



**Berkeley Homeless
Services Panel of Experts**

MEETING AGENDA

Martin Luther King, Jr. Civic Center
2180 Milvia Street, 1st Floor
Commission Secretary: Brittany Carnegie (981-5415)

**March 4, 2020
7:00 PM**

1. Roll Call.
2. Public Comment on non-agenda items.
3. Approval of Minutes from February 5, 2020 [Attachment 1].

Updates/Action Items:

4. Agenda Approval.
5. Brief update from Chair and Staff on City business related to homelessness.
6. Update from Agenda and Work Plan Subcommittee, including possible action by the full Commission [Attachment 2].
7. Update and discussion from Family Policy Subcommittee on ending family homelessness [Attachment 3].
8. Adjourn

Attachments:

1. Minutes from regular meeting of February 5, 2020.
2. HSPE Work Plan for years 2019-2020.
3. Permanent Housing Subsidies for Families.

Correspondence and Notice of Decision Requests:

Deadlines for Receipt:

- A) Supplemental Materials must be received by 5 PM the day before the meeting.
- B) Supplemental Communications must be received no later than noon the day of the meeting.

Procedures for Distribution:

- A) Staff will compile all Supplemental Materials and Supplemental Communications received by the deadlines above into a Supplemental Packet, and will print 15 copies of this packet for the Commission meeting.
- B) For any Supplemental Material or Communication from a Commissioner received after these deadlines, it is the Commissioner's responsibility to ensure that 15 printed copies are available at the meeting. Commissioners will not be reimbursed for any printing or materials expenses.
- C) Staff will neither print nor distribute Supplemental Communications or Materials for subcommittee meetings.

Procedures for Consideration:

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A) The Commission must make a successful motion to accept and receive all Supplemental Materials and Communications into the record. This includes the Supplemental Packet compiled by staff.

B) Each additional Supplemental Material or Communication received by or before the meeting that is not included in the Supplemental packet (i.e., those items received after the respective deadlines above) must be individually voted upon to be considered by the full Commission.

C) Supplemental Materials subject to a Commission vote that are not accepted by motion of the Commission, or for which there are not at least 15 paper copies (9 for each Commission seat, one for staff records, and 5 for the public) available by the scheduled start of the meeting, may not be considered by the Commission.

***Supplemental Materials** are defined as any items authored by one or more Commissioners, pertaining to an agenda item but available after the agenda and packet for the meeting has been distributed, on which the Commission is asked to take vote at the meeting. This includes any letter to Council, proposed Council report, or other correspondence on behalf of the Commission for which a full vote of the Commission is required.

****Supplemental Communications** are defined as written emails or letters from members of the public or from one or more Commissioners, the intended audience of which is the full Commission. Supplemental Communications cannot be acted upon by the Commission, and they may or may not pertain to agenda items.

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.

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.

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

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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."



Berkeley Homeless
Services Panel of Experts

MEETING MINUTES

February 5, 2020

1. Roll Call: 7:01 PM

Present: Carrasco, cheema, Gale, Jordan, Metz, Whitson (absent 7:00-7:03), Trotz, Mulligan.

Absent: Patil.

Staff: Carnegie, Lee, Wallace

Council: McCormick

Public: 8

2. Comments from the Public: One.

Update/Action Items

3. Approval of Minutes from January 7, 2020.

Action: M/S/C cheema/Trotz to approve the minutes of January 7, 2020 as written.

Vote: Ayes: cheema, Gale, Metz, Trotz, Jordan, Whitson, Carrasco.

Noes: None. **Abstain:** Mulligan. **Absent:** Patil.

4. Agenda Approval.

Action: M/S/C Mulligan/Metz to approve the agenda with the following amendments:

i) move agenda item #9, Discussion and Possible Action on Ending Family Homelessness before agenda item #8, Update from Agenda and Work Plan Subcommittee, including possible action by the full Commission and ii) add a tenth agenda item to set future items for next meeting.

Vote: Ayes: cheema, Gale, Metz, Trotz, Jordan, Whitson, Carrasco, Mulligan.

Noes: None. **Abstain:** None. **Absent:** Patil.

Action: M/S/C Mulligan/Metz to accept the supplemental materials packet.

Vote: Ayes: cheema, Gale, Metz, Trotz, Jordan, Whitson, Carrasco, Mulligan.

Noes: None. **Abstain:** None. **Absent:** Patil.

5. Chair and Vice-Chair Elections.

Action: M/S/C cheema/Metz to nominate Commissioner Gale and elect Commissioner Gale for Chair of the Homeless Services Panel of Experts.

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Vote: Ayes: cheema, Gale, Metz, Trotz, Jordan, Whitson, Carrasco, Mulligan.
Noes: None. *Abstain:* None. *Absent:* Patil.

Action: M/S/C Metz/Carrasco to nominate Commissioner Whitson and elect Commissioner Whitson for Vice-Chair of the Homeless Services Panel of Experts.

Vote: Ayes: cheema, Gale, Metz, Trotz, Jordan, Whitson, Carrasco, Mulligan.
Noes: None. *Abstain:* None. *Absent:* Patil.

Commissioner Gale is elected Chair and Commissioner Whitson is elected Vice-Chair.

6. Update from Chair and Staff on Council action and other City business related to homelessness.

Discussion; no action.

7. Update from Staff on Homeless Services data collection and analysis.

Discussion; no action.

8. Discussion and Possible Action on Ending Family Homelessness.

Action: M/S/C cheema/Mulligan to extend the meeting until 9:05pm.

Vote: Ayes: cheema, Gale, Metz, Trotz, Jordan, Whitson, Carrasco, Mulligan.
Noes: None. *Abstain:* None. *Absent:* Patil.

