

Nomination and Selection of Continuum of Care Board Members Background

Background: CoC Board Composition and Selection

The Continuum of Care (CoC) Board is composed of persons selected to represent the CoC stakeholders and participate as the CoC Board as required by the CoC Program Interim Rule. The CoC Board is composed of no less than 17 and not more than 21 members, consisting of 19 voting seats and two (2) non-voting seats. Seats will be held by members representing service providers, government, consumers, and other community stakeholders whose interests and experiences relate to homeless services and housing systems within the geographic boundaries of the San Bernardino City and County CoC.

Processes of Board Selection

There are two basic processes for the nomination and selection of Board Members.

Process # 1. Appointment into a designated seat and ratification by the CoC Membership.

For Board seats specifically designated for a particular entity, that entity selects their representative and forwards the candidate information to the CoC Collaborative Applicant, the Office of Homeless Services (OHS). OHS places the representative's name on a Board Roster which will be used to ratify the full Board slate after the nomination and selection of the non-designated seats is complete. The slate contains the names of Board candidates selected either by appointment or by nomination and selection, and the Board Members who are continuing to complete their term as previously elected. The CoC Membership votes to ratify the full slate.

The designated CoC Board seats include:

- a. A Member selected by the San Bernardino County Board of Supervisors, or designee
- b. A Leader from a Key Stakeholder City as identified by the CoC, or designee
- c. A Senior Leader from San Bernardino County Community Revitalization
- d. A Senior Leader from San Bernardino County Human Services
- e. A Senior Leader from the San Bernardino County Superintendent of Schools or Board of Education
- f. A representative of the Youth Advisory Board (YAB)

Process # 2. Nomination, recommendation, review, and election.

Government Representative elected through the CoC Nominating process

The two non-voting seats will include a high-ranking representative from the Collaborative Applicant and the immediate past Chair (in good standing). The role of the ex-officio Chair is to provide context and continuity to inform the CoC Board and will serve for a one-year term following the completion of their term of service. The organization chosen as the Collaborative Applicant will also serve in the role of the Secretary and is responsible for assigning a staff person to fulfill this role.

No more than one staff person and/or CoC Board Member of a single agency/organization may be an elected member of the CoC Board, excluding persons who are elected under the "homeless or formerly homeless" CoC Board seat. This seat will not be counted as a representative of a particular service provider.

The seated CoC Board must equitably represent the identified geographic regions. Equitable representation does not require an equal number of representatives for each region. The Nominating Committee Review process will evaluate the balance of factors included on the Board Matrix Form as well as environmental factors such as level of homelessness in each region.

CoC Board Seats will be categorized as one of the following:

- At-Large Representatives
- At-Large Consumer Representatives
- Governmental Agencies
- Service Providers

Voting Board Membership will consist of the following:

- Six (6) Governmental designated seats
- One (1) YAB appointed seat
- No less than ten (10) and no more than 12 elected seats, consisting of:
 - Not less than five (5) and no more than six (6) At-Large representative seats
 - Not less than five (5) and no more than six (6) Service Provider seats

There are two basic processes for selecting Board Candidates by the CoC Membership:

- Appointment into a designated seat with ratification by the CoC Membership or
- Election through a Nominating Committee process of review, creation of a ballot of candidates, and election by the CoC Membership.

At-Large Representatives

At-Large representatives are professionals who work in systems that interact with the homeless response system such as (but not limited to) health care, mental health, school districts, child welfare, workforce development, criminal justice, business, faith community, victims service providers, housing developers, advocacy agencies, and landlords. The role of the At-Large Representative is to assist the CoC in leveraging mainstream funding from, and making positive changes within, those systems for the benefit of people experiencing homelessness in our region. The Director of a Housing Authority in the San Bernardino CoC area will be included in this group of representatives. Members representing At- Large Representative seats will be elected through the nominations and selection process.

Consumer Representatives

At-Large Consumer representatives are people who have lived experience with homelessness and/or housing instability, and/or have received services through a homeless assistance program. One of the At-Large Consumer representative seats will be dedicated to a member appointed by the Youth Action Board (YAB). The second At-Large Consumer seat should be considered for persons of color, LGBTQ+ persons, persons with HIV+ diagnosis, survivors of domestic violence, or those with a history of chronic homelessness. The member representing the second seat will be selected by the CoC from a list of candidates reviewed by the Nominating Committee. Members representing At- Large Service Provider seats will be elected.

The role of the At-Large Consumer representative is to help ensure that CoC Board decisions include the perspective of people that have experienced homelessness firsthand. Persons filling these seats who have

experienced homelessness within the past 2 years will be compensated for their work with the CoC. The value of compensation is set by the CoC Board as supported by available CoC funds.

Governmental Representatives

The six (6) governmental designated seats will consist of the following persons:

- Elected Member from the San Bernardino County Board of Supervisors, or designee
- Elected Leader from a Key Stakeholder City, or designee
- Senior Leader from San Bernardino County Community Revitalization
- Senior Leader from San Bernardino County Human Services
- Senior Leader from the San Bernardino County Superintendent of Schools or Board of Education
- Government Representative elected through the CoC Nominating process

The role of the Governmental Representative is to assist in elevating the CoC by ensuring accountability, countywide strategy alignment, coordination of investment planning, and amplification of CoC activities. Each Board Member appointed to a governmental seat should have the fiscal and/or program authority of the organization they represent to ensure decision making ability. The appointing entity is encouraged to fill the seat with a person who possesses a strong level of understanding about the operations of the CoC's homeless system of care. At least one member of the Board will be from a direct recipient of the Emergency Solutions Grant (ESG) funds.

Members representing the Governmental seats will be filled through appointment by the entity represented on the CoC Board. The appointees will be included on the slate of Board candidates selected through the nominations process and presented to the CoC Membership. The combined results of the appointments and the representatives selected by election will be presented to the CoC Membership for ratification.

