

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
Dwayne 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.