCal CoC Executive Board
FROM: T.E.A.C.H., Inc.
DATE: May 21, 2026
RE: NorCal CoC — Review of Brown Act Applicability Under SB 707 and Recommendation

Background

The NorCal Continuum of Care (CoC) serves a geographically expansive seven-county region in Northern California — Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou — operating under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11381–11389). The Executive Board serves as the CoC's governing body, supported by six county-level Advisory Boards. **T.E.A.C.H., Inc., a nonprofit organization, serves as the CoC's Collaborative Applicant and Administrative Entity.**

On October 3, 2025, Governor Gavin Newsom signed **SB 707 (Durazo)** into law, enacting the most significant changes to the Ralph M. Brown Act in decades. Key provisions take effect **July 1, 2026**, including: a revised definition of the “legislative bodies” to which the Brown Act applies; expanded requirements for virtual meeting access; and revised criteria for holding meetings remotely on a regular basis.

Historically, the NorCal CoC has operated with the understanding that it is subject to the Brown Act. SB 707's revisions require a fresh evaluation of that assumption.

Issue 1: Do CoC Programs Meet the Definition of a “Legislative Body” Under SB 707?

The Brown Act's Scope

The Brown Act applies to “**legislative bodies of local agencies.**” Under California Government Code §54952, a “local agency” means a county, city, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, or other local public agency. A “legislative body” includes the governing board of such an entity, as well as certain commissions, committees, or boards created by formal action of that governing board.

What the Law Does Not Cover

CoCs are federally authorized programs under the McKinney-Vento Homeless Assistance Act and are **not** local government agencies created by California statute, charter, or ordinance. The CoC itself is a community planning body — a consortium of diverse stakeholders (nonprofits, government agencies, service providers, advocates, and people with lived experience of homelessness) convened under federal rules to plan a housing and services system.

The Critical Structural Fact: T.E.A.C.H., Inc. Is a Nonprofit

The NorCal CoC's Administrative Entity and Collaborative Applicant is **T.E.A.C.H., Inc., a private nonprofit corporation**, which assumed that role effective August 1, 2025. This is the determinative structural fact. The Brown Act's definition of “local agency” does not encompass private nonprofit organizations. Because the entity administering the CoC and submitting applications to HUD on the CoC's behalf is a nonprofit — not a county department, city agency, or joint powers authority — the CoC's governing structures do not arise from formal action of a local government legislative body.

SB 707's “Eligible Legislative Body” Definition Confirms Non-Applicability

SB 707's new enhanced requirements apply to an “eligible legislative body,” defined as city councils and county boards of supervisors of jurisdictions with populations of 30,000 or more, and boards of directors of special districts meeting specific size thresholds (1,000+ employees or \$400 million+ in annual revenue). The NorCal

CoC Executive Board and Advisory Boards fit none of these categories.

Issue 2: How Do Other California CoCs Approach Brown Act Compliance?

To further inform this analysis, T.E.A.C.H., Inc. reviewed the publicly available governance documents and policies of numerous California CoCs. The findings are consistent with the legal analysis above.

CoCs That Explicitly State They Are Not Subject to the Brown Act

CoC / Jurisdiction	Administrative Entity	AE Type	Brown Act Status
Sacramento City & County CoC	Sacramento Steps Forward	Nonprofit	Explicitly not subject; meets Brown Act standards voluntarily
Tehama County CoC	Tehama County CoC (nonprofit)	Nonprofit	Explicitly not subject; operates transparently per governance charter
San Diego CoC (CA-601)	Regional Task Force on Homelessness	Nonprofit	Confirmed by representative: not subject to Brown Act
Santa Clara County CoC	County of Santa Clara Office of Supportive Housing	Government	Governing documents do not reference Brown Act compliance
Bakersfield-Kern Regional Homeless Collaborative	Nonprofit AE	Nonprofit	Governing documents do not reference Brown Act compliance
Roseville/Rocklin/Placer County CoC	Homeless Resource Council of the Sierras (HRCS)	Nonprofit	Governing documents do not reference Brown Act compliance
Nevada County CoC	Homeless Resource Council of the Sierras (HRCS)	Nonprofit	Governing documents do not reference Brown Act compliance
Kings/Tulare Homeless Alliance	Nonprofit AE	Nonprofit	Governing documents do not reference Brown Act compliance

Notable Governance Language from Peer CoCs:

“While meetings of the TCCoC Executive Council are not subject to the Ralph M. Brown Act, the Council operates transparently.”

— Tehama County CoC Governance Charter

“Meetings shall be run by the chair consistent with Robert’s Rules of Order. While meetings are not subject to the Ralph M. Brown Act, we strive to reach these standards to ensure transparency and accountability.”

— Sacramento CoC Governance Charter

The peer CoC review reveals a clear pattern: **California CoCs administered by nonprofit entities consistently do not operate under the Brown Act**, though many adopt transparency practices consistent with or similar to Brown Act standards as a matter of good governance.

Issue 3: SB 707 Virtual Meeting Requirements (If Brown Act Applied)

While the analysis below supports a finding that the Brown Act does not apply to the NorCal CoC, it is instructive to understand what SB 707 would require if it did — particularly regarding the Executive Board’s interest in holding virtual meetings. This context demonstrates that even if the Brown Act applied, full virtual meetings would remain significantly restricted.

Scenario	SB 707 Outcome (If Applicable)
All governing body meetings fully virtual	Not permitted for routine meetings. Quorum must be physically present at a public location. Only allowed during declared state or local emergencies.
All members attend virtually	Not permitted. Individual remote participation capped at 2, 5, or 7 meetings/year depending on meeting frequency.
Advisory Boards fully virtual (as subsidiary bodies)	Potentially permitted under §54953.8.6 eligible subsidiary body pathway, but requires: parent body authorization every 6 months, designated physical location with staff present, on-camera requirement, and sunsets January 1, 2030.
Individual members remote for just cause	Permitted with annual cap, notification requirement, video-on requirement, and disclosure of co-present adults.

This overview reinforces that even if the Brown Act applied, the Executive Board’s goal of conducting meetings flexibly and virtually would remain heavily constrained. Operating outside the Brown Act, by contrast, allows the CoC to design meeting structures that are both accessible and practical for a geographically dispersed, multi-county body.

Findings

- The NorCal CoC does not meet the definition of a legislative body under the Brown Act or SB 707** and is therefore not subject to its requirements. The CoC is a federally authorized community planning consortium, not a local government agency created by California law.
- T.E.A.C.H., Inc. as a nonprofit Administrative Entity** is the determinative structural fact. Because the Administrative Entity is a private nonprofit — not a government agency or joint powers authority — the CoC’s governance structures do not arise from formal action of a local government legislative body.
- A substantial number of California CoCs** with nonprofit Administrative Entities explicitly do not operate under the Brown Act, confirming that this conclusion reflects standard practice statewide.
- Even if the Brown Act applied**, SB 707 would significantly restrict the CoC’s ability to hold fully virtual meetings, underscoring the practical value of the non-applicability finding for a geographically expansive, multi-county CoC.

