Policies, Procedures and Standards (PPS) Committee Meeting
August 12, 2025

Welcome and Introductions
Nishtha Mohendra, Chair

Public Comments

Consent Calendar

Consent Calendar

Recommended Action

1. Approve the PPS Committee Meeting Minutes from July 8, 2025

Business Calendar

CoC Board Member Term Recommendation
Felicia Boehringer, Interim CoC Manager, Office of Care Coordination

Business Calendar – Item #1

CoC Board Member Term Recommendation Background

- The CoC Board nomination and election process takes place on an annual basis from August through December, to support with filling CoC Board member vacancies.
- The Office of Care Coordination (OCC) partners with the CoC Nominating Ad Hoc to facilitate a review of the CoC Governance Charter and propose of any recommended revisions to the CoC Board composition and/or nomination and election process.
  - **CoC Board composition**: an odd number of members with 17 to 21 total seats in a given year.
  - **CoC Board member terms**: two-year terms, with the option to re-apply for the Board at the end of their term. No term limit exists.
  - **Selection Process**: CoC General Membership votes on the slate of candidates presented each year, and the CoC Nominating Ad Hoc utilizes a prioritization tool that identifies candidates with the highest votes and ensures desired representation of various identities, experiences, and backgrounds for the CoC Board membership (this excludes the Lived Experience seat). Candidates are then presented to the CoC Board for ratification at the December meeting
- With the current practice of CoC Board members serving two-year terms, approximately half of the CoC Board will have terms expiring each year. For example, nine (9) of the 21 current Board members have terms expiring in 2025.
- Historically, some Board members will re-apply and be selected to serve additional Board terms.

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Business Calendar – Item #1

CoC Board Member Term Recommendation Background

- At the PPS Committee on July 8, 2025, the OCC presented two primary options for consideration based on research conducted.
  - ❖ **Option 1**: Two (2) year term lengths, renewable for up to three (3) consecutive terms, followed by a one (1) year hiatus before eligibility for reelection.
  - ❖ **Option 2**: Three (3) year term lengths, renewable for up to two (2) consecutive terms, followed by a one-year hiatus before eligibility for reelection.
- PPS members recommended that Option 2 continue to be explored as a potentially more effective alternative, directing OCC staff to reach out to CoCs who currently have three (3) year terms for Board members and return to the August 12, 2025, PPS Committee meeting
- The Office of Care Coordination (OCC) was able to make contact with four CoCs to gather insight on the positives, challenges, and administrative aspects being navigated. Responses from CoCs with three-year Board term lengths can be found in **Attachment A**.

Business Calendar – Item #1

CoC Board Member Term Recommendation

- The OCC believes that the administrative process of changing from a two- to a three-year Board term would be manageable, so long as Board members have staggering terms. CoC Board members whose terms expire in 2026 should not be impacted by any change in Board term policy or process.
- For effective implementation, the new policy would apply beginning with the CoC Board members selected through the 2025 nomination and election process.
  - This could ideally allow for a reduction in the amount of elections needed, promoting continuity of Board membership and expertise, and easing the administrative burden of the nomination and election process.

Calendar Year 2025	Calendar Year 2026	Calendar Year 2027
• Elections for approximately half the board seats • **CoC Board Term**: 01/01/2026 - 12/31/2028	• Elections for approximately half the board seats • **CoC Board Term**: 01/01/2027 - 12/31/2029	• No nomination and election process

CoC Board Member Term Recommendation

- Based on the feedback from the PPS Committee, best practices from other CoCs, and insight from the OCC on the administrative management of the Board nomination and election process, the PPS Committee is being asked to recommend the CoC Board Member Term policy, which will be incorporated into the CoC Governance Charter for approval by the CoC Board and go into effect with the ratification of new CoC Board members at the December 2025 meeting of the CoC Board.
    - ❖ CoC Board members will serve a three (3) year term;
    - ❖ CoC Board members will be given the option to renew their term after the completion of one (1) term, membership on the CoC Board will be confirmed through the election process by the CoC General membership;
    - ❖ CoC Board members will serve for no more than two (2) consecutive full terms;
    - ❖ CoC Board members who have served two (2) consecutive full terms must wait one (1) year before being eligible to serve again on the CoC Board.
- Should the proposed CoC Board Member Term policy be approved by the PPS Committee membership, it will be shared with the CoC Board for review and approval at the August 27, 2025, CoC Board meeting.