Action: M/S/C Carrasco/cheema to establish a Family Policy Subcommittee including Commissioner Carrasco and Commissioner Jordan.

Vote: Ayes: cheema, Metz, Trotz, Jordan, Whitson, Carrasco, Mulligan.
Noes: None. *Abstain:* Gale. *Absent:* Patil.

9. Set future items for next meeting.

Items to discuss at next meeting: Brief updates from Chair and Staff, report from Family Policy Subcommittee, agenda setting and planning for future meetings.

Meeting adjourned at 9:05 PM.

Minutes Approved on: _____

Brittany Carnegie, Commission Secretary: _____

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WORK PLAN for years 2019-20
Panel of Experts (measure P)

Vision

Measure P Panel of Experts 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.

Reporting Recommendations

1. Subcommittee produce an annual report to be published in August meeting the requirements of the legislation: “recommendations on how to allocate the City’s general funds to fund homeless services program in Berkeley; information if available, concerning the impact of funded programs on the residents of the City; and any additional information that the Panel deems appropriate.”
2. Produce memos as needed (approximately quarterly) for city council with best practices, recommendations, updates and input and feedback on city funding proposals and decisions. Content from quarterly memos, including October 29, 2019 memo to City Council will be a significant portion of the annual report.

Recommendations for Agenda Items

- 1) Standing item: Public Comment
- 2) Standing item: Verbal update from City staff on budget items related to homelessness (5-15 minutes)
- 3) Other items as requested (not to exceed 30 minutes). This will include time to review and discuss any funding decisions made by City Council.
- 4) Agenda items based on workplan goals below (60 -90 minutes)

Goal	Tasks/Agenda	Meeting Date	Recommendations/Action items
Goal 1: Create a work plan as a road map for accomplishing the work in a systematic and focused way	<ul style="list-style-type: none"> • Subcommittee presents a draft to full panel • Committee provides input • Establish subcommittee to prepare for January meeting. 	November 6, 2019 Final Plan January	<ul style="list-style-type: none"> • Subcommittee integrates feedback and submits final plan • Establish subcommittee or point person to develop framework for January 7 discussion guiding principle criteria.
Goal 2: Develop Guiding Principles/values/criteria for funding decisions	<ul style="list-style-type: none"> • Understand action taken by Council in December • Review and vote on updated workplan. 	January 7, 2020	<ul style="list-style-type: none"> • Finalize workplan

	<ul style="list-style-type: none"> Panel members share expertise and best practice knowledge Determine guiding principles for spending new funding (examples: funding leverages other resources, builds system, serves the most vulnerable, does not supplant existing funding) Presentation on Measure O 		<ul style="list-style-type: none"> Write-up guiding principles/values/criteria for committee approval Establish subcommittee to focus on consumer input (March meeting)
Goal 3: Fully understand Current Landscape of Homeless services currently provided, their outcomes, financing, effectiveness, budgets.	<ul style="list-style-type: none"> Request staff provide information needed for panel priority areas- focus on housing and shelter. Presentation on current status, gaps, and coordinated entry process Discuss opportunities to fill key areas of need and leverage existing resources 	February 5, 2020	<ul style="list-style-type: none"> Vote on guiding principles.
Goal 4: Establish recommendations for on-going method to collect consumer input to inform committee, staff and council	<ul style="list-style-type: none"> Subcommittee present best practices on using consumer input to direct program planning and funding decisions Staff present current practices on collecting consumer input Discussion on how to bring consumer input into planning process. Review and finalize resources to learn about at May 6 meeting. 	March 4, 2020	<ul style="list-style-type: none"> Appoint subcommittee or individual to draft memo with: guiding principles, best practices including best practices for using consumer input, any recommendations for current opportunities, and any input on funding proposals that have been made. Appoint committee member or staff to reach out to get representatives to come to May 6 meeting. Develop clear questions and purpose.
Goal 5: Understand the budget cycle and key timelines.	<ul style="list-style-type: none"> Staff presentation and Q&A session Review draft memo 	April 1, 2020	<ul style="list-style-type: none"> Finalize draft memo and submit to City Council
Goal 6:	Representatives to present on current programs that touch homelessness and opportunities for partnership (sample list below):	May, 6, 2020	<ul style="list-style-type: none"> Establish subcommittee to draft annual report.

<p>Understand potential financial resources that can be leveraged to maximize funding</p>	<ul style="list-style-type: none"> • Measure O • Berkeley Health Department • No Place Like Home • School District • Alameda County • State and Federal grant opportunities 		
<p>Goal 7: Produce Annual Report</p>	<ul style="list-style-type: none"> • Review draft report. Annual report will build from content learned and developed over the fiscal year (including the first set of funding recommendations made). 	<p>July 1, 2020</p>	<ul style="list-style-type: none"> • Submit to Council after committee approval. • Establish workgroup to develop workplan for 2020-21 Fiscal Year.



Anthony Carrasco <anthony carrasco@berkeley.edu>

Permanent Housing Subsidies for Families

Arreguin, Jesse L. <JArreguin@cityofberkeley.info>
To: Anthony Carrasco <anthony carrasco@berkeley.edu>
Cc: Katherine Gale <kgaleconsulting@sbcglobal.net>

Tue, Jan 7, 2020 at 1:30 PM

Hi Anthony, I am writing to follow up on our conversation yesterday and confirm that I will be introducing an amendment to my item on the January 21st Council agenda to make a budget allocation of \$500,000 for Permanent Housing Subsidies for families as proposed by the Panel of Experts. I feel we can make this explicit commitment and allocation and we have the resources to do it. We must make a clear commitment that we will house families and help end family homelessness. Thanks for your leadership on this issue and on homelessness.

Jesse Arreguín
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