Recommendation

The Executive Board should formally adopt the position that NorCal CoC operations — including Executive Board and Advisory Board meetings — are not subject to the Brown Act.

T.E.A.C.H., Inc. recommends the Executive Board take the following actions:

Recommended Actions

1. **Adopt a Board Resolution** formally stating that the NorCal CoC and its governing bodies (Executive Board and Advisory Boards) are not local agency legislative bodies under California Government Code §54950 et seq. and are not subject to the Ralph M. Brown Act or SB 707.
2. **Update the Governance Charter** to include language consistent with peer CoC practice, such as: “While meetings of the NorCal CoC Executive Board and Advisory Boards are not subject to the Ralph M. Brown Act, the CoC is committed to operating transparently and to the highest standards of public accountability.”
3. **Adopt Voluntary Transparency Standards** consistent with Brown Act principles and or Rosenberg’s Rules of Order as a matter of governance best practice. These may include: publicly posted agendas at least 72 hours before meetings; opportunity for public comment; accessible meeting records; and virtual attendance options for members and the public. Adopting these practices voluntarily strengthens community trust without creating the legal constraints of mandatory Brown Act compliance.
4. **Communicate the Change to Advisory Boards and Members** clearly explaining the basis for the non-applicability finding, the CoC’s continued commitment to transparent governance, and any updated meeting practices that will be adopted voluntarily.

Practical Impact: Operating outside the Brown Act allows the NorCal CoC to: hold fully virtual meetings for the Executive Board and Advisory Boards; conduct meetings at times and in formats that maximize participation across seven rural, geographically dispersed counties; and design governance procedures suited to a nonprofit-led, community-planning consortium rather than a local government body. This flexibility is particularly important for a CoC serving communities where travel distances are significant and broadband access varies across counties.

References

- California SB 707 (Durazo, 2025), Chapter 327, Statutes of 2025 — Ralph M. Brown Act Amendments
- Ralph M. Brown Act, California Government Code §§54950–54963
- California Special Districts Association (CSDA), SB 707 Brown Act Revamp Statutory Reference Table, November 2025
- HUD 24 CFR Part 578 — Continuum of Care Program Interim Rule
- Tehama County CoC Governance Charter (publicly available)
- Sacramento CoC Governance Charter — Sacramento Steps Forward (publicly available)
- San Diego CoC (CA-601) — Regional Task Force on Homelessness (representative confirmation)
- NorCal CoC Governance Charter, as amended September 2025
- T.E.A.C.H., Inc. — NorCal Continuum of Care program description (www.teachinc.org)



Continuum of Care Membership Application

ATTACHMENT C

Vision for Success

The NorCal Continuum of Care (CoC) envisions a homeless response system that uses resources effectively, quickly connecting our neighbors with services to regain and retain housing or to prevent homelessness from occurring. By reducing homelessness, we will improve the quality of life and well-being of everyone in our region.

The CoC Executive Board has established Advisory Boards to include representatives from relevant stakeholders and will include a broad representation of key stakeholder groups found within the counties encompassed in the CoC as articulated in the HUD Interim Rule. Each of the counties participating in the CoC region will be responsible for forming a local Advisory Board. There may be no more than one Advisory Board per county.

Values

Our values, based on a unified and community-wide solution, will align efforts to address homelessness and mitigate the impacts it has on our communities. Together, we create an assertive, effective and strategic approach that will serve as the homeless response system.

- Healthy Communities - with a coordinated, regional response, support our most vulnerable populations in identifying housing opportunities and achieving greater dignity and self-sufficiency.
- Coordinated System of Care – a community-wide response to homelessness prioritizes the quality of life for all persons, understanding that each person has unique needs, strengths and experiences.
- Long-term Sustainability-investments in the right solutions will result in effective use of resources and significantly reduce the number of persons experiencing homelessness.

Advisory Board Membership Responsibilities

Responsibilities include providing input, expertise, and recommendations to the Board regarding all matters relating to Continuum of Care ("COC") responsibilities, policies, and procedures, including

- Strategic planning for the COC
- Coordinated entry
- Homeless Management Information System (HMIS)
- Project compliance
- Data quality
- Training
- Community planning
- Resource planning and allocation
- Housing Inventory count
- Point-In-Time count
- Coordination of COC with other community resources
- Establishing workgroups as needed to perform COC functions

There are two types of members:

a. Voting Member

A Voting Member must attend regularly scheduled Advisory Board meetings and shall have one vote on all action items.

b. Participant

A Participant may participate in Advisory Board meeting discussions but do not vote on action items. There is no meeting attendance requirement for a Participant.

For additional information please see the Governance Charter and Membership Policy at https://www.co.shasta.ca.us/index/housing_index/continuum-of-care-advisory-board-meetings



Name Josh Tygart County Siskiyou

Phone (530) 841-2300 Title Lieutenant

Email jtygart@yrekapd.org

Agency Name (If Applicable) Yreka Police Department

Membership request: Voting Member Participant

Voting member please identify an alternate (If Applicable) _____

Please Select the Category that best defines you or your agency type. What service area, jurisdiction or special population do you represent? (Check all that apply):

- Local Government Staff/Officials
- CDBGHOME/ESG Entitlement Jurisdiction
- Law Enforcement
- Local Jail(s)
- Hospital(s)
- EMT/Crisis Response Team(s)
- Mental Health Service Organizations
- Substance Abuse Service Organizations
- Affordable Housing Developer(s)
- Disability Advocates
- Public Housing Authorities
- CoC Funded Youth Homeless Org.
- Non-CoC Funded Youth Homeless Org.
- Other:
- Youth Advocates
- School Administrators/Homeless Liaisons
- CoC Funded Victim Service Providers
- Non-CoC Funded Victim Service Providers
- Domestic Violence Advocates
- Street Outreach Team(s)
- Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates
- LBGT Service Organizations
- Agencies that serve survivors of human trafficking
- Other homeless subpopulation advocates
- Homeless or Formerly Homeless Persons
- Emergency shelter
- Veteran service providers and advocates
- Locality taskforce representatives

Please provide the mission statement of the agency/organization, for individuals, explain your interest in joining the CoC _____

Describe the agencies/organization's or personal experience working to end homelessness: _____

What does the agency/organization or individual hope to contribute and gain by being a members of the (CoC)? : _____

Statement of Commitment: By my signature below, if nominated and elected to the Continuum of Care Advisory Board, I understand that I will attend, with frequency, the Advisory Board Meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I may revoke my membership at any time, and acknowledge my membership may be revoked for cause, if I am not adhering to the NorCal CoC Governance Charter.

