



Homeless Services Panel of Experts

## Homeless Services Panel of Experts Agenda and Work Plan Subcommittee Meeting

Date: Thursday, August 6, 2020

Time: 5:00 PM

Location: Zoom Meeting Link:

<https://us02web.zoom.us/j/89513367802?pwd=TFJCYVRKVi9wc1VoVW9OeHM0ZkRTZz09>

Meeting ID: 895 1336 7802

Passcode: 641113

### Agenda

*All agenda items are for Discussion and Possible Action.*

1. CALL TO ORDER & ROLL CALL
2. PUBLIC COMMENT
3. CONSIDERATION OF REVISING THE PANEL WORK PLAN AND PROPOSING BY LAWS.
4. ADJOURNMENT

### Attachments:

1. Areas to consider for developing by-laws for Homeless Service Panel of Experts

### **Public Comment Policy:**

*Members of the public may speak on any items on the Agenda and items not on the Agenda during the initial Public Comment period. Members of the public may not speak more than once on any given item. The Chair may limit public comments to 3 minutes or less.*

*Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Health, Housing & Community Services Department located at 2180 Milvia Street, 2nd Floor.*

**Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the City Council will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order and the Shelter-in-Place Order, and to ensure the health and safety of**

***the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.***


***If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon by rolling over the bottom of the screen.***

***To join by phone: Dial 1-669-900-9128 and enter Meeting ID: 895 1336 7802. If you wish to comment during the public comment portion of the agenda, Press \*9 and wait to be recognized by the Chair.***

## **COMMUNITY ACCESS INFORMATION**

*This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6342 (V) or 981-6345 (TDD) at least 3 business days before the meeting date. Please refrain from wearing scented products to this meeting.*

*Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. The Health, Housing & Community Services Department does not take a position as to the content. Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. The Health, Housing & Community Services Department does not take a position as to the content.*

- **ADA Disclaimer**  "This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services Specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

## Work Plan Subcommittee

### Areas to consider for developing by-laws for Homeless Service Panel of Experts

#### Preamble

Purpose of Panel: Ordinance establishes the Homeless Service panel of Experts to “make recommendations on how to and what extent the City should establish and/or fund programs to end or prevent homeless in Berkeley and provide humane services and support.”

Add language from Mission Statement

Goal to look at all resources and programs and look from perspective of:

- Costs and benefits
- Balance and emphasis
- Unmet needs and changing conditions

#### General

Members of the Panel shall be called “Panelist” or “Panel member”

#### Cycle of Meetings

The Panel shall adhere to a two-year schedule congruent with the City’s budget cycle. Outside of this, the Panel will not establish an annual work plan.

Year 1 (2021) and Year 2 (2022)

#### Year 1 (2021)

Meetings 1 and 2 –January/February

- Review of the Cities actions on homelessness; funding picture; initial CM recommendations
- Report on previous investments and outcomes

Meeting 3 - March

- Presentations on anticipated future funding
- May hold one or more hearings

Meeting 4 – April – develop recommendations

Meeting 5 – May – finalize recommendations and send report (may want to develop a report format that is consistent)

June- as needed for letters as report will be done– Council adopts budget

(\*note that we could compress the timeline and meet more often in this time frame. Also may be able to make case for report coming later. \* *Manual says reports are due to the City Clerk 33 days prior to the meeting; may be possible to move this?*)

October – meeting for City of to update us and generate recommendations for any adjustments – Officer elections

## Year 2

March 2022– update and meet as needed to recommend adjustments for two year cycle and new Measure P funds generate

June 2022 – adjustments

October 2022 – updates and prep for next two year (2023) Cycle, elections

## Additional Meetings

May call special meeting as need from time to time to make recommendation in the event of additional resources needing to be allocated or other unforeseen events

## Officers

- Officers may serve up to four one-year terms (to coincide with serving for two two-year budget cycles) (\*If passed by ordinance could make two-year terms but ordinance right now calls for annual elections)
- Selection of officers in October
- Duties of the vice-chair when not acting as chair to take notes and provide unofficial meeting summaries

## Agendas

Agendas will be established at the beginning of the year and published in advance. Panel members may propose additional items 14 days in advance.

Panel may vote to 1) Take up the items added to agenda, 2) recommend to call a special meeting to cover additional agenda items or 3) make referral of the items to the Homeless Commission or another body.

## Voting

Items may be passed by a majority of those appointed *or given time sensitive nature of work by a supermajority (2/3) of those present?*

## Absences

Panel will be considered a commission that meets on a reduced schedule (p. 19 pf manual)

As the panel will only meeting at certain times of year, two absences in a row result in termination (p

No leaves of absence; no temporary appointees.

\*Could record meetings.

All items not in by-laws shall follow the Commissioner's Manual

**HOMELESS SERVICES PANEL OF EXPERTS ADOPTED MISSION/PURPOSE STATEMENT**  
*(adopted August 14, 2019)*

The Voters of Berkeley passed Measure P to generate additional General Funds to use to address the crisis of homelessness. The Homeless Services Panel of Experts created by the Measure was established to “make recommendations on how and to what extent the City should establish and/or fund programs to end or prevent homelessness in Berkeley and provide humane services and support.”

We understand the current crisis of homelessness requires investments in prevention, health services and permanent housing which we know to be the solution to homelessness, as well as in shelters, supports and other temporary measures that get people immediately out of the elements. We will seek to strike a balance between these needs in our recommendations.

We will consider currently unmet needs, gaps and opportunities, best practices and currently available data on outcomes. We will make recommendations for increased local investment, including program types, target populations and geographic areas as appropriate. We will seek to consider the best use of these investments in the context of other available Federal, State and local funding. In general, we will not make recommendations on the specific agencies to receive funding, nor run our own proposal process, recognizing this as a role for staff and the Council.

We will request updates on the performance of Measure P investments and the homeless service system overall, including the experience of service users, and use this information to inform future recommendations and provide oversight. We recognize that homelessness is a regional issue and requires a regional approach, including recognizing that people from Berkeley may live in other places and remain connected to Berkeley services.

To ensure Measure P funding recommendations further efforts to create more housing for people experiencing homelessness in Berkeley, we will coordinate with the Measure O panel to ensure that very low cost housing is connected to services and operating support so that it can successfully targeted to people who are homeless.

We will meet as needed to fulfill this Mission, and to make recommendations to the City Council at least annually.