

3. 25-55349 Recommendation to hold a discussion regarding stakeholder representation and new member qualifications as outlined in Appendix C of the Long Beach Continuum of Care (CoC) Charter.

**Suggested Action:** Approve recommendation.

## GOVERNANCE CHARTER AND BYLAWS

### ARTICLE I – INTRODUCTION

In accordance with the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act), enacted into law on May 20, 2009, representatives from organizations that serve homeless and formerly homeless individuals within the City of Long Beach have established a Continuum of Care to carry out planning, coordination, and implementation activities set out in the Code of Federal Regulations Title 24 Section 578 (24 CFR 578) by the U.S. Department of Housing and Urban Development.

### ARTICLE II – NAME

The name of this organization shall be “The Long Beach Continuum of Care” and shall hereinafter be referred in these bylaws as “Long Beach CoC.”

### ARTICLE III – VISION STATEMENT

Every resident of Long Beach will be able to access safe, decent, and affordable housing, food, and medical services.

Statement of Possibility: The experience of homelessness in Long Beach is rare and brief when it occurs.

### ARTICLE IV – MISSION STATEMENT

The Long Beach CoC is collaborative in its approach, embraces diversity and practices innovations city-wide. It is a community-based system of care that effectively plans, manages, and delivers homeless assistance and resources to both individuals and families, at-risk or experiencing homelessness, to promote economic self-reliance and housing stability.

### ARTICLE V – PURPOSE

The Long Beach CoC serves as the locally designated primary decision-making group whose purpose and scope is to steward the planning, coordination, and implementation activities of the Continuum of Care (CoC) program as set out in 24 CFR 578. Under the HEARTH Act and 24 CFR 578, the main responsibilities of a CoC include:

1. Operating the CoC system
2. Implementing a Homeless Management Information System (HMIS)
3. CoC Planning
4. Operating a Coordinated Entry System (CES)
5. Preparing Annual Applications for CoC Funds

### ARTICLE VI – APPENDICES

Long Beach Continuum of Care  
Governance Charter and Bylaws

Appendix A Governance Structure

Appendix B Long Beach CoC General Membership

Appendix C Long Beach CoC Board

Appendix D Long Beach City Council

Appendix E City of Long Beach Department of Health and Human Services, Homeless Services Bureau

Appendix F Subcommittees

Appendix G Meetings

Appendix H Long Beach CoC Definitions

Appendix I Emergency Transfer Plan

### **AMENDMENT OF GOVERNANCE CHARTER AND BYLAWS**

The Governance Charter and Bylaws may be amended upon a two-thirds supermajority vote of the Long Beach CoC Board. The CoC Board reserves the option to extend an open public comment period to the General Membership for input before approval of any changes to the Governance Charter and Bylaws.

The Long Beach CoC Board, or appropriate subcommittee, will review the Governance Charter and Bylaws annually to determine if changes are desired or required.

In consultation with the City of Long Beach Department of Health and Human Services, Homeless Services Bureau, the Long Beach CoC Board shall review, and if necessary, make changes to the Governance Charter and Bylaws annually to improve the functioning of the Long Beach Continuum of Care and maintain compliance with federal regulations.

This Governance Charter and Bylaws shall be effective immediately and perpetually upon the approval of a two-thirds supermajority vote of the Long Beach CoC Board.

The Governance Charter and Bylaws was originally adopted on September 20, 2012.

<u>Reviewed</u>	<u>Updates</u>	<u>Approved</u>
December 18, 2013	Updates Submitted	March 19, 2014
July 31, 2014	No Updates Submitted	October 2, 2014
July 6, 2015	Updates Submitted	November 13, 2015
July 21, 2016	No Updates Submitted	-
April 11, 2017	No Updates Submitted	May 11, 2017
June 11, 2018	Updates Submitted	June 27, 2018
March 5, 2019	Updates Submitted	June 11, 2019
November 14, 2019	Updates Submitted	December 8, 2020
December 9, 2021	Updates Submitted	December 14, 2021
March 22, 2022	No Updates Submitted	April 12, 2022
May 4, 2023	Updates Submitted	July 11, 2023
June 11, 2024	Updates Submitted	July 9, 2024
April 8, 2025	Updates Submitted	
June 10, 2025		

## CERTIFICATION

The amended Long Beach Continuum of Care Governance Charter and Bylaws were approved by the Long Beach CoC Board on July 9, 2024.

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Kimberly Wee	Date
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Co-Chair  
Long Beach CoC Board

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Jamies Shuford	Date
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Co-Chair  
Long Beach CoC Board

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Paul Duncan	Date
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Homeless Services Bureau Manager  
City of Long Beach  
Department of Health and Human Services  
Homeless Services Bureau

# CONTINUUM OF CARE

## APPENDIX A

### GOVERNANCE STRUCTURE

The Long Beach Continuum of Care (CoC) is comprised of five entities: 1) the Long Beach CoC General Membership, 2) the Long Beach CoC Board, 3) the City of Long Beach Department of Health and Human Services, Homeless Services Bureau, 4) the City of Long Beach City Council, and 5) the Homeless Services Advisory Committee (HSAC).

