

October 29, 2020

To: Continuum of Care Members  
From: Karissa White, Continuum of Care Coordinator  
Re: Elections to the Continuum of Care Board

**This memo describes the process for choosing elected representatives to the Continuum of Care (CoC) Board at the December 7th, 2020 CoC Quarterly Membership meeting, and includes a list of eligible voters, a Nomination Form, and a designation of Proxy form.**

The Sonoma County Continuum of Care Governance Charter describes the makeup of the CoC Board who is eligible to vote, and who may be nominated to serve on the CoC Board. **This memo describes the Elections process for 2020, please read it carefully.**

The Continuum of Care Board is the decision-making body of the Sonoma County Continuum of Care. Its meetings are open to the public and anyone may speak, but the developing charter governance establishes voting seats. The 15 voting seats include:

- 1) 3 seats appointed by the HUD entitlement jurisdictions of Santa Rosa, Petaluma, and the Sonoma County Urban County.
- 2) 2 seats filled by senior management representatives appointed by the Sonoma County Departments of Health Services and Human Services.
- 3) 2 seats filled by representatives of the two largest homeless services agencies, as measured by total number of shelter, transitional housing and permanent housing beds cataloged in the current CoC Housing Inventory. The Executive Directors of these two agencies will appoint themselves or a qualified senior manager as designee to serve. If these seats are not filled for any reason, they will revert to at-large seats to be elected as described in section (4)d) below.
- 4) **8 seats to be elected by the CoC Voting Membership.** These seats are intended to ensure geographic and homeless subpopulation representation, as well as diversity (e.g., the criminal justice system, housing development or property management, business interests, private hospitals or health agencies). Elected seats are designated as follows:
  - a) 2 seats for individuals with recent homeless experience: 1 for an individual representing homeless transitional age youth ages 18-24; and one for an individual of any age whose homeless experience was within the past 2 years.
  - b) 1 seat for a representative of a local private-sector homeless, health or human services funder.
  - c) 1 seat for a representative of a homeless advocacy organization.
  - d) 4 seats are "at-large," to be filled by a majority vote of CoC Voting Members. These may be persons serving in either the public or the private sector.

Nominations are hereby invited for eight (8) seats to be chosen by eligible CoC voters at the CoC Quarterly Membership meeting on **December 7, 2020**. Seats available for election are listed below.

For each category of elected seat, the nominee receiving the highest number of votes will be elected to a full two-year term. Should one-year seats be open, the person receiving the second highest number of votes will be elected to a one-year term. There are no term limits and indefinite reelection is allowed, provided the person is still eligible for that category of elected seat. CoC Board meetings are scheduled monthly (2021 dates to be determined). With occasional cancellations, the time commitment is normally about 8 meetings per year. In addition to being the CoC's governing body, serving on the CoC Board counts toward an organization's voting eligibility the same as any other CoC working group.

### **Seats available for Election (December 7, 2020)**

Eight (8) seats are available:

1. Seat for transition aged-youth ages 18-24 with homeless experience in last two years. The last Board member in this seat, Bella Ortega, is no longer eligible for this seat.
2. Seat for an adult with homeless experience in the last two years. The last Board member in this seat, Rick Cafferata, is no longer eligible for this seat.
3. Seat for a representative of a local private-sector homeless, health, or human services funder (Vacant)
4. Seat for homeless advocate. The last Board member in this seat, Gale Brownell, will seek re-election.
5. At-large seat last held by Tom Bieri. Mr. Bieri will seek re-election.
6. At-large seat last held by Dan Schurman. Mr. Schurman will seek re-election.
7. At large seat (Vacant).
8. At large seat (Vacant).

### **Who can vote?**

**CoC Voting membership** has been established as follows:

- Participation in more than 50% of the CoC Quarterly Membership meetings in the eligible period since the previous annual election *and*
- Participation in 50% or more of any single CoC working group's meetings, in the eligible period since the previous annual election.

Note to those considering running in this election: serving on the CoC Board counts toward this eligibility requirement.

**The 2017 list of voting members is attached to this memo. Designation of proxy voters may take place until December 4, 2020.**

## **Nominations**

Under the CoC charter, **nominees are not required to have voting rights**, or even to have been regular participants in CoC activities, if they provide the needed representation for the designated seat. Attached to this memo is a nomination form for this purpose. **Nominations will be accepted until December 4th at 5pm.**

In making nominations, please give consideration to geographic representation, representation of various homeless sub-populations, and diversity—including the criminal justice system, housing development or property management, business interests, private hospitals or health agencies. Newly elected members are expected to be seated at the **December 9, 2020 (from 2:30-5pm) CoC Board meeting**, thus nominees should save this date.