Signature: J. Tygart

Date: 5-15-26

For additional information please see the Governance Charter and Membership Policy at https://www.co.shasta.ca.us/index/housing_index/continuum-of-care-advisory-board-meetings



ATTACHMENT D

Siskiyou County Advisory Board

Advisory Board Policy Discussion & Development

NorCal Continuum of Care (CoC)

Ellen Fitzpatrick & Natalie Goodman

June 2026

TAC's Work with NorCal CoC

HUD-Funded Direct TA

- TAC conducted a thorough review of the NorCal CoC governance charter, focusing on:
 - ▶ Compliance with HUD requirements
 - ▶ Areas that could be strengthened
- TAC presented proposed revisions to the governance charter to the CoC's Governance Working Group and facilitated discussions to help finalize the charter language.
- The CoC's Governance Working Group submitted the revised governance charter to the Executive Board for review and approval. Since then, the charter was approved and adopted.
- The revised governance charter allows the Advisory Boards to develop local policies/procedures as needed. TAC was asked to support the Siskiyou Advisory Board in exploring and developing policies in some key areas.

Today's Objectives

- Review what the revised governance charter outlines about Advisory Boards
- Identify areas that the Siskiyou Advisory Board would like to develop local policies for
- Discuss proposed policies, drawing from and tailoring sample language to meet the Board's goals

Meeting Agreements

Meeting agreements can help encourage productive, constructive engagement. TAC proposes the following for today...

- Actively listen and participate
- Take space, make space
- Stay solutions-oriented
- Redirect rabbit holes



Do you want to adopt these agreements for today? Are there others you would add?

If it's helpful, consider adopting meeting agreements for future Advisory Board meetings!

NorCal Advisory Boards

Overview of Baseline Expectations in the Governance Charter

Overview: Advisory Board Expectations

- NorCal CoC's governance charter provides baseline expectations for Advisory Board responsibilities, membership, and decision-making.
- To address the needs of each county, Advisory Boards have discretion and flexibility to develop policies and procedures beyond what is included in the charter.
- This section outlines what is in the governance charter.

Benefits & Pitfalls to Avoid

Reasons to Create Local Policies

- Operationalize governance charter standards in ways that reflect local needs and realities.
- Establish clear structures that support Advisory Board operations and promote consistency.
- Clarify roles, decision-making processes, and protocols to reduce confusion and improve efficiency.

Potential Pitfalls to Avoid

- Creating policies that contradict or undermine the CoC governance charter.
- Establishing unintended barriers to participation, representation, or engagement.
- Developing policies that are overly complex or difficult to maintain.
- Creating unnecessary bureaucratic processes or decision-making bottlenecks.

Advisory Board Responsibilities

Responsibilities assigned to the Advisory Boards include:

- **Develop local policies/procedures for how the Advisory Board will operate, make decisions, and carry out responsibilities identified in CoC agreement and governance charter;**
- Elect or appoint an Executive Board member to represent the county/region;
- Identify a process to identify members with system and program expertise to join committees and workgroups (e.g., volunteer basis, elect, appoint, etc.);
- Collaborate with the Administrative Entity to plan and conduct an annual needs assessment of the homeless needs and services available;
- Support programs within the regional geography to meet the goals of the CoC Strategic Plan.



Advisory Board Responsibilities cont.

Responsibilities assigned to the Advisory Boards include:

- Coordinate the implementation of an effective regional housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services;
- In conjunction with the Administrative Entity and the PIT Committee, plan for and conduct an annual Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons;
- Ensure consistent participation of recipients and subrecipients in the HMIS; and
- Develop, with support of Domestic Violence service providers, the emergency transfer plan for the counties that meets the requirements under § 578.99(j)(8).

Advisory Board Membership

- Minimum of 3 members.
- No maximum number. A cap may be applied at the local level if it is determined necessary.
- Interested parties must complete Advisory Board membership application.
- **Advisory Boards may establish local policies and procedures for approving and onboarding new Advisory Board members, as necessary.**
- Advisory Board members must attend all regularly scheduled Advisory Board meetings and notify the Chair, Vice Chair, or Secretary if they will be unable to attend.
- Voting members may send an alternate in their place.

Advisory Board Membership: Representation

Advisory Boards are *encouraged* to include broad representation of key partners, which may include, but is not limited to:

- Representatives from nonprofit homeless assistance providers
- Victim Service Providers (VSPs)
- Faith-based organizations
- Governments
- Local businesses
- Advocates
- Homeless or formerly homeless people
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans and homeless and formerly homeless individuals

Advisory Board Roles

- Advisory Board members will identify a Chair/Vice Chair (or Co-Chair) and Secretary to facilitate meetings and carry out administrative tasks, e.g. setting the agendas, meeting minutes, etc.
- Advisory Boards may establish and fill additional roles within the board structure, as necessary.

Termination

Advisory Board members may be terminated for good cause upon agreement of a two-thirds majority of the rest of the Advisory Board membership. Good cause may include, but is not limited to:

- Non-participation (e.g. accumulating more than 2 consecutive absences without communication with the Chair/Vice Chair or secretary, refusing to carry out Advisory Board functions and responsibilities)
- Engaging in activities that are disruptive and detrimental to the work of the Advisory Board
- Speaking on behalf of the CoC unless authorized to do so
- Written notice from the Chair/Vice Chair must be provided to the member at least 15 days prior to the date when the termination will be discussed.
 - ▶ The notice must include grounds for termination and provide an opportunity to speak to the Advisory Board about the matter.

Decision-Making

- Advisory Board members hold voting power and are expected to participate in decision-making at the local level.
- **Each Advisory Board may establish additional policies related to membership composition, as necessary.**
- Note that because Advisory Boards are subject to the Brown Act, interested parties such as non-member organizations and members of the public may freely attend meetings to learn about the state of homelessness in the community and the work of the CoC.
- A quorum is a majority (50% + 1) of the Advisory Board membership, and this quorum must be present to conduct business.
- **Advisory Boards may establish additional policies and procedures regarding how decisions are made at the local level as necessary.**

Advisory Board Policy Development

Reminder: Benefits & Pitfalls to Avoid

Reasons to Create Local Policies

- Operationalize governance charter standards in ways that reflect local needs and realities.
- Establish clear structures that support Advisory Board operations and promote consistency.
- Clarify roles, decision-making processes, and protocols to reduce confusion and improve efficiency.

Potential Pitfalls to Avoid

- Creating policies that contradict or undermine the CoC governance charter.
- Establishing unintended barriers to participation, representation, or engagement.
- Developing policies that are overly complex or difficult to maintain.
- Creating unnecessary bureaucratic processes or decision-making bottlenecks.



Let's keep this in mind as we think through possible Advisory Board policies.

Policy Areas

TAC was asked to support the Siskiyou Advisory Board in exploring and developing policies in these key areas...

- Membership
 - ▶ Representation
 - ▶ Cap/limit and terms
- Attendance
- Participation Requirements

Note: Your local Advisory Board P&Ps can also be the place where practices are documented. For example: sample standing advisory board agenda, training calendars, new member packet, etc.