As the Collaborative Applicant for the CoC program, the City of Long Beach Department of Health and Human Services, Homeless Services Bureau facilitates the roles and responsibilities of the CoC Administrative Entity, HMIS Lead Agency, and Collaborative Applicant. The principal office of the Long Beach CoC shall be located at the City of Long Beach Multi-Service Center (MSC), 1301 W. 12th Street, Long Beach, CA 90813.



For the purposes of this document, the governance bylaws shall only focus on direct responsibilities of the Continuum of Care and responsibilities of outside entities that are required to implement Continuum of Care related business. The Long Beach continuum recognizes the importance and strong work of the above entities, several of which have their own bylaws and charters.

# CONTINUUM OF CARE

## APPENDIX B

### LONG BEACH CONTINUUM OF CARE GENERAL MEMBERSHIP

#### ROLE

The Long Beach Continuum of Care (CoC) General Membership is a broad-based group of local stakeholders who share a common interest in ending and preventing homelessness in the City.

#### MEMBERSHIP

The Long Beach CoC General Membership is comprised of stakeholders from all parts of the region including but not limited to public and private agencies, publicly appointed officials, faith-based organizations, business entities, and Long Beach residents including homeless and formerly homeless individuals. Specific examples include: non-profit organizations, shelter providers, Long Beach CoC subrecipients, ESG subrecipients, homeless services providers, hospital representatives, foundation representatives, educational institutions and early childhood service providers, community representatives, local congregational representatives, business leaders, public housing authority representatives, local government agencies, public safety and law enforcement representatives, and housing providers and developers.

#### RESPONSIBILITIES

- A. Establish and maintain a CoC Board to lead planning, coordination, and implementation activities related to ending and preventing homelessness in the region.
- B. Facilitate a formal call to the public to invite new general members at least annually.
- C. Seek out and recruit new general members on a recurring basis.
- D. Adhere to the process to elect the Long Beach CoC Board. The process must be reviewed, updated, and approved at least once every five years.
- E. Nominate members to the Long Beach CoC Board annually during the standard election period. Vacancies that occur before the anticipated intended term ends shall be filled by the existing CoC Board via an interim appointment of an eligible CoC general member.
- F. Provide input and feedback to the Long Beach CoC Board, HSAC, and other homelessness-related planning efforts on the needs of persons experiencing homelessness, gaps in service, Long Beach CoC operations, and system performance.
- G. Receive public comment at its meetings on matters related to homelessness within the City of Long Beach.
- H. Inform and support the development of regional plans including the City of Long Beach's Consolidated Plan.
- I. Facilitate information sharing of provider expertise and emerging intervention strategies to reduce homelessness.
- J. Participate in CoC subcommittees, which shall be chaired by a CoC Board member or elected CoC subcommittee member.
- K. Adopt annual funding priorities in advance of the Long Beach CoC NOFO application.

## MEETINGS

- A. Long Beach CoC General Membership Meeting
  - i. The CoC Board Co-Chairs shall set the agenda and moderate the Long Beach CoC General Membership meetings.
  - ii. Meetings shall be conducted In January, May, and October, on the first Wednesday of each month.
  - iii. The Long Beach CoC Board shall be able to reschedule, postpone, cancel, or modify any of the General Membership meetings at its discretion with proper notice.
  - iv. October and January meetings shall be hosted by the Long Beach Homeless Coalition, held at 800 West Pacific Coast Highway, Long Beach, CA 90806. October and January meetings shall be held from 3:30 PM – 5 PM
  - v. May meetings shall be held at Century Villages at Cabrillo Social Hall, 2001 River Avenue, Long Beach, CA 90810. May meetings shall be held from 2 – 3:30 PM.
  - vi. Members shall confirm attendance by contacting [HomelessServicesAdmin@longbeach.gov](mailto:HomelessServicesAdmin@longbeach.gov).
  - vii. Any individual or organization that attends at least one (1) CoC General Membership meeting shall be considered a member. All members shall have the right to speak at meetings, to address matters before the Long Beach CoC General Membership, subject to the limitations of these Articles and Bylaws, and to participate in Long Beach CoC activities.

# CONTINUUM OF CARE

## APPENDIX C

### LONG BEACH CONTINUUM OF CARE BOARD

#### ROLE

The Long Beach CoC Board is comprised of elected members with the oversight to steward local planning, coordination, and implementation activities related to ending and preventing homelessness in the region. The elected members must have a strong commitment to understanding and addressing the issues related to homelessness. The activities, affairs, and decisions of the Long Beach CoC Board shall align with the goals of the Long Beach CoC and be facilitated under the direction of the City of Long Beach Department of Health and Human Services, Homeless Services Bureau. Eligible Long Beach CoC Board candidates must have a minimum one (1) year of participation in the Long Beach CoC General Membership.

