

HOPE Interagency Council (IAC) Committee Charter (Amended November 13, 2024)

I. Authority

HOPE IAC (Council) was authorized by the County of San Mateo Board of Supervisors on August 15, 2006 as recommended by Housing Our People Effectively (HOPE), the County of San Mateo's 10-Year Plan to Prevent and End Homelessness. HOPE IAC is staffed by the San Mateo County Human Services Agency (HSA).

II. Vision and Guiding Principles

The vision of the Council, as articulated by the Board of Supervisors in 2006, is to provide leadership and facilitate collaboration towards the system goals of offering a full range of housing choices within the community and to create a responsive, effective, and collaborative government. In 2016, the Council convened a Redesign Work Group facilitated by HSA to align the Council with the new county strategic plan, Ending Homelessness in San Mateo County. The 2016 Strategic Plan seeks to make homelessness a rare, brief, and one-time occurrence:

- Rare: Whenever possible, the system will prevent vulnerable individuals and families from falling into homelessness.
- Brief: A system will be in place to ensure that any household experiencing a crisis of homelessness returns to housing within 30 days.
- One-time: Individuals and families that secure housing through the crisis response system will not return to homelessness.

III. Purpose

The Council has the following purposes:

The duties of the Council include three main areas of work:

- Intra-County Planning and Coordination: work on comprehensive, multi-disciplinary service strategies between and among County Departments.
- City/County Planning and Coordination: work on comprehensive and coordinated housing and services strategies across jurisdictions.
- Government/Non-Profit Program Development and Refinement: work to refine existing programs and develop new programs as recommended in the strategic plan; preparing HUD Continuum of Care application and garner other competitive program related funding, and coordination with other program planning and policy bodies.

Activities performed by the Council may include the following:

- Community information sharing and Problem Solving;
- Performance and data reporting/sharing;
- Deep dives into homelessness in specific areas, or a specific sub-population of homeless (i.e., veterans, sheltered, unsheltered, vehicularly housed, people living in encampments, etc.); and
- Program report outs from various County departments and providers to increase information sharing and knowledge, and promote collaboration, community involvement and Problem Solving.

IV. Council Membership

The composition of the Council consists of:

- Chair: One (1) member from the County Board of Supervisors or their designee
- Four (4) representatives from the entitlement cities;
- Two (2) representatives from the non-entitlement cities;
- One (1) representative from the County Executive's Office;
- Two (2) city managers (or their designee);
- The Chair of the Continuum of Care; and
- Eight (8) representatives from organizations related to homeless/housing services
 - Four (4) non-profit service providers; and
 - Four (4) at-large representatives.

Membership is not confined by set terms or term limits.

An entity represented by a representative listed above may change their designated representative by informing HSA staff of their new representative. Council members may also be removed from the Board by a majority vote of the Council members present.

If there is a vacancy within non-profit or at-large representatives, HSA staff shall consult with the Chair regarding a new representative from that sector.

V. Quorum

A majority of the seated membership of the Council shall be necessary to constitute a quorum thereof for the transaction of business.

Voting shall be by ayes, nays and abstentions. Aye votes of a majority of the Council members present is required to approve a motion.

VI. Conflicts of Interest Policy

A Council member shall be deemed to have a conflict of interest if he or she has a prohibited conflict of interest pursuant to any of the following: the California Political Reform Act, Government Code sections 81000 et seq. ; California Government Code sections 1090 et seq., the common law prohibition against bias, or any applicable conflict policy for the County of San Mateo. The Council shall apply a reasonableness standard in determining whether a conflict exists. If a Council member has a conflict of interest, he or she shall declare the conflict on the record, refrain from discussing the issue with the Council, and recuse him or herself from voting on the matter.

VII. Officers

The officer for the Council is the Chair of the Council and such other officers as the Council may decide to add. The one (1) member of the Board of Supervisors will serve at the Chair for the Council. The Chair will work with County Human Services Agency (HSA) staff to develop and finalize Council meeting agendas.

If the Chair is unavailable to conduct Chair duties during a period of time, the Director of HSA shall act as acting Chair, unless a Co-Chair has designated an alternate acting Chair.

VIII. Staffing

The Council will be supported by the staff of the HSA Center on Homelessness who will provide meeting management, agenda, meeting minutes, and maintenance of the HOPE IAC Committee Charter and roster.

IX. Meetings

Regular Meetings:

- The Council and its standing committee(s) shall be subject to the provisions of Chapter 9 (Commencing with Section 54940) of Part I, Division 2 Title 5 of the Government Code, relating to meeting of local agencies (the "Ralph M. Brown Act" or the "Brown Act").
- The Council shall meet regularly at times and places to be determined by the Chair. Generally, meetings shall be meeting every quarter to occur in November, February, May, and August (two months following the end of the fiscal year quarters).

Open and Public:

- All meetings of the Council shall be held in accordance with the Brown Act.
- All meetings of the Council are public and open to anyone willing to attend.
- All agendas will be posted online 72 hours prior to the start of the meeting.

X. Sub-Committees

Sub-committees may be formed so that a separate group of Council members may perform more extensive research into trending topics that cross several sectors. The sub-committees may be tasked with research, learning about best practices, community application, options for action, and tracking progress towards intended goals.

XI. Amendments

This HOPE IAC Committee Charter may be amended or repealed by the Council at any duly-noticed regular or special meeting by majority vote of the Council members who are present.