Do these policy topics make sense? Are there additional policy topics to keep in mind for the future?

Workshop: Sample Membership Policy Language

Representation

To encourage broad representation and avoid overrepresentation by any single entity, the Advisory Board maintains:

[Options]

- *No more than ___ voting member(s) from the same organization may serve on the Advisory Board at one time.*
- *Multiple representatives from the same organization may attend meetings; however, only designated voting members may vote.*
- *Related entities or affiliated organizations may be reviewed by the Advisory Board on a case-by-case basis for purposes of representation limits.*
- *At least ___ seat(s) shall be reserved for homeless and/or formerly homeless persons.*

**How do you want the membership policy to shape representation?
How would you customize this language?**

Workshop: Sample Membership Policy Language cont.

Cap/Limit & Terms

The Advisory Board will maintain a membership size sufficient to conduct business effectively while ensuring community representation.

[Options]

- *The Advisory Board shall maintain no more than ____ voting members.*
- *The Advisory Board may establish or revise a membership cap by vote as needed to maintain effective operations.*
- *Members shall serve for a term of ____ years and may be reappointed.*

**Does a cap/limit support the Advisory Board's goals and priorities for membership?
What membership cap/limit makes the most sense for the Advisory Board?
How would you customize this language?**

Workshop: Sample Participation Policy Language

Participation Expectations

Members are expected to:

[Options]

- *Prepare for and actively participate in meetings*
- *Engage collaboratively and respectfully in discussion and decision-making*
- *Share relevant expertise and community perspectives*
- *Communicate information back to their respective agencies/groups when appropriate*
- *Support implementation of Advisory Board responsibilities*
- *Volunteer for/participate in committees, workgroups, or special projects as feasible*
- *Participate in decision-making processes, such as voting*

Workshop: Sample Attendance Policy Language

Attendance Expectations

Regular attendance supports quorum, continuity, and effective Advisory Board operations. Advisory Board members are expected to:

[Options]

- *Attend all regularly scheduled meetings whenever possible.*
- *Notify the Chair, Vice Chair, and/or Secretary in advance when they cannot attend a meeting whenever possible.*

Workshop: Sample Attendance Policy

Language cont.

Attendance Expectations

A member may be considered inactive if they:

[Options]

- *Miss more than __consecutive regular meetings without prior notice.*
- *Attend less than __(# or %) of regular meetings within a 12-month period.*

If attendance concerns arise, Advisory Board leadership may:

[Options]

- *Contact the member to discuss barriers to participation.*
- *Review accommodations or adjustments to mitigate barriers to participation.*
- *Recommend the member's termination/removal pursuant to the charter.*

Members may request a temporary leave of absence for up to __months due to personal, professional, or organizational circumstances. The Advisory Board may determine whether voting privileges remain active during the leave period.

Workshop: Sample Attendance Policy Language

Alternates

A voting member may designate an alternate representative from the same organization to attend and vote on their behalf, provided:

[Options]

- *The alternate is identified in advance to Board leadership.*
- *The alternate is sufficiently informed to participate in discussion and decision-making.*

Next Steps

- TAC will draft policy language based on the discussion and feedback gathered. TAC will provide the draft language to the Advisory Board.
- The Advisory Board may further workshop and review the language and decide to approve/adopt the policies.
- Remember: The Advisory Board decides what policies are needed and make sense. Per the governance charter, Advisory Board-specific documents should be included in the Appendix of the NorCal CoC governance charter. At minimum, they must be maintained at the Advisory Board level and available upon request.



Thank you!

ATTACHMENT E

2/17/26 DRAFT

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Charter Revision History

Date	Revisions

Section I. Continuum of Care Overview

The NorCal Homeless Continuum of Care (CoC) coordinates the implementation of a housing and service system that meets the needs of persons experiencing homelessness in the CoC. The CoC geographic area includes Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou counties.

This Governance Charter outlines the roles and responsibilities of the CoC, the Executive Board, the Advisory Boards, the Administrative Entity, and the Homeless Management Information System (HMIS) Lead Agency.

A. CoC Vision

The CoC envisions a homeless response system that uses resources efficiently and responds quickly to connect our neighbors with services that help them regain and maintain housing or prevent

homelessness altogether. By reducing homelessness, we will improve the quality of life and well-being of everyone in our region.

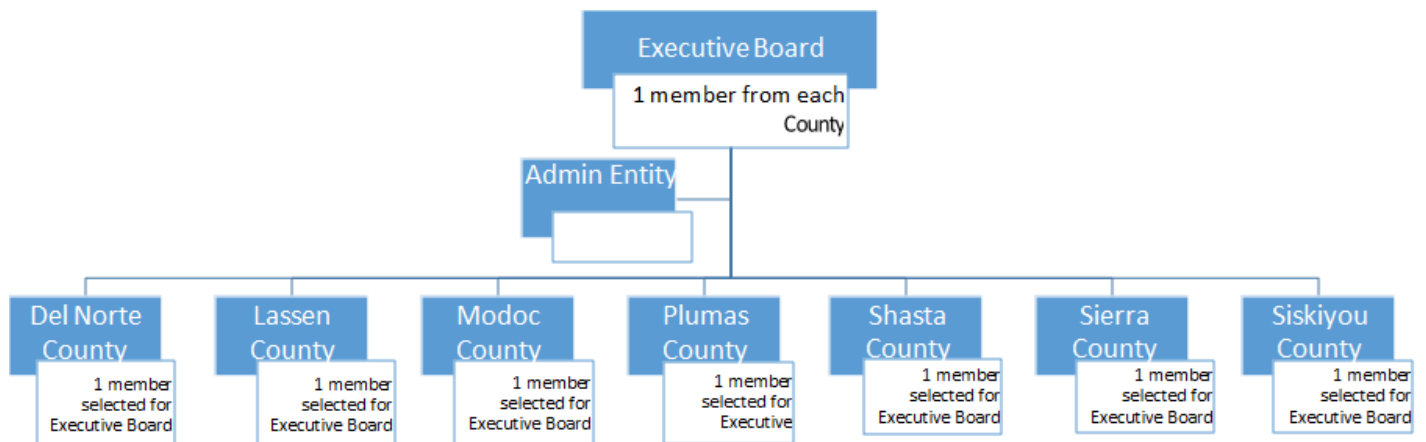
B. CoC Values

Our values, based on a unified and community-wide solution, will align efforts to address homelessness and mitigate the impacts it has on our communities. Together, we create an assertive, effective, and strategic approach that will serve as the homeless response system.

- Healthy Communities - with a coordinated, regional response, support our most vulnerable populations in identifying housing opportunities and achieving greater dignity and self-sufficiency.
- Coordinated System of Care – a community-wide response to homelessness prioritizes the quality of life for all persons, understanding that each person has unique needs, strengths, and experiences.
- Long-term Sustainability - investments in the right solutions will result in effective use of resources and significantly reduce the number of persons experiencing homelessness.