#### COMPOSITION

The Long Beach CoC Board is comprised of thirteen (13) to seventeen (17) total members. Ten (10) to fourteen (14) of the members shall be elected from the Long Beach CoC General Membership. In addition, the Board shall include three (3) appointed *ex officio* members. During each open election period, the Long Beach CoC shall strive to elect and maintain a full Board of seventeen (17) active members.

The Long Beach CoC Board must be representative of organizations and projects serving individuals and/or families experiencing homelessness that operate within the geographic area of the City of Long Beach. At a minimum, the Long Beach CoC Board must include at least one Continuum of Care (CoC) and/or Emergency Solutions Grant (ESG) subrecipient agency representative, one homeless or formerly homeless person, one person who represents services for children and/or youth, and one person who represents services for LGBTQ+ subpopulation. As such, the following representation shall comprise the Long Beach CoC Board:

- A. Stakeholder representation shall include but not limit to any of the following affiliations: nonprofit homeless assistance providers, survivor (domestic violence) service providers, faith-based organizations, governmental entities, businesses, advocates, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, public safety officials, and veteran-serving organizations.
- B. CoC and/or ESG subrecipient agency: at least one (1) and maximum of two (2)
- C. Homeless or Formerly Homeless Individual: at least one (1)
- D. Representative for Youth focused services (1)
- E. Representative for LGBTQ+ services: at least one (1)
- F. *Ex Officio* Members:
  - a. Homeless Services Advisory Committee (HSAC): one (1)
  - b. Housing Authority of the City of Long Beach: at least one (1)



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- c. Community Development, Housing and Neighborhood Services Bureau: one (1)
- d. Mayor's Office, City of Long Beach
- e. Advisory Board with Lived Experience (ABLE): at least one (1)

## MEMBER TYPES

The Long Beach CoC Board shall be comprised of Long Beach CoC General Members, Long Beach CoC Subcommittee members, and appointed ex officio members. Ex officio members represent entities within Long Beach whose participation is fundamental to the planning, funding, and policy decisions of the CoC Board. The following entities shall hold ex officio membership positions on the Long Beach CoC Board and shall share the same responsibilities as elected CoC Board members with the same voting rights. Ex officio members shall be appointed by the chair/director of the entity that they represent.

- A. HSAC
- B. Housing Authority of the City of Long Beach
- C. Community Development, Housing and Neighborhood Services
- D. Mayor's Office, City of Long Beach
- E. Advisory Board with Lived Experience (ABLE)

## RESPONSIBILITIES

- A. Establish, approve, maintain, and update policies for the Long Beach CoC including but not limited to:
  - a. CoC system-wide operations;
  - b. HMIS policies and procedures, privacy plan, security plan, and data quality plan;
  - c. Annual performance standards and evaluation of outcomes for subrecipient projects; and
  - d. Written standards for providing homeless assistance, conflict of interest, recusal, and terms of assistance under ESG, CoC, and other related grant programs.
- B. Establish and support the development of plans to address homelessness in the region by:
  - a. Setting regional goals and priorities for ending and preventing homelessness including but not limited to HUD CoC and ESG targets;
  - b. Leveraging data to inform planning, decisions, and system-wide performance metrics;
  - c. Ensuring a diverse range of stakeholders invested in serving homeless sub-populations are represented in planning and decision-making; and
  - d. Engaging the broader community to build awareness and collaboration on homelessness efforts.
- C. Establish and maintain system-wide funding strategies to end and prevent homelessness including but not limited to:
  - a. Setting priorities in advance of the competitive annual HUD CoC NOFO;
  - b. Authorizing grant applications, raising and allocating funds, and approving

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sustainability plans;

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- c. Ensuring project compliance with HUD funding regulations for CoC, ESG, HUD VASH programs, and other federal grant programs.
- D. Designate and support the Department of Health and Human Services, Homeless Services Bureau as the HMIS Lead, CES Lead, and the Collaborative Applicant for the HUD CoC Program.
- E. Long Beach CoC Board Members shall be in good standing of the Long Beach CoC General Membership and/or Long Beach CoC Subcommittees
- F. Review, update, and approve CoC Charter and Bylaws annually.

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- G. Attend the full duration of at least 75% of Long Beach CoC Board Meetings. Attend at least one Long Beach CoC General Membership meeting annually.
- H. Elect Officers for the Board annually including the Co-Chair positions and filling vacancies as needed.
- I. Receive community and public policy updates relevant to homelessness issues.
- J. Receive public comment at its meetings on matters related to homelessness within the City of Long Beach geographic area.
- K. Receive input from HSAC, Long Beach CoC General Membership, Long Beach CoC Subcommittees, and ABLE to develop recommendations on matters related to homeless services-related policies, programs, and funding.
- L. Support the annual planning, development, and coordination of the Sheltered and Unsheltered Point-in-Time Count, Housing Inventory Count, and Gaps Analysis, as well as participation in Consolidated Plans.