For your information as you consider nominations, the CoC Coordinator confirmed the following representatives for appointed seats:

- Tom Schwedhelm, Kevin McDonnell, and Lynda Hopkins will represent the HUD entitlement jurisdictions of Santa Rosa, Petaluma, and the Sonoma County Urban County.
- Angela Struckmann will continue as the senior management representative appointed by the Sonoma County Human Services Department. The seat for a senior management representative from the Sonoma County Department of Health Services will be filled by Bill Carter.
- Jennielynn Holmes and Chuck Fernandez will serve 1 year terms in Catholic Charities' and COTS' respective designated seats as Sonoma County's two largest homeless housing providers. Should either agency not designate a representative in future years, these seats will revert to at-large, elected seats.

If you have questions about this process, please call Karissa White at 707-565-1884 or [Karissa.White@sonoma-county.org](mailto:Karissa.White@sonoma-county.org)

Attachments:

2017 Voting Members

Nomination Form

Designation of Proxy Form

## Sonoma County Continuum of Care Voting Members, Last Eligible Year (2017)

The following organizations and individuals have met the criteria for voting membership (representation at more than 50% of CoC Quarterly Membership meetings and 50% or more of a CoC working group's meetings).

1. Buckelew Programs
2. Catholic Charities
3. Cloverdale Community Outreach Committee
4. Community Action Partnership
5. Community Foundation Sonoma County
6. COTS
7. Community Support Network
8. Homeless Action!
9. Face to Face
10. InterFaith Shelter Network
11. North Bay Veterans Resource Center
12. Petaluma People Services Center
13. Petaluma, City of
14. Reach For Home
15. Santa Rosa Community Health Centers
16. Santa Rosa, City of
17. Social Advocates for Youth
18. St. Joseph Health
19. So. Co. Div. of Behavioral Health
20. So. Co. Community Development Commission
21. So. Co. Office of Education
22. So. Co. Department of Health Services
23. So. Co. Human Services Department
24. Sonoma Overnight Support
25. The Living Room
26. VA Medical Center
27. West County Community Services
28. West County Health Centers
29. YWCA of Sonoma County
30. Gale Brownell
31. Gillian Haley
32. Teddie Pierce

## 2020 Continuum of Care Board Elections Nomination Form

Name of Person Being Nominated:

Agency:

Address:

Telephone:

Email:

Geographical area or subpopulation(s) represented:

Other reasons nominee should be considered for the CoC Board:

Name of Nominator:

Signature of Nominator:

Agency:

Address:

Telephone:

Email:

**Nominations must be received by 5:00 pm on December 4, 2020**

Signed nominations may be scanned and emailed to [Karissa.White@sonoma-county.org](mailto:Karissa.White@sonoma-county.org) or delivered to Sonoma County Continuum of Care, c/o Sonoma County Community Development Commission, 1440 Guerneville Road, Santa Rosa CA 95403.

## Voting by Proxy

Because some nonprofits and the city/county departments do not have executive directors, and because in some years *individuals* meet the threshold meeting attendance level but are not affiliated with a nonprofit or city/county department, we have adopted these guidelines to determine who may vote for an agency:

- 1) If an eligible nonprofit has an executive director, the executive director must vote or designate a proxy to vote on behalf of the agency.
- 2) If an eligible nonprofit does not have an executive director but does have a board of directors, the board president must vote or designate a proxy to vote on behalf of the agency.
- 3) For eligible city or county departments and divisions, the department head must vote or designate a proxy to vote on behalf of the department.
- 4) If an individual attended the requisite number of meetings and is not affiliated with a city/county department or a nonprofit with an executive director or a board of directors, the individual may vote on their own behalf.

As applicable, the eligible voting agency's executive director, board president or department head must attend the CoC meeting on December 7, 2020 to cast the agency's ballot, unless a proxy voter is designated in advance. **To designate a proxy voter, the appropriate person must complete, sign, scan and email the attached form to the CoC Coordinator, Karissa White, at [Karissa.White@sonoma-county.org](mailto:Karissa.White@sonoma-county.org) by 5:00 pm on 12/4/20.** Proxies may also be sent/delivered to CoC Coordinator, Sonoma County Community Development Commission, 1440 Guerneville Road, Santa Rosa CA 95403.

**Sonoma County Continuum of Care 2020 Proxy Voter Designation Form**

I, \_\_\_\_\_, certify that I am  
the Executive Director Board President Department/Division Head  
for \_\_\_\_\_.

I hereby designate \_\_\_\_\_ as the person  
authorized to cast a vote on behalf of the agency for at-large representation to the Continuum  
of Care Board, at the Continuum of Care Quarterly membership meeting on December 7, 2020.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

Return to: Sonoma County Continuum of Care  
Attn: Karissa White, Continuum of Care Coordinator  
Scan & email to: [Karissa.white@sonoma-county.org](mailto:Karissa.white@sonoma-county.org)

**All forms must be received by 5 PM ON December 4, 2020**