C. Regional Structure of the CoC

The Continuum of Care (CoC) serves a geographically expansive region spanning seven Northern California counties: Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou. This region is defined by its rural and remote communities, sparsely populated areas, small cities, and key service hubs that support surrounding populations. The scale and rural character of the region require a collaborative and adaptable approach that balances local priorities with regional coordination. Each county presents unique demographic, economic, and housing challenges, and the CoC's structure reflects this through Advisory Boards for each county, ensuring that system planning and resource allocation are responsive to local needs while maintaining cohesive, region-wide coordination.





Section II. The CoC Executive Board

The Executive Board (also referred to as “the Board”) is the representative, governing body of the CoC and is authorized by CoC members to make decisions on behalf of the CoC. The Board provides oversight and governance on behalf of the CoC to ensure the CoC is consistent with the requirements articulated in the CoC Program Interim Rule and other directives, with applicable federal, state, and local laws, and with the CoC’s strategic direction.

A. Responsibilities of the Executive Board

The responsibilities assigned to the NorCal CoC Executive Board are as follows:

- Designate an Administrative Entity (e.g., Collaborative Applicant) for the CoC
- Designate an HMIS Lead and HMIS System Administrator for the CoC
- In consultation with the Administrative Entity and HMIS System Administrator, maintain and update CoC policies and procedures as needed
- In consultation with the Administrative Entity and HMIS System Administrator, develop HMIS governance charter and review annually or updates and revisions
- Manage the CoC’s strategic planning process, including the evaluation of progress
- Conduct an annual gaps analysis to determine resource needs of CoC
- Hold meetings of the full CoC membership, with published agendas, at least semi-annually
- Establish standing and ad hoc committees and work groups as needed
- Consult and coordinate with ESG recipients to maximize resources available to prevent and end homelessness
- Review and understand program performance and system-wide analyses of strengths and gaps presented at meetings or gleaned from involvement with the local community

- Manage and oversee the preparation of the HUD Continuum of Care application, in partnership with the CoC Collaborative Applicant (e.g., Administrative Entity).
- Establish impartial Review and Rank Panels as required for local funding applications.
- Oversee completion of other funding applications, such as state funded homeless services grant programs (HHAP)

B. Composition of the Executive Board

The CoC Executive Board is the decision-making body for the CoC. Members of the Board may include local officials, service provider agencies, formerly homeless individuals, advocates, and more. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the counties in the CoC region. This ensures fair representation across the counties, organizational affiliations, and community members. Executive Board composition must include at least one homeless or formerly homeless individual.

The Executive Board member must:

1. Be elected by an Advisory Board;
2. Have knowledge of the homeless services and organizational needs within their County; and
3. Actively participate in the interest of their Advisory Board and capacity as an Executive Board member.

Roles within the Executive Board

Secretary: The Administrative Entity acts as the Executive Board’s Secretary. (See the Responsibilities of the Administrative Entity section.) All minutes of the meetings of the Executive Board shall be recorded by the Secretary. Draft minutes shall be distributed electronically to all Executive Board members with the next Executive Board Agenda for review and approval. The Secretary shall also distribute agendas for upcoming meetings prior to the date of each meeting.

Chairperson and Vice-Chairperson: The Executive Board shall be led by a Chair and Vice-Chair. In the event that the Chair cannot fulfill one or more of the duties described below, the Vice-Chair shall fulfill the responsibilities. The Chair may also request the Vice-Chair to collaborate to fulfill these responsibilities.

The Chair shall be responsible for the following:

1. Call and preside over regular and special CoC Executive Board meetings.
2. Set the CoC Executive Board meeting agenda, in consultation with the Administrative Entity
3. Ensure that the CoC Executive Board and committees are working collectively in accordance with the Governance Charter to accomplish goals of the CoC.
4. Represent the NorCal CoC during meetings and submit documentation as needed, to California Housing and Community Development (HCD) and Housing and Urban Development (HUD).

Executive Board Selection Process

Executive Board members will be selected by each of the seven Advisory Boards through the locally defined decision-making process.

The Chairperson and Vice Chairperson of the Executive Board will be selected by the Executive Board through a majority vote.

Executive Board Service Terms

Executive Board Members will be re-certified annually, at which point a new Executive Board member may be appointed by an Advisory Board. Advisory Boards may also re-nominate the same Executive Board member for consecutive terms if desired. Re-certifications will take place in July.

Resignation: Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chairperson and the Administrative Entity. Any such resignations shall take effect at the time specified within the written notice or if the time is not specified therein upon its acceptance by the Executive Board. In any instance of a vacant seat on the Executive Board, Advisory Boards will be expected to select a new Executive Board member to represent the county as soon as possible, ideally within 90 days, to ensure adequate representation of each county at the Executive Board level.

C. Executive Board Meetings

All meetings shall be open to the public except as otherwise determined by the Executive Board or Advisory Boards for reasons, including, but not limited to, discussion of anticipated or pending legal or personnel matters. A CoC Executive Meeting annual calendar will establish a regular meeting day, time, and location and will follow a schedule for the calendar year. The meeting agendas shall be distributed via e-mail and posted on the CoC website.

D. Executive Board Decision-making Process: Quorum

Quorum determination must be made at the beginning of each Board meeting. A quorum shall consist of a majority of eligible voters. No business may be officially transacted without a quorum.

Section III. The CoC Advisory Boards

The CoC is comprised of six Advisory Boards,¹ which are representative of the seven counties in the CoC's geography. CoC Advisory Boards are comprised of a wide range of partners, constituting the CoC's general membership. Advisory Boards are encouraged to include broad representation of key stakeholder groups and partners working to end homelessness in the region. Membership may include, but is not limited to:

- Representatives from nonprofit homeless assistance providers
- Victim Service Providers (VSPs)
- Faith-based organizations
- Governments
- Local businesses
- Advocates
- Persons with lived experience
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals

¹ Plumas and Sierra Counties have one combined Advisory Board.

- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans and homeless and formerly homeless individuals

This CoC governance charter provides baseline requirements for Advisory Board responsibilities, membership, and decision-making. To better address the needs of each county, Advisory Boards may develop policies and procedures to provide structure for local operation beyond what is included here. Examples of when an Advisory Board may decide to develop a local policy or procedure are included throughout this section (e.g., membership criteria, decision-making processes, etc.). When available, these Board-specific documents are included in the Appendix. At minimum, they must be maintained at the Advisory Board level and available upon request.