## OFFICERS

The principal Officers of the Long Beach CoC Board shall be two (2) Co-Chairs. City staff shall fill the functions of the Secretary role. Any active CoC Board member is eligible to seek any of the Officer positions during the election period in March every year, which includes elections to the CoC Board and Officer positions. In addition to the aforementioned responsibilities of the CoC Board, the duties and responsibilities of these Officers are as follows:

### A. Co-Chair

- 1. Set the agenda and facilitate all general, special, and emergency meetings of the Long Beach CoC General Membership and Board.
- 2. Act and develop recommendations on behalf of the CoC Board that require immediate action before the next CoC Board and General Membership meetings.
- 3. Act and develop strategies on behalf of the CoC Board in the administration of established policies and programs defined in these bylaws.
- 4. Evaluate and make recommendations on financial policies, goals, and budget decisions before presenting them to the CoC Board for further approval.
- 5. Shall be members in good standing of the Long Beach CoC General Membership, currently serving or elected to serve on the Long Beach CoC Board and are duly elected through a simple majority by said Board.
- 6. Shall govern the affairs of the Long Beach CoC General Membership and Board in adhering to these bylaws and with the applicable state and federal laws.
- 7. Oversee planning, coordination, and implementation activities that further the mission and vision of the Long Beach CoC.
- 8. Review, update and approve the Long Beach CoC Board recruitment process at least once every five years.
- 9. Attend the full duration of at least 75% of all Long Beach CoC General Membership and CoC Board Meetings.

B. Secretary

1. Shall be a member of the Homeless Services Bureau.
2. Shall facilitate roll call attendance and votes at each CoC General Membership and Board meetings
3. Shall draft the recorded minutes of the CoC Board.
4. Shall save the minutes after Board approval and maintain appropriate records of the CoC.
5. Attend all CoC General Membership and CoC Board Meetings.

OFFICER AND BOARD MEMBER ELECTIONS AND TERMS OF OFFICE

A. Officer Elections

1. The Co-Chairs shall be elected annually during the standard election period in May by the Long Beach CoC Board through a majority vote of those board members present.
2. Any Board Member in good standing and currently serving on the Long Beach CoC Board may be nominated to serve as Co-Chair. Persons duly elected as Officers shall be seated immediately and shall serve for a one-year term, with the option to serve for a maximum of three (3) consecutive years; at which point, Officers must rotate out for a minimum of one (1) year.
3. Board members may nominate themselves or other board members.
4. In the event a vacancy should occur among the Co-Chair(s) before their one-year term commences, the Long Beach CoC Board may elect an interim to immediately fill the vacancy until the election of a new Officer during the standard election period. The person elected shall serve the unexpired term of the previous Officer and is eligible for re-election of a maximum of three (3) consecutive years exclusive of the time they served as interim.

B. Board Elections

1. Long Beach CoC Board elections shall occur annually in May or in the event a vacancy should occur in a required seat or in the case that the vacancy brings the board below thirteen (13) members the Long Beach CoC Board will declare a special election. The Long Beach CoC Board may elect any eligible candidate from the CoC General Membership and/or Long Beach CoC Subcommittees as necessary to serve as an interim and fill the vacancy. The elected candidate shall serve the unexpired term of the previous board member and is eligible for re-election at the end of that term. If the time is less than a year and a half, then time spent on the board will not count towards the person's time limit for board membership.
2. Persons who are interested in serving as a board member will have opportunity to inform both the members of the CoC Board, General Membership, and the public of their interest and qualifications for serving on the board. Staff within DHHS will vet and ensure that persons who are nominated understand the responsibilities of being a board member and meet the qualifications of the seat they are interested in filling.

3. New membership will be discussed and voted for during the CoC Board meeting. Board members who are running for re-election will not have a vote during this process. The person(s) receiving the most votes will be elected to serve on the CoC Board.
4. Board members shall serve staggered 3-year terms and are eligible for re-election after their first term. Board members may serve a maximum of two 3-year terms consecutively. After their second term, Board members will not be eligible for re-election for two (2) years, after which point, they will be eligible for re-election to the CoC Board.
5. CoC General members, Subcommittee members, and incumbent Board members who are eligible for re-election may nominate themselves or other members to the CoC Board.
6. *Ex officio* members of the Long Beach CoC Board shall be exempt from the aforementioned election procedures and term limits and have the option to renew their seat at the end of each three (3) year term indefinitely. *Ex officio* members shall be appointed and replaced at the discretion of the respective entity that they represent.

C. Conflict of Interest Policy:

All Officers and Long Beach CoC Board Members shall annually sign and abide by the Conflict-of-Interest Policy. No Long Beach CoC Board Member may participate in or influence discussions or resulting decisions concerning a sub-recipient award or other cash or in-kind benefits to the organization(s) that the member is affiliated with. Conflict of Interest Policy forms shall be completed annually in June or at start of Long Beach CoC Board placement. Any CoC board member with interest must identify any potential areas of conflict and recuse them from any conversation and vote that may financially benefit them or the organization they have a connection with.

