



# Long Beach CoC Board Application

Thank you for your interest in serving as a member of the Long Beach Continuum of Care (CoC) Board. Serving on the Board is a rewarding experience and an opportunity to contribute to the effort in ending homelessness in Long Beach. Completing this form will help you understand the skills and time/resource commitments of this leadership position. You may find it helpful to read through the entire application and Board Member Responsibilities before you begin filling it out.

Please reach out to the Homeless Services Bureau with any questions at [HomelessServicesAdmin@longbeach.gov](mailto:HomelessServicesAdmin@longbeach.gov).

This application will be kept confidential and on file at with the City of Long Beach, Homeless Services Bureau. Applications are used by the board members to identify and evaluate potential board candidates. All new board members are elected by a majority vote of current board members.

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## Board Member Responsibilities

1. Serves as a representative of the CoC in Long Beach and acts in the best interest to uphold the mission and principles of this body.
  2. Serves a minimum of one (1) three-year term on the Board. Eligible to serve two (2) three-year terms if re-elected.
  3. Attend a least 75% of CoC Board meetings and at least one CoC General Membership meeting annually. Board Meetings shall be conducted twice quarterly on the second Tuesday of the months there is a meeting. Meetings will be from 3:00 PM – 4:30 PM. General Membership Meetings shall be conducted quarterly on the third Tuesday in March, June September, and December from 1:00 PM – 2:30 PM.
  4. Seek and consider community and public policy updates relevant to homeless issues.
  5. Seek and consider public comment at its meetings on matters related to homelessness within the city of Long Beach.
  6. Consider recommendations from the Homeless Services Advisory Committee and General Membership on matters related to homeless service related policy, programs, and funding.
  7. Review, revise, and approve CoC system-wide policies and procedures.
  8. Review annual performance standards and evaluation of outcomes for system performance.
  9. Participate in planning and implementing the Sheltered and Unsheltered Point-in-Time Count, Housing Inventory Chart Count, and Gap Analysis.
  10. Cultivates and maintains a working knowledge of committee matters, is prepared for meetings and reviews comments on minutes and reports.
  11. Builds a collegial working relationship with other committee members that contributes to consensus.
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## Candidate Information

**Name**

John Andrews

**Affiliation (if any)**

Nonprofit Consultant, Advocate

**Position/Title (if any)**

Principal Consultant

**Address**

2831 Lomina Ave., Long Beach, California 90815

**Phone**

(562) 221-6970

**Email**

jandrews62847@gmail.com

**Number of Years Lived or Worked in Long Beach**

27

**Do you currently or previously had lived experience of homelessness?**

No

**The Long Beach CoC is interested in having representation from a wide variety of fields, interests, experiences, and professions in the community. Please indicate if you or your agency for which you are associated with falls into one or more of the categories listed below by marking all that apply.**

Disability Advocates

Homeless or Formerly Homeless Persons

Indian Tribes and Tribally Designated Housing Entites  
(TDHEs)(Tribal Organizations)

Organizations led by and serving Black, Brown,  
Indigenous, and other People of Color

Organizations led by and serving LGBTQ+ persons

Organizations led by and serving people with disabilities

Other homeless subpopulation advocates  
community clinics, primary care services

**Please upload your resume or bio to be considered in your application**



[Andrews\\_John\\_Resume2024.docx](#)

28.8 KB



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## Board Candidate Questionnaire

**If selected, describe three areas where you could contribute to the success of the CoC.**

Enhanced understanding of the direct service needs of the area's homeless. I solid understanding of basic public and private sector funding, bureaucracy, RFP processes, vetting of eligible applicants. As a former 10 year member of the City of Long Beach's Health and Human Services Advisory Board, I believe I have a good understanding of C.oC.

**Members stay connected to the CoC through meeting attendance, committee work, events, e-mail and other CoC communications. Please describe the time, energy, and resources you can provide to support the work of the CoC.**

As a semi - retired consultant working on average 8-12 hours per week, I believe I have sufficient time, energy and flexibility to effectively serve as an informed board member.

**What qualities do you possess that make you a potentially effective CoC Board Member? Explain your answer in detail.**

I have more than 40 years professional administrative and managerial experience in the health care sector, including hospitals, community clinics, non-profit social service organizations. I have strong financial skills, excellent program and project management experience couple with a thorough understanding of the challenges facing non-profits that are serving the unhoused.

**What do you believe are the two most significant challenges when it comes to addressing homelessness? What could the CoC Board do to address these challenges?**

1. The significant delay in processing requests for both temporary and permanent housing coupled with the inadequate supply of decent, affordable housing for our homeless.

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## CoC Code of Conduct

### Purpose

The following sets forth the code of conduct of the Long Beach Continuum of Care (CoC).

The Long Beach Continuum of Care (CoC) Code of Conduct applies to the members of the CoC Board. This Code requires that all Board members shall pledge:

- To place the best interests of the Long Beach CoC and the City of Long Beach above all other interests.
- To uphold all laws, regulations and policies.
- To take no action for the purpose of benefiting the member personally.
- To make every effort to avoid a conflict of interest.
- To avoid disclosure of confidential information obtained in the performance of his or her duties or in his or her capacity as a CoC member.
- To exercise prudence and good judgment at all times.
- To be fair, impartial, and unbiased in the decision-making process.
- To treat each other and the public with respect.