A. Responsibilities of the Advisory Boards

The responsibilities assigned to the NorCal CoC Advisory Boards are as follows:

- Develop local policies and procedures for how the Advisory Board will operate, make decisions, and carry out responsibilities identified in CoC agreement and governance charter;
- Elect or appoint an Executive Board member to represent the county/region;
- Identify a process to identify members with system and program expertise to join committees and workgroups (e.g., volunteer basis, elect, appoint, etc.);
- Collaborate with the Administrative Entity to plan and conduct an annual needs assessment of the homeless needs and services available;
- Support programs within the regional geography to meet the goals of the CoC Strategic Plan;
- Coordinate the implementation of an effective regional housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services;
- In conjunction with the Administrative Entity and the PIT Committee, plan for and conduct an annual Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons;
- Ensure consistent participation of recipients and subrecipients in the HMIS; and
- Develop, with support of Domestic Violence service providers, the emergency transfer plan for the counties that meets the requirements under § 578.99(j)(8).

B. Advisory Board Membership

Each Advisory Board should be made up of a minimum of 3 members. The CoC does not mandate a maximum number of Advisory Board members; however, a cap may be applied at the local level if it is determined necessary. In order to become an Advisory Board member, an interested party must complete an Advisory Board membership application. Advisory Boards may establish local policies and procedures for approving and onboarding new Advisory Board members as necessary.

Advisory Board members must attend all regularly scheduled Advisory Board meetings. If an Advisory Board member is aware that they will be unable to attend a regularly scheduled Advisory Board meeting they are responsible for notifying the Advisory Board Chair, Vice Chair, or Secretary in advance to ensure quorum will be met. Voting Members may send an alternate in their place.

Advisory Board members hold voting power and are expected to participate in decision-making at the local level. Because of significant differences across the seven counties, each Advisory Board may establish additional policies related to Advisory Board membership composition as necessary.

Note that because Advisory Boards are subject to the Brown Act, interested parties such as non-member organizations and members of the public may freely attend meetings to learn about the state of homelessness in the community and the work of the CoC.

Roles within the Advisory Board

Advisory Board members will identify a Chair/Co-chair and Secretary to facilitate meetings and carry out administrative tasks such as setting the agendas, meeting minutes, etc. Advisory Boards may establish and fill additional roles within the board structure as necessary.

Termination of Advisory Board Membership

Advisory Board members may be terminated for good cause upon agreement of a two-thirds majority of the rest of the Advisory Board membership. Good cause may include, but is not limited to:

- Non-participation (For example, accumulating more than 2 consecutive absences without communication with the chair/co-chair or secretary, refusing to carry out Advisory Board functions and responsibilities)
- Engaging in activities that are disruptive and detrimental to the work of the Advisory Board
- Speaking on behalf of the CoC unless authorized to do so

In the event that an Advisory Board member is to be terminated, the Advisory Board must:

- Provide written notice from the chair/co-chair to the Advisory Board member in question at least 15 days prior to the date of the meeting during which the termination will be discussed. Written notice must include the grounds for termination, date/time of upcoming Advisory Board meeting, and any other applicable information.
- Provide an opportunity for the Advisory Board member in question to speak to the rest of the Advisory Board about the situation

C. Decision-making for the Advisory Boards

Advisory Boards conduct business and make decisions in compliance with the Brown Act. A quorum is a majority (50% + 1) of the Advisory Board membership, and this quorum must be present to conduct business. Advisory Boards may establish additional policies and procedures regarding how decisions are made at the local level as necessary.

Section IV. CoC-wide Committees and Workgroups

The work of the NorCal CoC is carried out in part by committees and workgroups. The CoC's governance structure includes both standing committees and ad hoc work groups that are established by the Executive Board on an as-needed basis to address CoC specific needs. A standing committee is defined as a permanent committee of the CoC that meets regularly. An ad hoc work group is defined as a time-limited work group that is established with a specific goal or purpose, disbanding when that purpose or goal has been met. Standing committees are subject to the parameters of the [Brown Act](#), while ad hoc working groups are not.

Each committee or workgroup will select a chair(s) to facilitate meetings and ensure progress is reported to the Executive Board. A representative of the Administrative Entity may also serve as a chair as needed. Committee/workgroup Chairs and the Administrative Entity should work together to determine how the following responsibilities will be carried out:

1. Establish regular recurring meetings;
2. Track attendance and active participation;
3. Set and distribute a written agenda to all committee members prior to each meeting;
4. Ensure meeting minutes are documented for each official committee meeting and distributed to all committee members as well as the Administrative Entity for posting;
5. Report on progress to the Executive Board

Committee and workgroup participation is volunteer-based, with the exception of the Rating and Ranking Committee. Advisory Boards may establish a local process for identifying volunteers for CoC-wide committees and workgroups, as needed. Volunteers who are interested in joining a committee may do so by contacting the committee chair/co-chair or Administrative Entity in writing, or by another process described through the committee's outreach for new membership. All efforts will be made to ensure committee and workgroup membership is inclusive of all seven counties to ensure adequate representation. For this reason, it is recommended that each Advisory Board identify a primary member and an alternate to ensure that there is coverage for each meeting in the event that the primary member is unable to attend. The Executive Board will provide support to Advisory Boards on an as-requested basis if an Advisory Board is having difficulty identifying volunteer members for committee and work group participation.

A. Standing CoC-wide Committees and Workgroups

1. **Rating and Ranking (R&R):** The Rating and Ranking Committee oversees the annual rating and ranking process for CoC project applications during the HUD and state funding cycles, assessing program outcomes, compliance, and alignment with CoC priorities. The Committee determines the funding amounts of applications based on the NOFO criteria and is responsible for meeting deadlines set by the Administrative Entity. The Committee is comprised of active CoC members without conflicts of interest. (See Code of Conduct section.) To maintain objectivity, agencies receiving CoC funding do not participate in this process. The Committee meets as needed to recommend improvements that strengthen system performance and funding effectiveness.
2. **HMIS / Coordinated Entry:** The CE and HMIS Committee oversees the design, implementation, and evaluation of the CoC's Coordinated Entry System (CES) and Homeless Management Information System (HMIS). It ensures that the CES effectively connects people experiencing homelessness to appropriate housing and services, while maintaining accurate, timely, and compliant data to inform CoC planning and performance. The Committee monitors system access and outcomes; reviews assessment and referral processes; ensures HUD compliance and data quality; and recommends policy and system improvements to strengthen coordination, accountability, and data-driven decision-making across the CoC.
3. **Point-In-Time Count:** The PIT-Committee oversees the planning, coordination, and execution of the annual Point-in-Time Count across the CoC's seven-county region. The committee ensures compliance with HUD requirements related to the PIT Count and accurate data collection on people experiencing sheltered and unsheltered homelessness, and oversees key reports such as

the Housing Inventory Count and Point-in-Time Count. Responsibilities include developing count methodologies and training materials, supporting county community members and volunteers, monitoring data quality, and analyzing trends to inform system planning. The committee also ensures broad participation among CoC members and partners to produce reliable data that guides local priorities and funding decisions.