D. Code of Conduct and Recusal Process:

All Officers and Long Beach CoC Board Members shall annually sign and abide by the Code of Conduct Policies. Code of Conduct and Recusal forms shall be completed annually in April or at start of Long Beach CoC Board placement. No board member may participate in, influence discussions, or make decisions concerning the award of funding or other financial benefits to the organization that the board member represents. Therefore, any board member(s) participating in or influencing decision-making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should abstain from discussion and voting on any issue in which they may have a conflict. Board member(s) with a conflict of interest, who are the Officers and board members, shall yield that position during discussion and abstain from voting on the item. All voting board members shall have the right to recuse themselves from voting on a matter without providing excuse.

COMPENSATION

## Long Beach Continuum of Care Governance Charter and Bylaws

No Long Beach CoC Board Officer or Long Beach CoC Board Member shall be entitled to any form of compensation as a result of their volunteer service on the Long Beach CoC Board<sup>1</sup>.

### PROCEDURES FOR COMPLAINTS AND GRIEVANCES

Any complaint or grievance by a member of the Long Beach CoC, or any other person, regarding any action, policy, or procedure of the Long Beach CoC may be addressed to the Homeless Services Bureau's Grievance Coordinator, in accordance with the Long Beach CoC's established Grievances and Incidents Policy - [Grievance and Incident Reporting Policy and Procedures](#)

Complaints and grievances may be filed:

- in-person
  - Homeless Services Bureau, 1301 W 12<sup>th</sup> Street, Long Beach, CA 90813
- via e-mail
  - [hsb-grievances@longbeach.gov](mailto:hsb-grievances@longbeach.gov)
  - [GRIEVANCE FORM - English](#)
  - [Grievance Form - Spanish](#)
- and/or through the Homeless Services online grievance portal
  - [City of Long Beach HSB Grievance Form](#)

Complaints shall be escalated to the Homeless Services Administrative Operations Officer should the issue not reach resolution with the Grievances Coordinator and shall be escalated to the Homeless Services Bureau Manager should the issue not reach resolution with the Homeless Services Administrative Officer.

### MEETINGS

#### B. Long Beach CoC Board Meeting

- i. The Long Beach CoC Board shall meet twice quarterly on the second Tuesday of the months there is a meeting. Meetings will be from 3:00 PM – 4:30 PM.
- ii. The Long Beach CoC Board shall be able to reschedule, postpone, cancel, or modify any of its meetings at its discretion with proper notice.
- iii. The meetings shall be held at the administrative offices for the Homeless Services Bureau and Housing Authority of the City of Long Beach, located at 1500 Hughes Way Ste. C-300, Long Beach, CA 90810 or unless otherwise noted.
- iv. Board members shall confirm attendance by contacting [HomelessServicesAdmin@longbeach.gov](mailto:HomelessServicesAdmin@longbeach.gov).
- v. A majority of the seated board members shall constitute a quorum to initiate each board meeting, except to adjourn as provided below.
- vi. A majority of the board members present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

### VOTING

Each elected and *ex officio* member of Long Beach CoC Board shall be entitled to one vote for the

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elections of the CoC Board and Officers, funding priorities, policy recommendations, and other system-level action items. There will be no absentee voting in the election for Long Beach CoC Board Members and Officers. Election of Board Members and Officers will be done by roll call voting. The Co-Chairs, or any other Board Member, may request roll call vote on specific motions. A record of roll call votes shall be kept and be included in the minutes. Nominations to the Long Beach CoC Board can be submitted by any member of the Long Beach CoC General Membership and/or CoC Subcommittee.

A motion will be considered as “passed” when a simple majority, 50% plus one (1) of the Board Members present vote in the affirmative. Abstentions are considered votes and are therefore not counted as support for the motion. A motion that results in a tie vote does not pass.

1. Members of the Advisory Board with Lived Experience (ABLE) are compensated in accordance with the City of Long Beach’s Salary Resolution approved on 4/9/2024.



# CONTINUUM OF CARE

## APPENDIX D

### LONG BEACH CITY COUNCIL

#### ROLE

The Long Beach City Council sets policy for the City and maintains approval authority for the execution of contracts and grants for Long Beach CoC programs. City Council considers recommendations on policies, programs, and activities related to homeless assistance resources. City Council makes recommendations to the Department of Health and Human Services, Homeless Services Bureau, and Long Beach Continuum of Care.

#### COMPOSITION

The Long Beach City Council is comprised of publicly elected officials including a Mayor elected at-large and nine Council Members elected by district.

#### RESPONSIBILITIES

- A. Consider recommendations from the Department of Health and Human Services, Homeless Services Bureau, on behalf of the CoC Board, regarding policy and funding recommendations.
- B. Approve the Department of Health and Human Services, Homeless Services Bureau to enter into contract with HUD for annual funding and for HSB to enter into contract with subrecipients on behalf of the Long Beach CoC.
- C. Make recommendations on matters related to homeless services related to policy, programs, and funding.

