



Berkeley Homeless
Services Panel of Experts

MEETING AGENDA

October 7, 2020 – 7:00 PM

Join Zoom Meeting: <https://zoom.us/j/94698299750>

To join by phone: Dial 1-669-900-6833 and enter Meeting ID: 946 9829 9750

Commission Secretary: Brittany Carnegie (bcarnegie@cityofberkeley.info; 510-981-5415)

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

Updates/Action Items:

4. Agenda Approval.
5. Update from Chair and Staff on City business related to homelessness.
6. Discussion and possible action of Agenda and Work Plan subcommittee recommendations on meeting schedule, bylaws, and reporting [Attachment 2].
7. Discussion and possible action of approach to more representative membership [Attachment 3].
8. Discussion and possible action of scheduling a special meeting in December.
9. Adjourn.

Attachments:

1. Minutes from regular meeting of September 2, 2020.
2. Updated Memo for panel from Agenda and Work Plan subcommittee.
3. Panel Membership Considerations.

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 946 9829 9750. If you wish to comment during the public comment portion of the agenda, Press *9 and wait to be recognized by the Chair.

Correspondence and Notice of Decision Requests:

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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:

- 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.

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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.

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**Berkeley Homeless
Services Panel of Experts**

MEETING MINUTES

September 2, 2020

1. Roll Call: 7:03 PM

Present: Metz, Mulligan, Gale, Garlin, Whitson (absent 8:03-8:43), Jordan (absent 7:03-7:28).

Absent: Trotz.

Staff: Carnegie, Lee, Warhuus.

Council: McCormick.

Public: 7

2. Comments from the Public: None.

Update/Action Items

3. Approval of Minutes from July 1, 2020.

Action: M/S/C Whitson/Mulligan to approve the minutes of July 1, 2020 as written.

Vote: Ayes: Gale, Metz, Whitson, Mulligan, Garlin.

Noes: None. Abstain: None. Absent: Trotz, Jordan.

4. Agenda Approval.

Action: M/S/C Whitson/Mulligan to approve the agenda as written.

Vote: Ayes: Gale, Metz, Whitson, Mulligan, Garlin.

Noes: None. Abstain: None. Absent: Trotz, Jordan.

5. Update from Chair and Staff on City business related to homelessness.

Discussion; no action.

6. Discussion and possible action of Agenda and Work Plan subcommittee memo on meeting schedule, reporting and membership.

Action: M/S/C Jordan/Metz to take the following next steps regarding the Agenda and Work Plan memo: 1) allow a week for comments from panelists on the agenda and work plan subcommittee proposal, 2) subcommittee will regroup if necessary, 3)

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https://www.cityofberkeley.info/Clerk/Commissions/Commissions_Homeless_Services_Panel_of_Experts.aspx

reach out to staff for a meeting with the Homeless Services Coordinator, and 4)
proceed with developing bylaws, report template, and new schedule.

Vote: Ayes: Gale, Metz, Mulligan, Jordan.

Noes: None. Abstain: None. Absent: Trotz, Whitson, Garlin.

7. Adjourn

Action: M/S/C Mulligan/Jordam to adjourn the meeting at 8:43 PM.

Vote: Ayes: Gale, Metz, Mulligan, Garlin, Jordan.

Noes: None. Abstain: None. Absent: Trotz, Whitson.

Minutes Approved on: _____

Brittany Carnegie, Commission Secretary: _____

August 25, 2020

Notes from 9/29 Meeting with City in Red

To: Member of the Homelessness Services Panel of Experts

From: Work Plan Subcommittee

Re: For Discussion: Proposals for future Panel work to be more effective and align with the Ordinance

The work plan committee met twice in August to discuss future plans for the Panel and how to make the work more relevant and impactful, in alignment with the Measure P Ordinance requirements and vision for the Panel¹. In addition, the chair consulted with Mayor Arreguin and Vice-Mayor Hahn about strategies to make the Panel more effective and able to serve the purposes envisioned in the Ordinance.

The committee's discussions focused on four related, but separate, areas for attention- all with the express intention of meeting the Panel's objectives as defined in the measure- "make recommendations on how to and what extent the City should establish and/or fund programs to end or prevent homelessness in Berkeley and provide humane services and support."

1. Adopting a two-year cycle meeting schedule more closely aligned to the City Council budget process and developing, and
2. Adopting a set of supporting by-laws that regularize the Panels' work and approach around fulfilling the role in the Ordinance (as mandated).
3. Ensuring we, and the public, have access to regular, detailed information about revenues, expenditures, and funded programs.
4. Recognizing that our current membership is not reflective of homelessness in Berkeley from either a lived experience or a race/equity perspective and identifying ways that this can be addressed, acknowledging the parameters of both the Ordinance and the regulations regarding the seating of public bodies like ours.