Business Calendar – Item #1

Recommended Action

a. Recommend establishing the following CoC Board Member Term policy that will be incorporated into the CoC Governance Charter for approval by the CoC Board, to go into effect with the ratification of new CoC Board members at the December 2025 meeting of the CoC Board.

   i. CoC Board members will serve a three (3) year term;

   ii. CoC Board members will be given the option to renew their term after the completion of one (1) term, membership on the CoC Board will be confirmed through the election process by the CoC General membership;

   iii. CoC Board members will serve for no more than two (2) consecutive full terms;

   iv. CoC Board members who have served two (2) consecutive full terms must wait one (1) year before being eligible serve again on the CoC Board.

CoC Updates

Felicia Boehringer, Interim CoC Manager, Office of Care Coordination

Coordinated Entry System (CES) Policies and Procedures

- The Office of Care Coordination held a public feedback period for the revised CES Policies and Procedures from June 26, through July 7, 2025.

- Proposed changes include:

  - Removed preference in prioritization for sheltered participants (only applied to participants not experiencing chronic homelessness).

  - Added language about the CES Participating Agency Agreement.

  - Codified the 12 pm Friday deadline for entering housing opportunities for match the next week.

  - Added language about dynamic matches.

  - Adding a table of contents, defining additional terms.

  - Other formatting changes and clarifying language.

2-for-1 Match Policy & Procedure

- The Office of Care Coordination is proposing a policy for 2-for-1 matches through CES to be allowed only in the following circumstances:

    - Property has a unit(s) that is approaching the 120-day vacancy date. The request for a 2-for-1 match can only be submitted after the unit has been vacant for 90 days

    - A newly opened property needs to achieve a specified occupancy rate by a specified date. The request for 2-for-1 matches can only be submitted no earlier than 45 days before the specified date.

    - The CES 2-for-1 Match Policy will be introduced to establish a clear process for providers matching housing placements for two individuals.

- The proposed 2-for-1 Match Policy was presented at the CES Steering Committee on July 9, 2025, for initial feedback, and a public feedback period was held from July 10. through July 24, 2025.

Anticipated Approval Process for 2-for-1 Match Policy and CES Policies and Procedures

- September 2025:
  - September 3, 2025: Review and approval by CES Steering Committee
- October 2025:
  - October 1, 2025: Review and approval by the Lived Experience Advisory Committee
  - October 7, 2025: Review and approval by the Policies, Procedures and Standards Committee.
  - October 22, 2025: Review and approval by the CoC Board.

CoC Nominating Ad Hoc

The Office of Care Coordination is reaching out to invite you to consider participating in the CoC Nominating Ad Hoc.

- Here are some important things to note if you are considering being a member of the ad hoc:
    - ❖ **Total number of people**: The ad hoc include at minimum six (6) members
    - ❖ **Time commitment**: The ad hoc will meet up to five (5) hours biweekly as needed. Please note, this may increase with the ad hoc members' consent during the CoC Board election and interview process.
    - ❖ **Dates of time commitment**: The time commitment for the ad hoc will be from September through December 2025 (estimated)
    - ❖ **Meeting type**: The Ad Hoc meetings will be held virtually.
- Please note, all ad hoc members will also be asked to complete a Conflict-of-Interest Disclosure and Statement form.

How to Apply

- If you are interested in joining the 2025 CoC Nominating Ad Hoc, you are invited to complete an interest form on SurveyMonkey, linked here: https://www.surveymonkey.com/r/nominatingadhoc2025
- **All interest forms are due by end of day on Thursday, August 14, 2025.**

If you have any questions, please reach out to the Office of Care Coordination at CareCoordination@ceo.oc.gov
with the subject line "Nominating Ad Hoc".

Upcoming Meetings

- **Housing Opportunities Committee:** Wednesday, August 13, 2025, from 10:00 a.m. – 12:00 p.m.
  - ❖ Location: Orange County Housing Authority (OCHA), Conference Room A, 1501 E. St. Andrew Pl, 1st Floor, Santa Ana, CA 92705.
- **Service Provider Forum:** Thursday, August 21, 2025, from 9:00 a.m. – 11:00 a.m.
  - ❖ Location: Orange County Housing Authority (OCHA), Conference Room A, 1501 E. St. Andrew Pl, 1st Floor, Santa Ana, CA 92705.
- **CoC Board:** Wednesday, August 27, 2025, from 2:00 p.m. – 5:00 p.m.
  - ❖ Location: County Administration South (CAS) County Conference Center, 425 West Santa Ana Blvd., Room 104/106, Santa Ana, CA 92701
- **Lived Experience Advisory Committee:** Wednesday, September 3, 2025, from 10:00 a.m. – 11:30 a.m.
  - ❖ Location: County Administration North (CAN), Multipurpose Room, 400 W. Civic Center Drive, Santa Ana, CA 9270

Next Meeting:

September 9, 2025, from 3:30 p.m. to 5:00 p.m., at the CAS Multipurpose Rooms 103/105, located at 601 N. Ross St., Santa Ana, CA 92701