#### MEETINGS

- C. Long Beach City Council Meeting
  - i. The Long Beach City Council shall meet every Tuesday of each month at 5:00 PM (except for the last Tuesday of the month and unless otherwise noted).
  - ii. The meetings shall be held at City Hall, 411 W. Ocean Boulevard Civic Chambers, Long Beach, CA, 90802 or unless otherwise noted.
  - iii. Members of the public shall have the right to speak at meetings, to address matters before the Long Beach City Council.

# CONTINUUM OF CARE

## APPENDIX E

### CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES, HOMELESS SERVICES BUREAU

#### ROLE

The Homeless Services Bureau (HSB) is the Lead and administrative entity for the Long Beach Continuum of Care. HSB is responsible for: coordination, planning, implementation, operation, administration and management of the Long Beach Coordinated Entry System (CES); Long Beach Homeless Management Information System (HMIS); the annual point-in-time homeless count; Long Beach CoC governance and structure; coordination, preparation, and submission of the Long Beach Continuum of Care collaborative application. The HSB is also the recipient, grantee, and administrator for Long Beach CoC program funding and draws upon the Homeless Services Advisory Committee (HSAC), Long Beach CoC Board, Long Beach CoC General Membership, Long Beach CoC Subcommittees, and Advisory Board with Lived Experience (ABLE) for policy, program, and funding recommendations to the Long Beach City Council.

#### RESPONSIBILITIES

- A. Provide staff support to the Long Beach CoC General Membership, Long Beach CoC Board, Long Beach CoC Subcommittees, City Council, Advisory Board with Lived Experience (ABLE), and HSAC.
- B. Act as the Collaborative Applicant for the Long Beach CoC.
- C. Act as the Unified Funding Agency for the Long Beach CoC.
- D. Serve as the Homeless Management Information System (HMIS) Lead and administrative entity, ensuring consistent participation by the recipient (HSB) and subrecipients, as indicated in the HMIS policies and procedures, and compliance with HUD requirements for the HMIS.
- E. Administer the Emergency Solutions Grant in conjunction with the City of Long Beach Community Development Department.
- F. Implement the requirements of the HEARTH Act and applicable federal regulations as mandated by HUD.
- G. Provide oversight for the following:
  - 1. Long Beach Coordinated Entry System, including its system of access, policies, procedures, operations, and effectiveness
  - 2. HMIS policies and procedures, privacy plan, security plan, and data quality plan.
  - 3. Annual performance standards and evaluation of outcomes for projects funded under the HUD ESG and CoC Programs.
  - 4. Written standards for providing assistance under HUD ESG and CoC Programs.
  - 5. The Sheltered and Unsheltered Point-in-Time Counts.
  - 6. The annual Long Beach CoC NOFO application process, Housing Inventory Count, and Gaps Analysis.
- H. Monitor all CoC and ESG programs and sub-recipients annually on fiscal, programmatic,

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- I. Screen prospective candidates for CoC General Membership, Board, Subcommittees, and Officers
- J. Make recommendations for Long Beach CoC funding allocations and reallocations based upon feedback from the CoC Board.

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## 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: Access, Coordinated Entry, Stabilization, and the Advisory Board with Lived Experience (ABLE).
- 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 or CoC subcommittee members. 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 eleven (11) total members including the Chair(s).
- F. Standing Subcommittees:
  - a. Access Subcommittee:
    - i. Review of Long Beach CoC Written Standards on an annual basis
    - ii. Provide policy recommendations and strategies on best practice to the Long Beach CoC around access to the Coordinated Entry System, Diversion, and Prevention
    - iii. Review data focused on households seeking access to Long Beach Coordinated Entry, Diversion, and Prevention resources
    - iv. Identify training needs for CoC in regard to Access and Assessment
    - v. Participants include co-located agencies at Access Centers/Day Shelters/Drop-in Centers (including MSC) as identified by the City of Long Beach.
  - b. Coordinated Entry System Subcommittee
    - i. Includes representatives of CoC and ESG funded agencies and Long Beach CoC interim housing (i.e. emergency shelter) providers.
    - ii. The committee reviews the effectiveness of Coordinated Entry and makes recommendations regarding prioritization, referral (i.e., matching), and related system improvements.

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- iii. Responsible for an annual review of CES policies and modifications or changes as needed
- iv. Regularly review inflow and outflow data to evaluate Long Beach CES
- c. Stabilization Subcommittee:
  - i. Review of Long Beach CoC Written Standards on an annual basis
  - ii. Provide policy recommendations to the Long Beach CoC around Housing Retention, Landlord Engagement, and Employment Services
  - iii. Analyze data in regard to Housing Retention, Landlord Engagement, and Employment Services
  - iv. Collaborate with developers, owners, funders, and providers of permanent and affordable housing to increase landlord engagement
  - vi. Identify training needs for CoC in regard to Housing Retention, Landlord Engagement, and Employment Services
- G. 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 administrative offices for the Homeless Services Bureau and Housing Authority of the City of Long Beach, located at 1500 Hughes Way Ste. C-300, Long Beach, CA 90810 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.



