

APPENDIX F

SUBCOMMITTEES

PARTICIPATION IN SUBCOMMITTEE

Subcommittees are formed to conduct the business of the Long Beach Continuum of Care. In the course of its efforts, a subcommittee may develop a policy recommendation for the city or may implement new modes of cooperation among its members that will improve outcomes for city residents experiencing homelessness. Subcommittees will strive to set measurable goals for their work and will report at least semi-annually to the Long Beach CoC General Membership on their progress. Each subcommittee will select its own Chair or Co-Chairs.

STANDING SUBCOMMITTEES

- A. The standing subcommittees of the Long Beach CoC include: Policies and Standards; Coordinated Entry System; and Quality, Data, and Performance.
- B. All participating subcommittee members shall have voting rights within that subcommittee.
- C. The chair(s) for each subcommittee will be selected by the CoC Board Co-Chairs. Each CoC Board member may be assigned to be a member in at least one of the subcommittees.
- D. Subcommittee Chair(s) shall appoint members from the CoC General Membership to their subcommittees. Funded subrecipient agencies can join subcommittees if there is no apparent conflict of interest.
- E. Each subcommittee shall consist of a maximum of seven (7) total members including the Chair(s).
- F. Standing Subcommittees:
 - 1) Policies and Standards Subcommittee
 - i. Review Long Beach CoC Governance Charter and Bylaws on an annual basis, or more frequently as needed, and make recommendations to the Long Beach CoC Board.
 - ii. Review Long Beach CoC Board Census on an annual basis.
 - iii. Review CoC Board and General Membership application process and make adjustments as necessary.
 - iv. Develop, review, and apply written criteria to screen prospective candidates for CoC General and Board Membership.
 - v. Recruit new Long Beach CoC Board Members, and make nominations to the Long Beach CoC Board.
 - vi. Support the onboarding of new Long Beach CoC Board Members.
 - 2) Coordinated Entry System Subcommittee
 - i. Includes representatives from all agencies co-located at the Multi Service Center (MSC) and Long Beach CoC shelter providers.
 - ii. The committee reviews the effectiveness of the coordinated entry, and makes recommendations regarding system improvements.

- iii. Responsible for an annual review of CES policies and making modifications or changes as needed based upon
- 3) Quality, Data, and Performance Subcommittee
 - i. Includes the HMIS Administrator and Agency Administrators from each Long Beach CoC sub-recipient projects.
 - ii. The group will regularly review HMIS policy, performance and homeless counts/gaps in the Long Beach CoC.
- B. Additional subcommittees, ad hoc committees, and work groups of the HSAC, Long Beach CoC Board, and Long Beach CoC General Membership may be established by the CoC Board to address unmet needs, evaluate capacity building initiatives and increase Long Beach CoC performance. Ad hoc committees shall have a maximum of five (5) meetings with a focused agenda and end date.

MEETINGS

- D. Subcommittee Meeting
 - i. Each subcommittee shall hold a quarterly standing meeting on the month that the CoC Board is not meeting, which can be rescheduled, postponed, canceled, or modified at the subcommittee Chair(s)'s discretion.
 - ii. The Long Beach CoC Board can call a special meeting to convene any of these subcommittees at any time should action items require a timely decision.
 - iii. The meetings shall be held at the Multi-Service Center, 1301 West 12th Street Classroom, Long Beach, CA, 90813 or unless otherwise noted.
 - iv. Members shall have the right to speak at meetings and to address matters before the subcommittee.
 - v. A motion shall carry upon the affirmative vote of the majority of the members present at any meeting.