



**SACRAMENTO
STEPS FORWARD**

TO: Sacramento Continuum of Care (CoC) Board Members

FROM: Julie Davis-Jaffee, Governance Committee Chair

CC: Jesse Archer, SSF Interim CoC Program Manager
Michelle Charlton, SSF CoC Senior Analyst
Geoff Fralick, SSF Program Analyst - Youth

DATE: January 8th, 2025

SUBJECT: Appointment of Caleb Merrill to the Governance Committee-
ACTION (Consent Agenda)

Summary

This memo requests the appointment of Caleb Merrill to the Governance Committee (GC) as recommended by the GC and Sacramento Steps Forward (SSF) Staff.

Background

The current CoC GC roster is listed [here](#).

In November 2024, SSF Staff became aware that The Sacramento Youth Action Board (YAB) recommended one of its members, Caleb Merrill, to join the GC for the YAB designated seat. Caleb's selection by the YAB was unanimous. SSF Staff informed the GC Chair of this update, and the entire GC agrees with the recommendation to appoint Caleb to this YAB-reserved committee seat.

About the GC Committee

Per the [2024 CoC Governance Charter](#), “The Governance Committee is responsible for ongoing evaluation of the CoC structure and operations, including:

- *Annual review of the governance charter and making recommendations for changes to the Sacramento CoC Board;*
- *Overseeing Sacramento CoC Board member appointment process, including reviewing applications and nominating candidates to the Sacramento CoC Board;*
- *Provide regular updates, as well as recommendations as needed, to the System Performance Committee and/or the CoC Board on the planning of the unsheltered count efforts of the biennial homeless PIT Count; and*
- *Annually inviting membership to the Sacramento CoC and developing strategies to ensure broad participation, including Table of Contents 22 persons with lived experience on the Sacramento CoC, Sacramento CoC Board, and its committees; and*
- *Reviewing the annual budget and year-end reconciliation of the CoC Lead Agency and HMIS Lead Agency, relative to Sacramento CoC activities and reviewing activities broadly carried out by these entities outside of the Sacramento CoC activities.*

The CoC Governance Committee is composed of all members of the CoC Executive Committee (CoC Chair, CoC Vice Chair, and CoC Secretary) as well as additional members of the CoC Board and a representative from the Youth Action Board and from the Partners with Lived Experience Committee (PWLEC).

Meeting Schedule: Quarterly Meetings via Zoom Third Wednesday of the month from 3:00 PM to 4:30 PM. Meeting schedules do change, please check the [CoC Meetings webpage](#) for meeting schedules, materials, and Zoom details.”

If approved by the CoC Board, the updated CoC GC roster is listed [here](#).

CoC Board Action Requested

Approve the appointment of Caleb Merrill to the GC Committee as its YAB Representative.