



COMMUNITY ADVISORY COMMITTEE ON HOMELESSNESS (CACH)

Regular Meeting

Tuesday, Oct. 15, 2019

6:00 p.m. Meeting Begins

Louden Nelson Community Room
301 Center Street, Santa Cruz, CA 95060

A G E N D A

- I. Call to Order and Roll Call**
- II. Public Comment (time limited; for matters listed and not listed on the agenda; exclusively to accommodate the public that may not be able to attend the entire meeting)**
- III. Minutes from October 1, 2019 CACH meeting**
- IV. Co-Chair Nomination of Stoney Brook to Replace Ingrid Trejo at the Veteran's Stakeholder Representative**
- V. Report from CACH Subcommittees**
- VI. Goal Setting for Immediate Policy Recommendations to Council**
- VII. Oral Communications (for items not listed on the agenda)**
- VIII. Adjournment**

Adjournment -- The Committee Advisory Committee on Homelessness (CACH) will adjourn from the public meeting of Oct. 15, 2019 to its next meeting: TBD

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the City Clerk's Department at 420-5030 in advance so that we can arrange for such special assistance. The Cal-Relay system number: 1-800-735-2922.

Community Advisory Committee on Homelessness (CACH) meetings will be recorded for the purpose of preparing minutes.

Louden Nelson, Community Room
301 Center Street
Santa Cruz, CA 95060



DRAFT MINUTES OF COMMUNITY ADVISORY COMMITTEE ON HOMELESSNESS (CACH)

MEETING
Regular Meeting

Oct. 1, 2019

6:00 P.M. REGULAR MEETING – LOUDEN NELSON, COMMUNITY ROOM

Statements of Disqualification: Section 607 of the City Charter states that "...All members present at any meeting must vote unless disqualified, in which case the disqualification shall be publicly declared and a record thereof made."

General Business: Any document related to an agenda item for the General Business of this meeting distributed to the CACH less than 72 hours before this meeting is available for inspection at the City Manager's Office, 809 Center Street, Santa Cruz, California. These documents will also be available for review at the CACH meeting with the display copy at the rear of the meeting room.

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Community Advisory Committee on Homelessness (CACH) Agenda

Oct. 1, 2019
6:00 pm

- I. Call to Order Roll Call (6:03 pm) - Committee Members present:** Ami Chen Mills-Naim, Candice Elliott, Serg Kagno, Taj Leahy, Brooke Newman, Aran Nichol, Stina Roach*, Frank Sanchez, Rafael Sonnenfeld, Dwaine Tait, and Katie Woolsey

*Ms. Roach left the meeting prior to adjournment at 8:04 pm

Absent: Don Lane
Ingrid Trejo submitted her resignation from the CACH

- II. Public Comment (6:04 pm)**
- III. Minutes from Sept. 17th CACH Meeting (6:05 pm)**
Approved by consensus

IV. Review and Approval of the Subcommittee Bylaws (6:05 pm)

Ms. Woolsey moved to approve the bylaws, Ms. Newman seconded

Friendly amendments were offered and approved to Article II, Article III, Article IV, Article V, and Article VII

Bylaws approved as amended by consensus

V. Staff Financial Report on City Homelessness Expenses and Revenue Sources (7:05 pm)

Ms. Chen Mills-Naim made the following motion, seconded by Ms. Nichol and approved by consensus:

CACH Co-Chairs will draft and send a letter, on behalf of the CACH, advocating Gov. Newsom to sign AB 411 (the Co-Chairs will use the letters of Mr. Keeley and Mr. Lane as examples)

VI. Report from CACH Subcommittees (8:11 pm)

Public Health Subcommittee reported (8:12 pm)

Safe Camping Subcommittee reported (8:30 pm)

Public Engagement Subcommittee reported (8:40 pm)

VII. Oral communications (9:07)

VIII. Adjournment (9:19 pm)

Approved by consensus

Community Advisory Committee on Homelessness (CACH)

Subcommittee Bylaws and Protocols

Community Engagement - Public Health and Storage - Sanctioned Encampments and Safe Sleeping

Approved by the CACH: Oct. 1, 2019

Article I. Purpose of Subcommittees

The purpose of the CACH Subcommittees is to divide the full CACH's workload. Recommendations of a Subcommittee must be approved by the CACH before being reported to the City Council.

Article II. Authority and Establishment of the Subcommittee

The three above-named Subcommittees were established by CACH on September 17, 2019. The Subcommittees are not subject to the Brown Act. The Subcommittees are established for 4 months from the time of the first meeting, with extensions allowed with CACH approval.

Article III. Organization of the Subcommittees

(a) Subcommittee Composition

Subcommittee membership shall be comprised of up to six CACH members and supporting City staff.