**I affirm that I have read, understood, and will adhere to the Long Beach CoC Code of Conduct.**

Yes

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## CoC Conflict of Interest Policy

### Purpose

This document sets out the conflict of interest policy of the Long Beach Continuum of Care (CoC). This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest.

Conflict of interest rules exist to reinforce public confidence that Long Beach CoC Board Members are acting in the best interests of the public, and not in furtherance of their own self-interests. All Board Members are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual, potential, or perceived conflict between their personal interests and the interests of the CoC and the City of Long Beach.

### Conflicts of Interest

A conflict of interest exists if a person's actions as a CoC Board Member affect his or her personal financial interests or the interests of his or her immediate family members. It does not matter whether the action has a negative or positive effect on the interest. Therefore, federal law prohibits all persons from making, participating in making, or attempting to influence *any* decision as a CoC Board Member if it is reasonably foreseeable that the decision will have a material financial effect on any of their economic interests or those of an immediate family member.

### Determining Whether a Conflict of Interest Exists

It can be difficult to determine whether a Board Member has a legal conflict of interest pursuant to state law. Therefore, CoC Board Members should *always* notify the City of Long Beach Homeless Programs Officer if a

question arises.

A conflict of interest may arise if:

- A CoC Board Member is an officer, director, partner, employee, trustee or manager of a company with business before the CoC Board.
- A CoC Board Member has an investment of \$2,000 or more in a company with business before the CoC Board.
- A CoC Board Member has an interest in real property of \$2,000 or more and that real property is the subject matter of an item before the CoC Board. This includes leasehold interests that are longer than a "month-to-month" tenancy.
- A CoC Board Member owns or leases an interest in real property that is located within 500 feet of a property which is the subject matter of a decision before the CoC Board. (An "interest in real property" does not include a "month-to-month" tenancy.)
- A CoC Board Member receives any income which totals \$500 or more within the prior 12 months, from a person or entity with business before the CoC Board. Income includes loans or forgiveness of indebtedness.
- A CoC Board Member receives a gift or gifts totaling \$420 or more within the prior 12 months, from a person or entity with business before the CoC Board (gifts include rebates, discounts, free meals, free tickets or travel).
- A CoC Board Member or someone that is a source of income to a CoC Board Member (\$500 or more within the prior 12 months) is the subject of a proceeding before the CoC Board.
- As a result of a decision before the CoC Board, the CoC Board Member's personal finances or those of CoC Board Member's immediate family will either increase or decrease in any manner.

Remember that if a CoC Board Member is married, one-half of his or her spouse's income is deemed to be the CoC Board Member's income. Therefore, if a CoC Board Member's spouse has any of the interests described above, that CoC Board Member will have a conflict of interest.

The Homeless Programs Officer will work with the CoC Board Members to determine if they have a conflict pursuant to applicable local, state, and federal law and to determine whether the Board Members must "disqualify" themselves. Please note that the mere presence of one of the interests listed does not necessarily mean that a CoC Board Member has a conflict. Since other factors may be involved, if there is any question CoC Board Members should consult with the Homeless Programs Officer.

## Procedures for Addressing the Conflict of Interest

If a conflict of interest exists, the CoC Board Member must be "disqualified" - meaning that the CoC Board Member must recuse himself or herself and **abstain** from making, participating in making, discussing or attempting to use his or her membership on the CoC Board in any way to influence a CoC Board decision that might affect that personal interest. Further, there are circumstances when the entire CoC Board may be disqualified. Please be aware that severe penalties may result for CoC Board Members and the Long Beach CoC, if the members of the CoC Board do not abstain when appropriate.

## Recusal Process

If disqualification on a meeting agenda item is required, a CoC Board Member must **publicly disclose** the interest that is the subject of the potential conflict as well as the fact that the CoC Board Member is recusing himself or herself from any participation in the decision. The disclosure may be made orally at the public meeting and/or in writing to the CoC Secretary and must be made a part of the CoC's official records (e.g., the minutes of the meeting).

## Violations of the Conflicts of Interest Policy

If the CoC Board has reasonable cause to believe a Board Member has failed to disclose actual or possible conflicts of interest, it shall inform the Board Member of the basis for such belief and afford the Board Member an opportunity to explain the alleged failure to disclose. If, after hearing the Board Member's response and after making further investigation as warranted by the circumstances, the CoC Board determines the Board Member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**I affirm that I have read, understood, and will adhere to the Long Beach CoC Conflict of Interest Policy.**

Yes

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## Candidate Attestation

By signing and submitting this application, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with all of the required policies. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to exclusion from participating in future opportunities.

**I affirm that I have attended at least one CoC General Membership meeting within the last 24 months to be eligible to apply for the CoC Board.**

Yes

**Name**

John Andrews

**Date**

1/11/2025