# CONTINUUM OF CARE

## APPENDIX G

### MEETINGS

All meetings of Long Beach Continuum of Care (CoC), including the Long Beach CoC General Membership, Long Beach CoC Board, Long Beach City Council, and subcommittees are subject to Brown Act provisions detailed in Gov. Code, § 54950 et seq. This State law requires all meetings of legislative bodies of local agencies shall be open and public, and all persons be permitted to attend any meeting of the legislative body of a local agency, unless a special exception applies. Public comment will be accepted at each meeting, in a manner determined by the chair(s) of that meeting.

#### A. Long Beach CoC General Membership Meeting

- i. The CoC Board Co-Chairs shall set the agenda and moderate the Long Beach CoC General Membership meetings.
- ii. October and January meetings shall be hosted by the Long Beach Homeless Coalition, held at 800 West Pacific Coast Highway, Long Beach, CA 90806. October and January meetings shall be held from 3:30 PM – 5 PM
- iii. May meetings shall be held at Century Villages at Cabrillo Social Hall, 2001 River Avenue, Long Beach, CA 90810. May meetings shall be held from 2 – 3:30 PM.
- iv. The Long Beach CoC Board shall be able to reschedule, postpone, cancel, or modify any of the General Membership meetings at its discretion with proper notice.
- v. Members shall confirm attendance by contacting HomelessServicesAdmin@longbeach.gov.
- vi. Any individual or organization that attends at least one (1) CoC General Membership meeting shall be considered a member. All members shall have the right to speak at meetings, to address matters before the Long Beach CoC General Membership, subject to the limitations of these Articles and Bylaws, and to participate in Long Beach CoC activities.

#### B. Long Beach CoC Board Meeting

- i. The Long Beach CoC Board shall meet twice quarterly on the second Tuesday of the months there is a meeting. Meetings will be at 3:00 PM – 4:30 PM.
- ii. The Long Beach CoC Board shall be able to reschedule, postpone, cancel, or modify any of its meetings at its discretion with proper notice.
- iii. The meetings shall be held at the administrative offices for the Homeless Services Bureau and Housing Authority of the City of Long Beach, located at 1500 Hughes Way Ste. C-300, Long Beach, CA 90810 or unless otherwise noted.
- iv. Board members shall confirm attendance by contacting HomelessServicesAdmin@longbeach.gov.
- v. A majority of the seated board members shall constitute a quorum to initiate each board meeting, except to adjourn as provided below.
- vi. A majority of the board members present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

#### C. Long Beach City Council Meeting

Long Beach Continuum of Care  
Governance Charter and Bylaws

- i. The Long Beach City Council shall meet every Tuesday of each month at 5:00 PM (except for the last Tuesday of the month and unless otherwise noted).

Long Beach Continuum of Care  
Governance Charter and Bylaws

- ii. The meetings shall be held at City Hall, 411 W. Ocean Boulevard Civic Chambers, Long Beach, CA, 90802 or unless otherwise noted.
  - iii. Members of the public shall have the right to speak at meetings, to address matters before the Long Beach City Council.
- D. Subcommittee Meeting
- i. Subcommittees shall hold a quarterly standing meeting on the month that the CoC Board is not meeting.
  - ii. The subcommittee shall be able to reschedule, postpone, cancel, or modify any of its meetings at its discretion with proper notice.
  - iii. The meetings shall be held at the administrative offices for the Homeless Services Bureau and Housing Authority of the City of Long Beach, located at 1500 Hughes Way Ste. C-300, Long Beach, CA 90810 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.

# **CONTINUUM OF CARE**

## **APPENDIX H**

### **LONG BEACH CONTINUUM OF CARE DEFINITIONS**

#### **LONG BEACH COC**

The Long Beach Continuum of Care (CoC) is comprised of five entities: 1) the Long Beach CoC General Membership, 2) the Long Beach CoC Board, 3) the Homeless Services Advisory Committee (HSAC), 4) the City of Long Beach City Council, 5) the City of Long Beach Department of Health and Human Services, Homeless Services Bureau.

As the Collaborative Applicant for the CoC program, the City of Long Beach Department of Health and Human Services, Homeless Services Bureau facilitates the roles and responsibilities of the Long Beach CoC system. The principal office of Long Beach CoC shall be located at the City of Long Beach, Department of Health and Human Services, 1301 W. 12th Street, Long Beach, CA 90813.

#### **LONG BEACH COC GENERAL MEMBERSHIP**

The Long Beach Continuum of Care (CoC) General Membership is a broad-based group of local stakeholders who share a common interest in ending and preventing homelessness in the City.

The Long Beach CoC General Membership is comprised of stakeholders from all parts of the region including but not limited to public and private agencies, publicly appointed officials, faith-based organizations, business entities, and Long Beach residents including homeless and formerly homeless individuals. Specific examples include: non-profit organizations, shelter providers, Long Beach CoC subrecipients, ESG subrecipients, homeless services providers, hospital representatives, foundation representatives, educational institutions and early childhood service providers, community representatives, local congregational representatives, business leaders, public housing authority representatives, local government agencies, public safety and law enforcement representatives, and housing providers and developers.