1. Adopt new schedule aligned with two-year budget cycle

Our panel was seated in May 2019 after most decisions for the 2020-21 budget cycle had been made. Accurate information was not available to us in the fall of 2019 after we convened about

¹ For reference, here is the text of Measure P, as approved by the voters: "Shall ordinance raising funds for general municipal purposes such as navigation centers, mental health support, rehousing and other services for the homeless, including homeless seniors and youth; increasing the real property transfer tax for ten years from 1.5% to 2.5% for property sales and transfers over \$1,500,000, adjusted annually to capture the top approximately 33% of transfers; generating an estimated \$6,000,000 - \$8,000,000 annually; and establishing Homeless Services Panel of Experts to recommend homeless services, be adopted?"

the amount of Measure P funds available to allocate, and our report was needed in an unusual time frame.

Moving forward, we would like the work of the Panel of Experts to align with the bi-annual budget cycle of the City, to ensure that our observations are additive to the conversation at appropriate times, to better serve City Council and the public and to ensure that City staff time is respected (and not just used to facilitate meetings for the sake of having meetings).

This would mean likely meeting more intensively every other year in the January/February to April/May period (beginning in 2021) and then perhaps meeting quarterly during the rest of the two-year cycle to provide oversight of the use of Measure P and other homeless funds and to prepare our annual reports.

Example Schedule (to be refined):

Panel Meeting Date	Topics/link to budget
January, 2021	One or two meetings to review current situation, and start working, depending on when reports are available
February 2021	
March, 2021	Likely two meetings to develop recommendations
April, 2021	Budget Recommendations due to the Board, and Annual public report
June, 2021	Final meeting of Panel if needed for update on budget process and potentially send letter re budget deliberations; Council adopts Budget
October, 2021	Update/Officer elections (if still on one year election cycle)
March, 2022	Review off-budget cycle year report from staff
April 2022	Publish off-year cycle annual report
June, 2021	Final meeting of Panel if needed for update on budget process and potentially send letter re budget deliberations; Council adopts Budget
October, 2022	Update/Officer elections for new budget cycle

2. Adopting By-laws

The ordinance calls for us to adopt by-laws. By having specific by-laws we can differ from some of the requirements for Commissions covered in the Commissioner’s handbook, including potentially:

- The meeting frequency and schedule
- the requirement to adopt an annual work plan (the subcommittee would recommend following a bi-annual plan laid out in our by-laws which could include a standard report format, for example),
- officer term limits and roles

- Treatment of absences and temporary appointments (for example to not allow temporary appointments).
- Quorum requirements for taking votes (for example, include a super majority of those present to allow a vote when needed, rather than only a majority of those appointed)

Before drafting by-laws for consideration we want to explore with the Panel the interest in moving to a two-year schedule (above) and we want to discuss the reporting needs of the Panel and the timing for getting such reports with Council and staff before finalizing a schedule and approach (below).

3. Format for Periodic Reports

Our charge is to publish a report for the voters that includes “information, if available, on the impact of funded programs on the residents of the City” and “recommendations to the Council on how to allocate the City’s general funds to fund homeless services program in Berkeley.”

We are unable to fulfill this legislated function without regular, periodic and predictable reports from the City on the funds received, funds committed and expended, and the impact of those investments.

The committee discussed at length the type of content and frequency of reports that would allow us to do this work. We are recommending that we request of the City reports at least semi-annually on financial and outcome information and at least annually on consumer experience and on trends and gaps.

The timing of these reports needs to coincide with our need to make budget recommendations and report to voters. For example, we could ask for a report in February for July- December of the current fiscal year; and in September for a report on the entire previous fiscal year. This timing can be negotiated with staff but must be able to support our need to report and be consistent from year to year.

Our hope is that establishing regular reports will put the Panel, the City Council, and the City Staff in better positions to have productive explorations together. (The members of the subcommittee have also been in the position of having to pull together reports on the Staff side, and it is our desire to have a budget process aligned, functional reporting format so that City Staff will have time to pull together the necessary information and not be in situation where they repeatedly get asked for information on relatively short notice, or asked for information that isn’t possible to synthesize in certain ways.)

Potential report content:

Desire to fulfil our responsibility and be kind to everyone – dialogue with staff about how we can do this. Make it so we get used to reviewing a standard format and template.

A. Financial – (at least 2x per year)

1. How much P money was collected in the previous period, year to date, and overall
2. How much Measure P was encumbered in the last period, year to date, and the variance between what has been collected and encumbered overall

What is the cycle for allocating P funds? Still not aligned Panel, Council, Staff on how this goes forward – and in a budget crisis. Is there a trigger amount? Should a certain amount accumulate to allocate?

Revenue reports – come in quarterly.

Plan how look at it holistically and timing wise – first City budget meeting on the 8th.

3. What other sources (fed, state, pandemic, other) for homelessness have been received or are anticipated
4. Information broken down by funding area (for all funding sources): outreach, health services, interim housing, and long-term housing that includes:
 - Overall budget
 - Status of contracts w/in each activities – have contracts been executed
 - Expenditures by activity area
 - Written narrative explaining any circumstances that have prevented funding from getting to contractors

Time line and fiscal calendar – some things are not annual – e.g. PH is a long term commitment – will need a longer view.