- 4. Project Evaluation:** The Project Evaluation committee advises the CoC Executive Board on both short and long-term strategic funding strategies that support the system of care strategic plan goals and meet performance outcomes indicated by the State of California and Office of Housing & Urban Development. Key responsibilities of the committee include serving as a knowledge base to staff and the HMIS Administrator in the development of tools, benchmarks, processes, and policies that are used to make funding; collaborating with the HMIS Committee on the design the evaluation tool and process for the annual HMIS Lead evaluation and participating in the HMIS Lead Evaluation process; developing and evaluating long-term funding strategies and plans, and serving as a learning opportunity for NorCal homeless programs to improve service delivery through a data-informed approach.

Advisory Boards may establish their own local committees and workgroups that address matters relevant to their geographic area.

Section V. Designated Entities

Per the CoC Program Interim Rule, all CoCs must designate a Collaborative Applicant and a Homeless Management Information System (HMIS) Lead within the CoC's geographic region to help carry out the duties in 24 CFR 578.7–9. These designated entities work collaboratively with CoC membership to prevent and end homelessness. This section outlines the roles and responsibilities of the Collaborative Applicant, also referred to by the NorCal CoC as the Administrative Entity, and HMIS Lead.

A. Administrative Entity

The CoC Executive Board has established an Administrative Entity role to provide guidance to ensure that duties of the CoC are being met. The Administrative Entity may be a unit of local government, a non-profit agency or an individual person. The CoC Board will enter into a Memorandum of Understanding (MOU) with the designated Administrative Entity. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

Designation and Solicitation Process

Every five years beginning in 2026, the CoC Executive Board will review the performance of the current Administrative Entity and determine if it will publicly solicit an Administrative Entity or continue to designate the current Administrative Entity. That decision can be made through a simple majority vote during the CoC Executive Board meeting. With six months written notice to the Executive Board, the Administrative Entity can terminate its status.

If the Executive Board determines that it needs to procure a new Administrative Entity, it does the following:

1. Form a workgroup to manage the procurement process

2. Use an RFP to procure a new Administrative Entity
3. Designate the Administrative Entity resulting from the procurement process

Review of Administrative Entity Performance

Every five years beginning in 2025, the Executive Board will designate a Workgroup, consisting of members of key committees and stakeholders, to conduct a review of the performance of the current Administrative Entity and make recommendations to continue to designate the same entity to serve as the Administrative Entity or to seek to procure a new Administrative Entity. The performance review will include the following at minimum:

1. Review MOU between CoC Executive Board and Administrative Entity and status of agreed upon work
2. Review of CoC Planning grant APRs
3. Review of CoC Planning grants for issues with grant execution, match, reporting, or expenditures
4. Review available HUD program monitoring reports and the results of findings/concerns
5. Review compliance with requirements related to the submission of HIC/PIT data, LSA data, System Performance Measures, CoC Planning APR, and the CoC Application
6. Review recent CoC Program grant awards and CoC Application scores
7. Review compliance with all applicable sections of the CoC Program Rule

The designated workgroup will present the results of the Administrative Entity performance review to the Executive Board for consideration, along with recommendations for Administrative Entity designation (either to continue to designate the current Administrative Entity or to procure a new Administrative Entity).

If needed, the Executive Board has the authority to initiate an Administrative Entity performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Executive Board members.

Responsibilities of the Administrative Entity

The responsibilities assigned to the designated Administrative Entity are as follows:

- Serve as the CoC's Collaborative Applicant and Lead Agency, responsible for submitting the annual CoC Registration, Consolidated Application, and Planning Grant to HUD.
- Manage the CoC Program Competition, including reviewing HUD notices and the Grant Inventory Worksheet (GIW), preparing and submitting the CoC Application and Priority Listing, coordinating the Rating and Ranking process, and providing technical assistance to applicants.
- Coordinate and facilitate CoC meetings, including publishing agendas, providing remote participation options, and serving as Secretary for Executive Board meetings.
- Ensure compliance with HUD requirements, including timely submission of reports such as System Performance Measures, the Housing Inventory Count (HIC), and the Point-in-Time (PIT) Count.
- Consult with CoC- and ESG-funded recipients and subrecipients to establish written standards, set performance targets, evaluate outcomes, and support performance improvement.
- Support HMIS administration, ensuring consistent participation, data quality, and compliance with HUD requirements in partnership with the HMIS System Administrator.
- Monitor funded projects to ensure compliance.

- Support CoC governance and operations, including maintaining official policies and procedures.
- Act as fiscal agent for State Homeless Housing, Assistance and Prevention Program (HHAP) and CoC planning and HUD funds, ensuring fair distribution and compliance with funding requirements.
- Coordinate system planning and evaluation, including conducting annual needs assessment, supporting housing and service coordination across the region, and reporting on program outcomes to HUD.
- Enhance provider and community capacity through CoC-wide training, technical assistance, and outreach to increase awareness of homelessness needs and system performance.

B. HMIS Lead Agency

The HMIS Lead Agency is responsible for providing support and accountability for the HMIS. NorCal CoC Executive Board may revisit the HMIS Lead Agency designation at its discretion.

HMIS Lead Responsibilities:

- Serve as recipient of HUD CoC Program HMIS grant, subcontracting with an HMIS System Administrator as applicable
- Serve as the HMIS Lead Agency for the NorCal Continuum of Care.
- Develop, review, and revise all HMIS plans, forms, standards, and governance documents.
- Oversee and ensure the HUD System Performance Measures, AHAR/Longitudinal System Analysis, and State of California HDIS data submissions meet deadlines and the data contains minimal errors.
- Staff the HMIS Committee
- Staff the Ad Hoc Data Reporting Workgroup
- Report to CoC Executive Board and relevant committees upon request
- Strive to ensure that data is reported accurately and with integrity so that the CoC Executive Board and general public have confidence in the credibility of all reported data
- Serves as Liaison and executes contract with HMIS software vendor
- Oversee HMIS licensing - procuring, issuing, removal

C. HMIS System Administrator

The CoC Executive Board, in partnership with the HMIS Lead Agency, may choose to designate an entity to serve as the HMIS System Administrator (SA) and operate the CoC's HMIS. The responsibilities of an HMIS System Administrator are detailed in the NorCal HMIS Policies and Procedures. With six months written notice to the Executive Board, the HMIS SA can terminate its status.

The Administrative Entity on behalf of the CoC Executive Board will enter into a contract with the designated HMIS SA. The contract is in effect for a maximum of two years and may be re-executed upon a successful performance review, as described below.

Designation and Solicitation Process

If the Executive Board determines that it needs to procure a new HMIS SA, it does the following:

1. Form a workgroup to manage the procurement process
2. Use an RFP to procure a new HMIS SA

3. Designate the HMIS SA resulting from the procurement process

Review of HMIS System Administrator Performance

Every two years, the CoC Board will designate a workgroup to conduct a review of the performance of the current HMIS SA and make recommendations regarding the HMIS SA designation. The performance review will include the following at minimum:

1. Review contract between the Administrative Entity on behalf of the CoC Executive Board and HMIS SA and status of agreed upon work
2. Review of HMIS data (LSA & SPM)
3. Review of HMIS grants for issues with grant execution, match, reporting, or expenditures
4. If/when applicable, review available HUD program monitoring reports and the results of findings/concerns
5. Review status of Service Participation policy, fee collection, any negative feedback from end users or providers related to administration of the fee policy

The designated workgroup, consisting of members of key committees and stakeholders, will present the results of the HMIS SA performance review to the Executive Board for consideration, along with recommendations for HMIS SA designation (either to continue to designate the current HMIS SA or to procure a new HMIS SA).