- (i) Public Engagement:
 - Ami Chen Mills-Naim
 - Candice Elliott
 - Megan Bunch (CMO)
 - Ralph Dimaracut (CMO)

- (ii) Public Health and Storage:
 - Aran Nichol
 - Dwaine Tait
 - Katie Woolsey
 - Ron Prince (CMO)
 - Tony Elliot (P&R)

- (iii) Sanctioned Campgrounds and Safe Sleeping:
 - Serg Kagno

Stina Roach
Don Lane
Brooke Newman
Frank Sanchez
Rafael Sonnenfeld
Susie O'Hara (CMO)
Lee Butler (Planning)

(b) Convener

The CACH Co-Chairs shall appoint a Convener to facilitate Subcommittee meetings. The Convener serves at the pleasure of the CACH. The Convener's role is to oversee the meeting process and help provide structure and adherence to the agreed upon Subcommittee bylaws and protocols.

(c) Quorum

The Subcommittee may conduct business with less than a full membership but every effort should be made by the Convener to schedule and conduct meetings that are accessible and inclusive of the entire Subcommittee membership. Subcommittee meetings will be considered to have sufficient members present to convene if there are at least 2/3rds of Subcommittee members and one staff member at the meeting.

Article IV. Roles and Communications

(a) Subcommittee-CACH

- (i) The Subcommittee, as a body, communicates to the full CACH through the regularly scheduled and Brown Act-subject CACH meetings. No communication pertaining to subcommittee topics is allowed by individual members of Subcommittees to the full CACH or to individual members of the CACH that are not assigned to the Subcommittee.

(b) Subcommittee-City Council

- (i) The Subcommittee, as a body, communicates to the City Council at the direction of the full CACH. Subcommittee members, as individuals, may not represent the Subcommittee in communications with the City Council or individual City Councilmembers without full CACH approval but may represent themselves to that body or those individuals, with that stated disclaimer.

(c) Subcommittee-City Staff

- (i) The Subcommittee, as a body, communicates to City staff through the Subcommittee-assigned City Manager's Office or Department staff. No other communication is allowed by individual members of Subcommittees to City Staff unless the Subcommittee has approved such outreach and communication.

Article V. Work Plan

The Subcommittee will agree on a work plan and that work plan shall be presented to the full CACH at the time it is ready in draft form. This will include an early agreement about the form of the work product and timeline for reports and recommendations to the public and/or full CACH. The committee will endeavor to be operational, detail-oriented and funding-considered as possible in their reporting and recommendations to allow for timely implementation.

Article VI. Decision-making process

- (a) The overall objective of the Subcommittee's work is to develop consensus-grounded policy recommendations to the full CACH. To achieve this desired outcome, the Subcommittee shall deliver policy recommendations with the following elements:
 - (i) Problem statement
 - (ii) Proposed solution
 - (iii) Responsible level of government (primary, secondary and other)
 - (iv) Cost of solution including fiscal, staffing, resource and opportunity cost
 - (v) Revenue to pay for solution (City and others)
 - (vi) Operational plan with evaluation of best and evidence-based practices and siting considerations
 - (vii) Community engagement plan

(b) General Decision Process

By virtue of the General Decision Process established herein, the Subcommittee shall arrive at a collective recommendation to the full CACH rather than being an avenue for

individual Subcommittee members to deliver recommendations to the full CACH. In the instance where all of the elements of the below-articulated decision-making process are exhausted without successful outcome, dissent or minority reports are allowed, but are to be delivered as such to the full CACH by those dissenting Subcommittee members rather than from the Subcommittee itself.

The Committee's decision-making processes will differ from the Council or City Commissions in that it is intended to reach consensus through a collaborative process (See glossary.) Therefore, the Subcommittee will use this hierarchy of decision tools:

- (i) The preferred decision tool is for the Subcommittee to arrive at a "sense of the meeting."
- (ii) Consensus is highly desirable.
- (iii) Informal voting may only be used to explore the decision space.
- (iv) Formal voting may be used as a fallback when consensus fails. Passage of a motion shall require a 2/3 majority of the members present and voting.
- (v) Formal mediation may be used in the event that the Committee, utilizing the agreed-upon General Decision-making Process as stipulated in Article VI a (i-iv), reaches impasse.

Article VII. Meeting Procedures

- (a) Subcommittee meetings will occur weekly or as agreed upon by the Subcommittee. To insure an inclusive process and engage all the members of the Subcommittee, every effort shall be made to accommodate the availability of the individual Subcommittee members. Subcommittees shall not meet without at least one member of staff present. Subcommittee meeting shall not be scheduled on the same day that a scheduling request is made. Notes are suggested to brainstorm ideas and attempt to inform subcommittee members not able to be present. Conference calls are also suggested to allow for members not able to be physically present to listen or participate. Scheduled subcommittee meetings will convene even in the absence of staff, if staff are unable to attend due to unforeseen circumstances.
- (b) City staff shall not be voting members of the Subcommittee but are expected to support Subcommittee work by serving as experts in their field and providing:

- (i) Current status of related policy at a local, regional, and statewide basis, including fiscal, legal, and political obstacles.
- (ii) Feasibility analysis as it relates to City operations, staffing requirements, budget, permitting, community acceptance, etc.
- (iii) Overview of best and evidence-based practices.
- (iv) Community engagement planning and support.
- (v) Note and minute taking unless subcommittee decides differently.
- (vi) Solicitation of outside experts in the field of the Subcommittee's charge to support the Subcommittee's work plan.
- (vii) Options relating to discussions with challenges and timelines inherent with each.