Attachment: Membership List for 2024

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The vision of the IAC Council, as articulated by the Board of Supervisors in 2006, is to provide leadership and facilitate collaboration towards the system goals of offering a full range of housing choices within the community and to create a responsive, effective, and collaborative government. In 2016, the IAC Council convened a Redesign Work Group facilitated by HSA to align the IAC Council with the new county strategic plan, Ending Homelessness in San Mateo County. The 2016 Strategic Plan seeks to make homelessness a rare, brief, and one-time occurrence:

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Activities performed by the ~~IAE-Council~~ may include the following:

- Community information sharing and Problem Solving;
- Performance and data reporting/sharing;
- Deep dives into homelessness in specific areas, or a specific sub-population of homeless (i.e., veterans, sheltered, unsheltered, vehicularly housed, people living in encampments, etc.); and
- Program report outs from various County departments and providers to increase information sharing and knowledge, and promote collaboration, community involvement and Problem Solving.

IV. Council Membership

The composition of the ~~IAE-Council~~ consists of:

- ~~Co-Chairs: Two~~ One (1) members from the County Board of Supervisors or their designees
- Four (4) representatives from the entitlement cities;
- Two (2) representatives from the non-entitlement cities;
- One (1) representative from the County ~~Managers Executive's~~ Office;
- Two (2) city managers (or their designee);
- The Chair ~~(1)~~ of the Continuum of Care; and
- Eight (8) representatives from organizations related to homeless/housing services
 - Four (4) non-profit service providers; and
 - Four (4) at-large representatives.

Membership is not confined by set terms or term limits.

An entity represented by a representative listed above may change their designated representative by informing HSA staff of their new representative. ~~IAE-Council m~~Members may also be removed from the Board by a majority vote of the ~~Board-Council~~ members present.

If there is a vacancy within non-profit or at-large representatives, HSA staff shall consult with the ~~Co-Chairs~~ regarding a new representative from that sector.

V. Quorum

A majority of the seated membership of the ~~Board-Council~~ shall be necessary to constitute a

quorum thereof for the transaction of business.

Voting shall be by ayes, nays and abstentions. Aye votes of a majority of the Board-Council members present is required to approve a motion.

VI. Conflicts of Interest Policy

A Board-Council member shall be deemed to have a conflict of interest if he or she has a prohibited conflict of interest pursuant to any of the following: the California Political Reform Act, Government Code sections 81000 et seq. ; California Government Code sections 1090 et seq., the common law prohibition against bias, or any applicable conflict policy for the County of San Mateo. The Board-Council shall apply a reasonableness standard in determining whether a conflict exists. If a Board-Council member has a conflict of interest, he or she shall declare the conflict on the record, refrain from discussing the issue with the Board-Council, and recuse him or herself from voting on the matter.

VII. Officers

~~The 0~~ officers for the ~~IAC-Council~~ ~~are-is~~ the ~~two~~ Chairs of the Committee-Council and such other officers as the Committee-Council may decide to add. ~~The Two one (1)~~ members of the Board of Supervisors will serve at the ~~Co~~-Chairs for the Committee-Council. The ~~Co~~-Chairs will work with County Human Services Agency (HSA) staff to develop and finalize Committee-Council meeting agendas. ~~The Chairs will facilitate all meetings on a rotating basis and serve as substitutes to one another should one be unable to attend.~~

If ~~both the Co~~-Chairs ~~are-is~~ unavailable to conduct Chair duties during a period of time, the Director of HSA shall act as acting Chair, unless a Co-Chair has designated an alternate acting Chair.

VIII. Staffing

The ~~IAC-Council~~ will be supported by the staff of the HSA Center on Homelessness who will provide meeting management, agenda, meeting minutes, and maintenance of the HOPE IAC Committee Charter and roster.

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of the Government Code, relating to meeting of local agencies (the "Ralph M. Brown Act" or the "Brown Act").

- The ~~Committee Council~~ shall meet regularly at times and places to be determined by the ~~Co-Chairs~~. Generally, meetings shall be meeting every quarter to occur in November, February, May, and August (two months following the end of the fiscal year quarters). ~~Meetings shall be two hours in length.~~

Open and Public:

- All meetings of the ~~Committee Council~~ shall be held in accordance with the Brown Act.
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XI. Amendments

This ~~HOPE IAC c~~Committee ~~C~~charter may be amended or repealed by the ~~IAC Council~~ at any duly-noticed regular or special meeting by majority ~~vote~~consensus of the ~~IAC Council~~ members who are present.

Attachment: Membership List for 2024~~2~~

Last Name	First Name	Organization	Alternate:
Bains	Paul	Project WeHOPE	Alicia Garcia
Bent	Laura	Samaritan House	La Trice Taylor
Bier	Mary	City of Pacifica, City Council	Sue Vaterlaus
Chidester	Matthew	City of Half Moon Bay	Julissa Acosta
Chin	Teri	Fair Oaks Community Center, City of Redwood City	
Cunningham	Claire	Director, Human Service Agency	Selina Toy Lee
Comfort Harr	Kate	HIP Housing	
Espinoza-Garnica	Lisette	City of Redwood City, City Council	Chris Sturken
Greenberg	Brian	LifeMoves	Jacob Stone
Guerrero	Judith	Coastside Hope	
Hodges	Raymond	Dept of Housing	Ron Babiera
Loraine	Adam	City of San Mateo	Eloiza Murillo-Garcia
Merriman	Aubrey	LifeMoves	Jacob Stone
Coleman	James	City of South San Francisco, City Council	Flor Nicholas
Platte	Melissa	Mental Health Association, CoC Chair	
Rocha	Mariana	Behavioral Health and Recovery Services	Kelsey Dattilo
Rodriguez	Iliana	County Executive's Office	
Slocum	Warren	Board of Supervisors, HOPE IAC Co-Chair	
Manalo	Juslyn	City of Daly City	