

Sacramento Continuum of Care

HOUSING FAMILIES FIRST COLLABORATIVE

Purpose: The purpose of the Housing Families First Collaborative is to provide leadership in strategic planning towards advancing system-level approaches to identify and monitor families at risk of and experiencing homelessness in Sacramento County.

Shared Vision: Reducing and ending family homelessness in Sacramento, making it preventable, brief, and rare, through systems-level change, a focus on enhancing access to services and housing, prioritizing racial equity, and using and improving data analytics to inform strategies per the Built for Zero model.

Authority: Will serve as Collaborative that is liaison to the Sacramento Continuum of Care (CoC).

Convener: Sacramento Steps Forward.

Scope of Work: The CoC will consider recommendations developed by the Collaborative, as supported by Sacramento Steps Forward. Responsibilities will include, but not be limited to the following items:

1. Serve in a public leadership role to engage and mobilize the community toward making sustainable change to reduce family homelessness in Sacramento County and address racial disparities.
2. Inform development of an infrastructure for the coordination and alignment of county-wide efforts.
3. Facilitate on-going community outreach, engagement, awareness, and involvement.
4. Create a local action plan informed through a series of strategic planning sessions.
5. Develop and monitor an implementation effort of the local action plan.
6. Develop and monitor a data collection, and evaluation plan, in alignment with the Built for Zero Model.
7. Work closely with Sacramento Steps Forward, to provide annual progress reports to the CoC.
8. Advise participating agencies or partnering organizations/groups on direct service delivery and policy matters related to reducing and ending family homelessness.
9. Advise on funding strategies to sustain the effort.

Membership: Establish and appoint a 21-member Housing Families First Collaborative. There is no limit to how many consecutive terms a member may serve.

Standing seats will be allotted for members representing Families with Lived Experiences and Youth Representatives, including Transitional Aged Youth. All other members will reflect the eligible sectors with an intent toward equitable representation in membership. Regardless of the sector a member may belong to, a member's engagement, contributions, and voice is unique to that member and may not be represented by anyone besides that member.

Eligible Members by Sector	Number of Members Per Category
1. Housing Advocacy and Policy	[1]
2. Homelessness Resource Providers	[1]
3. County Health and Human Services	[1]
4. Workforce and Employment Development	[1]
5. Domestic Violence and Child Abuse Prevention	[1]
6. Community-Based Mental Health Services	[1]
7. Family Resource Centers	[1]
8. Families with Lived Experiences Representative	[3]
9. Sacramento Housing and Redevelopment Agency	[1]
10. Youth Representatives, including Transitional Aged Youth	[2]
11. Crisis Intervention and Prevention	[1]
12. Teen Parenting Services	[1]
13. Health Care Systems/Providers	[1]
14. Faith-Based Organizations	[1]
15. Education	[1]
16. First 5	[1]
17. City and County	[1]
18. Black Child Legacy Campaign	[1]
19. Philanthropy	[1]
Total	23

Process to Fill Membership: Individuals interested in serving as a member of the Collaborative must complete an application form and indicate which sector of membership they are qualified to represent. A Review and Nominations Committee will review applications, conduct interviews as needed and make appointment recommendations to the CoC. Recommended appointees will be approved by the CoC.

Commitments:

- **Absenteeism:** Collaborative members who miss more than 25% of meetings (unexcused absences) and/or 50% of meetings (excused absences) in subsequent years will be automatically removed from the collaborative.
- **Meetings:** The Collaborative will meet no more than once a month.

Meeting Agreements: All meetings will be conducted in accordance with the established Collaborative shared agreements. All meetings will have a published and posted agenda. Topics not on the agenda will not be discussed or considered but may be placed on a future agenda. Actions will be decided by consensus of members present with an established quorum. The presence in person of a majority (50% plus one) of the appointed Collaborative members shall constitute a quorum. All matters submitted for determination shall be decided by a consensus. Continuity of the discussions is essential to the success of this effort therefore alternates will not be seated. Additional staff members of any organization may certainly attend any meetings as the meetings are public. Content experts may be invited to speak and will be

placed on the agenda.

Conflict of Interest: Members who have a conflict of interest as defined by the Fair Political Practices Act, AB 1797 (January 1, 2003) and any other applicable state law must do the following:

1. Announce the conflict;
2. Describe the nature of the conflict; and
3. Recuse themselves and leave the meeting room until after disposition of the item giving rise to the conflict.

Chair/Vice-Chair/Documentarian: The general membership will select a Chair, Co-Chair, and Documentarian on an annual basis. The Chairperson shall serve as facilitator of meetings and maintain orderly procedures as guided by the Collaborative's shared agreements. The Co-Chair will support facilitation of meetings in the absence of the Chair. In the absence or inability to act of both the Chairperson and the Co-Chairperson, the members present shall select one of the members present to act as temporary Chairperson.

Reporting: The Collaborative will produce a written report on progress to the CoC on an annual basis with backbone support from Sacramento Steps Forward. In addition, a public presentation highlighting progress will be made to the CoC on an annual basis.

Changes to the Operating Processes: Any proposed changes to the Collaborative, including modification of the sectors of membership, may be considered with a consensus of the appointed Collaborative members. The changes must then be approved by the CoC.