(c) Involvement of the Public in Meetings

There shall be no involvement of the public at Subcommittee meetings unless approved by the Subcommittee in advance.

Glossary

Action only minutes: these are the minutes that show the actual decisions and forward actions.

Consensus: consent of all the parties. Consensus can include “standing aside,” in which one or more parties can say “I am not going to block this, but I am willing to let it go. However, I want my non-agreement to be noted.”

Sense of the Meeting: After discussing an issue, often at some length, there is a palpable feeling in the room that a wise and stable decision has been reached the facilitator or Co-Chair will confirm with the group that a sense of the meeting has been achieved.

DRAFT

CACH Work Plan: Co-Chair Discussion on Policy Development Goals

Taj Leahy and Candice Elliott

October 11, 2019

- Background
 - Introduction
 - Update on CACH Work Completed
- Policy Development Recommendations
 - Subcommittee Membership & Engagement
 - Urgent & Winter Policy Development
 - Sustained & Long Term Policy Development
- Subcommittee Work-Plan Recommendations
 - Public Health
 - Sanctioned Campground and Safe Sleeping
 - Community Engagement
- Co-Chair Request

BACKGROUND

Introduction

The Community Advisory Committee on Homelessness (CACH) has now completed nearly two months of meetings and work. At this time, it is important to clarify and agree on next steps to ensure that the CACH develops sustainable policy solutions that balance a sense of urgency while ensuring community involvement. The Co-Chairs would like to focus the October 15, 2019 meeting on the CACH's goals and the relationship of those goals with subcommittee work and reporting.

Update on CACH Work Completed

Since July 30th, the CACH has met six times and accomplished the following:

- Approved a meeting schedule
- Increased the CACH membership by two to capture the voice of those with lived experience
- Received a presentation on the Brown Act and the role of committees in government policy
- Approved CACH Bylaws
- Elected Co-Chairs
- Conducted a review of all past City policy related to homelessness

- Received presentation by Focus Strategies on county-wide homeless systems evaluation
- Began development of the Phase 1 Work Plan
- Engaged in a Dynamic Facilitation Process
- Approved the following Subcommittees:
 - ◆ Community Engagement
 - ◆ Public Health
 - ◆ Sanctioned Campgrounds and Safe Sleeping
- Received a presentation on policy development and structure
- Received a presentation on current funding sources

In order to ensure that subcommittees are set up for success and supported in achieving their goals, the Co-Chairs will facilitate a discussion at the October 15th meeting engage CACH members with recommended next steps to achieve meaningful results.

POLICY DEVELOPMENT RECOMMENDATIONS

Subcommittee Membership and Engagement

Subcommittee membership varies from two to six, and CACH members have varying capacity to invest in subcommittee work. It is apparent that subcommittee work must balance the needs of subcommittee members with the urgency of the work ahead of us.

Urgent & Winter Policy Development

Urgent policy development should be focused on:

- Increasing access to current programs
- Fostering strong communication and partnership with providers
- Focused new programming to meet current gaps in service

This approach ensures effective and timely action with minimal capital expense. This philosophy is grounded in recognizing the good work of our community partners, and providing support for those partners to augment service delivery.

Sustained & Long-Term Policy Development

Sustainable policy development should be grounded in strong research and engagement with other cities and the community. This allows for the CACH to:

- Grasp the current policy environment
- Confirm actual needs in the community

- Hear from others on how they are approaching similar challenges, including lessons learned
- Ability to move forward with policy recommendations built on a foundation of consensus and best practices.

SUBCOMMITTEE WORK-PLAN RECOMMENDATIONS

With an understanding that some of these items may already be part of the work-plan of subcommittees, after reflecting on committee and community engagement since July 30, 2019, we recommend the following priorities for our immediate and long term work:

Public Health

- Work with Housing Matters (formally Homeless Services Center) to understand their hygiene bay service model, and co-develop a plan to increase service access.
- Create and implement a new pilot hygiene and storage program

Sanctioned Campground and Safe Sleeping

- Work with Salvation Army and the County of Santa Cruz to understand the current shelter program models and co-develop a plan to increase access to existing beds and provide more robust housing and health services.
- Create and implement a new pilot safe sleeping program for those unsheltered that are unable to access current indoor or transitional encampment shelter beds.

Community Engagement

- In coordination with other committees, conduct outreach and community engagement to support these urgent objectives.

CO-CHAIR REQUEST

We would like to request that each subcommittee return to the CACH on November 5, 2019 with their tentative policy objectives for a November – January Council Report timeframe. We recommend focusing on 1-2 policies for the CACH's consideration that may or may not include the goals stated above.