If needed, the Executive Board has the authority to initiate a HMIS SA performance review outside of the 2-year requirement. This decision must be agreed to by a majority of Executive Board members.

Section VI. Code of Conduct

The NorCal CoC has adopted the following Code of Conduct that provides a foundation for the conduct and ethics of the CoC membership. Any new Executive Board member will be advised of this policy.

A. Conflict of Interest

All CoC members must comply with 24 CFR 578.95 (Conflicts of Interest) in the CoC Program Interim Rule. CoC members must disclose any potential conflict of interest when the CoC is considering funding decisions or other actions that could result in the financial benefit or loss to an organization they, or a family member, represent as an employee, agent, consultant or board member. When a conflict of interest exists, the member(s) must immediately disclose the conflict of interest. The member must recuse themselves from related discussions and voting and will not be counted in determining the quorum.

The CoC is committed to ensuring that all decisions are informed, transparent, and free from conflict. Broad stakeholder input is essential in developing and refining key system activities such as the annual gaps analysis, eligibility criteria, prioritization standards, and performance targets. Participation in these general planning discussions does not constitute a conflict of interest. Funded projects and jurisdictions may provide input on CoC priorities, funding policies, and scoring criteria. However, the Rating and Ranking Committee is responsible for evaluating this input and making final decisions on scoring criteria and the application process.

Section VII. Funding

There are multiple funding sources distributed through the structure of the CoC, including HUD CoC Program funds, ESG Program funds, and HHAP funds. The CoC follows a collaborative process for developing applications and approving the submission of applications in response to a NOFA published by HUD and/or the State of California; in concert with the funding priorities and plan adopted by the Strategic Plan.

When funding is made available to the CoC, a NOFA process begins, which will include an open application process across the CoC region, including an addendum with County specific criteria if applicable, and use of the Rating and Ranking committee when funds are oversubscribed.

A. Application Standards and Thresholds

The Administrative Entity will annually update the requirements for federal and/or state applications, as specified in the funding contract.

In general, all applicants for funds distributed through the structure of the CoC must meet the following threshold requirements at the time of application:

1. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count;
2. Actively collect, enter, and maintain HMIS data, including, but not limited to the following:
 - a. Provide timely and accurate HMIS data input, based on current HMIS user policy;
 - b. Provide timely responses to data requests; and/or
 - c. Applicant may partner with an agency that currently collects and enters HMIS data. The partner Agency must be listed in the application.
3. Participate in Coordinated Entry, if applicable, per user agreement as referenced in 24 CFR 578.7;
4. Be a participating member of their local NorCal CoC Advisory Board voting or participant in good standing (as defined by the applicable Advisory Board);
5. A completed application is submitted by the deadline;
6. Provide the following completed certifications with the funding application or NOFA:
 - a. Verification of Advisory Board member status;
 - b. HMIS certification of project participation; and
 - c. Verification of Point in Time participation.
7. The applicant's organization must adequately demonstrate they have capacity and experience to successfully manage the funds, including consideration of their ability to manage existing grants. Additional financials may be requested per the project funding per 2 CFR Part 200.501;
8. The applicant's organization must adequately demonstrate they have capacity and experience to implement the project in their application;
9. The grant request is reasonable based upon the proposed scope, number of client services, and availability and utilization of existing competitive programs within the geographical area;
10. The application is likely to improve the CoC's outcome performance and will contribute to reducing or preventing homelessness; and
11. The project meets specific threshold requirements per the NOFA.

B. Subrecipient Threshold Requirements

1. Any agency awarded funding through the structure of the CoC must maintain threshold requirements throughout the grant performance period, in accordance with the applicable funding type and agreement with recipient agency
2. Upon request of remaining funds, the Administrative Entity will confirm adherence with continuing to meet threshold requirements.
3. If a grant subrecipient is not maintaining threshold requirements, they will not be eligible to receive remaining funds until requirements are met, or will be required to repay the funds as outlined in the contract.

C. Rating and Ranking

Agencies may be called upon to participate in the Rating and Ranking (R&R) Committee. See the section on Committees and Workgroups for more information.

D. Grievance and Appeals

Funding applications that do not meet threshold requirements will be denied. Applicants may submit a grievance or appeal, which will be reviewed by Executive Board members who are neutral and have no conflicts of interest. . The Executive Board is responsible for designating a neutral group of members to review grievances and appeals if no Board members can perform this duty. The Executive Board will provide a written decision.

Section VIII. Review and Amendment of the CoC Governance Charter

To ensure that the Governance Charter remains relevant and reflective of the needs of the community, the Governance Charter shall undergo regular reviews and updates as outlined in this section.

A. Feedback

Feedback from all stakeholders, including board members, committee members, staff, and the broader community, shall be encouraged on an ongoing basis.

Feedback can be submitted through the following channels:

Formal Meetings: Stakeholders may provide feedback during designated feedback sessions at Advisory Board Meetings.

Written Submissions: Stakeholders may submit feedback in writing via email to teachinc.modoc@gmail.com, or other designated methods.

Surveys: Periodic surveys may be conducted to gather input on the effectiveness of the Charter and its implementation.

B. Annual Charter Updates

The Governance Charter shall be reviewed and updated annually, with revisions taking effect as designated and upon approval by the Executive Board each year.

All feedback received prior to these dates will be reviewed, and proposed amendments will be drafted and presented for approval during the update process.

Review Process:

1. **Governance Charter Workgroup:** A designated Workgroup, consisting of members from key committees and stakeholders, shall be responsible for reviewing all feedback and proposed changes.
2. **Drafting Amendments:** The Workgroup shall draft any necessary amendments to the Governance Charter based on the feedback received. Proposed amendments must be circulated to the Advisory Board for review and comment a minimum of two weeks prior to Board approval.
3. **Approval:** The updated Governance Charter, including any amendments, shall be approved by the Advisory Boards through a majority vote. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.
4. **Communication of Updates:** Once the Charter has been updated, all stakeholders will be informed of the changes through official communications, including email announcements, website updates, and presentations at board or committee meetings.

C. Emergency Amendments

In exceptional cases where urgent changes are needed outside of the Annual review cycle, the Workgroup may propose emergency amendments. These amendments will follow an expedited review and approval process as determined by the Advisory Boards.

The Expedited Review Process: Proposed amendments will be circulated to each Advisory Board 72 hours prior to Advisory Board approval. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

Section IX. Appendix

Advisory Board Membership Application