Community contracts are now based on every four years. HSPOE process could bump up against the Homeless Commission process which makes recommendations on other sources. Would be nice to rationalize and align.

But isn't P also intended to fill gaps and add to the system. What's the right time frame?

B. Programs/Outcomes (at least 2x a year and possibly quarterly once in place and able to be produced)

1. Target numbers served (through contracts) and how many people were served (overall and in each program type) including demographics and population type
2. What kind of outcomes were achieved in the period?

- # of people sheltered – help define what that means – how many people were sheltered in Berkeley in the time frame; how many people got into shelter from unsheltered (is that the same??)
- # of people housed – just those exiting into PSH or RRH? Or all destinations
- # of people outreached to (difficult to get)
- # of people returning to homelessness?

Dovetails with HCS goals to get information out. Been talking about what can pull together – easiest to do is data in the HMIS system (not all agencies enter data.)

Staff should present – these are things we can get readily, others can't get readily.

Panel needs to see the whole system, not just the P funded pieces. But need to know where the P-funded pieces are specifically.

Staff need some time to get this and sure that gathering data.

C. Other Needs and Trends (a least 2x a year, with particular emphasis during budget planning)

1. What is happening in terms of homelessness (what do you see, what is critical, changing, emerging?)
2. Where are the key gaps City staff identify?
3. What else you want us to know?

D. Report on participant consumer experience (annually)

Our funding recommendations adopted by Council included putting a small amount of Measure P funds into training and evaluation. Our recommendation on evaluation specified that the funding should be used to ensure that participant/consumer voices are systematically gathered and considered in reviewing performance.

From 9/2 MEETING:

Staff response: Good plan, needs bandwidth and coordination with other departments

Get real about what the barriers are, be able to communicate back to the Council

Get to the place where we are used to reading the reports and can reduce the level of questions

Next steps: meet with City

Action

1. Allow a week for comments from members on the proposal
2. Subcommittee regroup if necessary
3. Reach out to staff for meeting, including with the new homeless services coordinator, staff and City manager's office and mayor's office
4. Proceed with developing by laws, report templates, template and new schedule

4. Membership

This body briefly discussed at our July meeting that our Panel has limited participation from people with lived experience at this time and does not reflect the racial/ethnic and income group makeup of people who experience homelessness in Berkeley. The committee would like to explore methods for achieving a more balanced and representative group that includes people with lived experience and better reflects the racial makeup of the homeless population if possible.

Potential methods we would like to explore (we do not know what the potential for all these are yet):

- Identify a number of dedicated seats (e.g. 1/3 with lived experience or from communities over represented in homelessness)
- Expand the panel and add some dedicated at-large members
- Propose the panel be composed through a slate process (this probably isn't possible with the current ordinance)
- No change, request Council members consider in their appointments and/or do recruitment

Panel Membership Considerations

October 2020



The Issue for Discussion

- Exploring ways to achieve a more balanced and representative group that includes people with lived experience and better reflects the racial makeup of the homeless population

How Appointments Are Currently Made

- By each City Council member, as openings are available
- This means that as people move or otherwise withdraw openings arise
- Certain types of expertise are required to serve on the Panel

Reminder of the Experience Required to Serve *(in 1 or more of these areas)*

- Experience in the development, administration, provision and/or evaluation of homeless programs in a government or non-profit capacity
- Current or past lived experience with homelessness
- Experience in researching the causes, impacts, and solutions to homelessness
- Experience with federal homeless policy and funding administration such as the Continuum of Care program
- Experience in the development and financing of affordable housing for formerly homeless persons
- Experience in the provision of mental health and/or substance use programs for homeless persons

FYI

- In 2022, the recommendations of the Independent Redistricting Commission (if and as adopted by City Council) may affect appointments

Functional Principles for the Panel

- Provide an environment for robust dialogue
- Represent a wide range of critical perspectives based on expertise, geography, and constituency
- Work towards recommended strategies and concrete deliverables
- **Incorporate health equity into conversations**
- Ensure clear chartering and work plans, and a focus on moving the work forward
- Recognize that (even with work plans in place) priorities and topics will evolve over time

Dysfunctions to Avoid

- Too few or too many members
- Groupthink due to convening “the usual suspects”
- Failing to include critical constituency perspectives
- Prioritizing product over relationship building



This is the one we're particularly zeroed in on, but open to general observations as we imagine a better future

A note on group size

- There isn't a consistent recommendation for the optimal group size in organizational psychology
- The literature suggests that the best way to establish appropriate group size is to ask participants how big they think the group should be
- Depending on the type of group and its ability to add members: composition and membership of groups often ends up being an iterative process; groups will have a conversation about a very hard topic and realized they really need to bring another person into the room, or additional leaders will crop up in a field

Next steps

- Have a dedicated discussion
- Identify what we can do or propose
- Come up with a specific set of or individual recommendation/s