Service Providers

Service Provider representatives are people who work for organizations that provide services for people experiencing homelessness. Representatives should be from a mix of state or federally funded homeless programs and non-funded agencies. Board Members selected under the Service Provider Seats represent one or both of the types of direct service outlined below:

- Crisis Response System - Includes emergency and transitional shelter, homelessness prevention, outreach, navigation, coordinated access, day services and crisis response services.
- Permanent Housing - Includes permanent housing provision (PSH/RRH) and/or services for people in permanent housing.

Board Member Alternates

Board Members may assign a designee to participate or vote on their behalf. The alternate or designee will be identified at the time of the Board Member election. Since seats are representative of various constituencies, alternates should represent the Board Seat designation/constituency, rather than an individual agency.

CoC Board Service Commitment

To be considered for an CoC Board seat, all appointees and nominees will affirm they:

- Accept the appointment/nomination to represent the interests of the appointing/ nominating entity and the CoC as a whole;
- Commit to active participation in at least one committee or work group; and
- Commit to participate in CoC Board training and onboarding, which may include shadowing/mentoring/buddy system with an existing member at the request of the new member.
- Act as a liaison to communicate with the sector they represent (for example, to the region, department, or services sector).

Nominating Committee

Annually, the CoC (Collaborative Applicant and CoC Facilitators¹) will convene an ad hoc Nominating Committee for the purposes of:

- Reviewing the Board matrix;
- Identifying under-represented sectors;
- Recruiting prospective members;
- Reviewing applications;
- Putting forward to the CoC membership a ballot of candidates for election that describes the potential representation of each of the targeted constituencies and geographies;
- Calling for the vote for the election of COC Board Members;
- Tallying the votes and preparing a slate of a candidates receiving the highest number of votes in each representative category or appointed into the government dedicated seats.

Additional factors to be considered in the selection of potential Board Members include the individual's commitment to the purposes of the CoC Board, as well as personal and professional qualifications including interest and capacity, leadership and collaboration skills, knowledge, vision, and depth of connection to the CoC membership and the broader community responding to homelessness. The Nominating Committee will use the Board Matrix to suggest a slate of candidates that best ensures inclusion of each key stakeholder group (characteristic).

Specific consideration will be given to the region from which the nominee identifies. No single entity may be represented by more than two members on the CoC Board while no more than one staff person and/or Board Member of a single agency/organization may be an Elected Member of the CoC Board. Individuals seeking a competitive seat on the CoC Board are not eligible to participate on the Nominating Committee.

Solicitation for Open Board Positions

Solicitation for open Board positions will begin no less than six weeks before the annual meeting in which elections will occur. The Collaborative Applicant, on behalf of the Nominating Committee will broadly circulate a "Call for Applications" to the appropriate organizations and parties. The Call for Applications will set forth the:

- Criteria for appointment to the CoC Board; and
- Deadline for the receipt of said applications.

¹ For year one of the Charter transition, the CoC Board Chair and Vice Chair may serve in the role of the Facilitators).

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- Any individual CoC member in good standing may apply for an open Board position by responding to the Call for Applications and submitting, by the posted deadline, a/an:
 - Completed application;
 - Brief biographical summary or resume;
 - Personal statement summarizing the perspective(s) that the nominee would bring to the CoC Board; and
 - Letter of Recommendation from a SB CoC member organization or individual.

A member is considered in good standing if they have:

- At least two years of experience working or volunteering in the homeless sector or within the SB CoC;
- Been a regular participant in CoC related committees/meetings; and
- Had a track record of a commitment to working to alleviate homelessness in the region.

The Collaborative Applicant will collect and conduct a threshold validation of the submitted applications and provide to the Nominating Committee the full list of applicants with an indication as to if the candidate meets the minimum threshold requirements. The Nominating Committee will further review the list of applicants against the list of Board Member priorities and determine a slate of qualified applicants. The summaries (including candidate biography/resume, application, personal statement, and letter of recommendation) of each of the qualified applicants will be forwarded to the full CoC membership two (2) weeks prior to the meeting at which the election of new or reelected Board members will occur.

Elections

Board Members will be elected/re-elected individually by the SB CoC voting membership present at the designated meeting. Ballots will be arranged by Service Providers, At-large Representatives and At-large Consumer Representatives categories. Members may attend in person or virtually. Members are requested to sign in on attendance roster or in the 'chat' if attending virtually.

In the event of a contested seat, the highest vote-getter(s) will be elected. In the event of a tie vote for one or more available seats, the CoC Board will select a nominee from the tie-getting candidates. An emphasis will be placed on the promotion of diversity in terms of expertise, experience, race, ethnicity, cultural affiliation, gender, sex, gender identity, sexual orientation, disability, and other relevant factors such as subregional representation.

Board Members recommended for appointment, including those to hold the governmental seats and the youth At-Large Consumer seat, will be presented as a slate by the Nominating Committee for ratification by the full membership.

Terms

The membership body elects Board Members to a two-year term beginning January 1 and ending December 31 of the following year. Elections will be held at the annual meeting of the full membership or in a specially called meeting, as necessary. Note, during the first year of transition, the elections may be held anytime during the calendar year at a meeting identified for this purpose by the CoC Membership.

Both elected and appointed Board Members are eligible to serve up to two (2) consecutive terms, subject to CoC selection process approval. The selection process for second term Board Members will include submission of an updated resume/biographical summary to allow the Nominating Committee to create a current Board Matrix. Elected Member terms will be staggered such that approximately one third (less one) of the elected Board Members will be elected each year. After completing two (2) consecutive elected terms, an individual/organizational member must wait one (1) year before serving another elected term on the CoC Board.