#### **LONG BEACH COC BOARD**

The Long Beach CoC Board are elected members with the oversight experience to steward local planning, coordination, and implementation activities related to ending and preventing homelessness in the region. The elected members must have a strong commitment to understanding and addressing the issues related to homelessness. The activities, affairs, and decisions of the Long Beach CoC Board shall align with the goals of the Long Beach CoC and be facilitated under the direction of the City of Long Beach Department of Health and Human Services, Homeless Services Bureau. Eligible Long Beach CoC Board candidates must have a minimum one (1) year of participation in the Long Beach CoC General Membership and/or one (1) year of participation in Long Beach CoC Subcommittees.

Long Beach Continuum of Care  
Governance Charter and Bylaws

CITY OF LONG BEACH CITY COUNCIL

The Long Beach City Council is comprised of publicly elected officials including a Mayor elected at-large and nine Council Members elected by district. The Long Beach City Council sets policy for the City and maintains approval authority for the contracts and grants for Long Beach CoC programs.

CITY OF LONG BEACH DEPARTMENT OF HEALTH AND HUMAN SERVICES, HOMELESS SERVICES BUREAU

The Homeless Services Bureau (HSB) is the Lead and administrative entity for the Long Beach Continuum of Care. HSB is responsible for: coordination, planning, implementation, operation, administration and management of the Long Beach Coordinated Entry System (CES); Long Beach Homeless Management Information System (HMIS); the annual point-in-time homeless count; Long Beach CoC governance and structure; coordination, preparation, and submission of the Long Beach Continuum of Care collaborative application. The HSB is also the recipient, grantee, and administrator for Long Beach CoC program funding and draws upon the Homeless Services Advisory Committee (HSAC), Long Beach CoC Board, Long Beach CoC General Membership, Long Beach CoC Subcommittees, and Advisory Board with Lived Experience (ABLE) for policy, program, and funding recommendations to the Long Beach City Council.

## APPENDIX I

### **ASSURANCE OF COMPLIANCE WITH THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

The Violence Against Women Act (VAWA) provides housing protections for households experiencing domestic violence, dating violence, sexual assault, and stalking seek services in the Long Beach CoC. The Long Beach CoC shall utilize the local domestic violence hotline to coordinate intake and services for households fleeing domestic violence and seeking shelter. Households seeking entry into domestic violence shelters are not required to access services through the CES. Long Beach CoC assures that:

1. Applicants or tenants experiencing domestic violence, dating violence, sexual assault, and stalking are not denied assistance as an applicant, or evicted, or have assistance terminated because the applicant or tenant is or has experienced domestic violence, dating violence, sexual assault, and stalking
2. Its housing providers provide protections against denials, terminations, and evictions that directly results from being a person experiencing domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for admission, assistance, participation, or occupancy.
3. Its housing providers will implement emergency transfer plans that allow for persons experiencing domestic violence, dating violence, sexual assault or stalking to move to another safe and available unit if they fear for their life or safety.



# Long Beach CoC – Governance Charter Bylaws, Elections, & Subcommittees

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Continuum of Care Board Membership Meeting – June 10, 2025

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CITY OF  
LONGBEACH





# Long Beach CoC Governance Charter

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Overview

Charter & Bylaws – Board Recommended Updates

Board Composition & Member Types

Board Elections



# Overview



Long Beach CoC Charter and Bylaw updates were last approved and adopted in April 2025

[CONTINUUM OF CARE - Charter & Bylaws](#)



Per LB CoC Charter, LB CoC Board and Homeless Services Bureau shall review and make changes to CoC Governance charter at least annually



April 2025 LB CoC Charter updates:

Certification of the April 2024 Charter & Bylaw amendments

Meeting schedules and locations

Community Development Department's name

Integration with ABLE/ABLE Roles & Responsibilities

Alignment with Written Standards and related Board-approved Policies

## Board Recommended Updates

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- In response to challenges with recruiting eligible members for CoC Board, Board recommended two (2) changes in Long Beach CoC Charter and Bylaw in order to successfully recruit and elect Board Members
  - Expand eligibility for ESG-subrecipient *required* seat to include CoC and/or ESG funded subrecipient agencies
  - Expand eligibility for Board membership to include participation in General Membership and/or participation in CoC Subcommittee

## Appendix C, Long Beach CoC Board Composition

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- Required ESG subrecipient seat updated to include CoC and/or ESG funding

The Long Beach CoC Board must be representative of organizations and projects serving individuals and/or families experiencing homelessness that operate within the geographic area of the City of Long Beach. At a minimum, the Long Beach CoC Board must include at least one Continuum of Care (CoC) and/or Emergency Solutions Grant (ESG) subrecipient agency representative, one homeless or formerly homeless person, one person who represents services for children and/or youth, and one person who represents services for LGBTQ+ subpopulation. As such, the following representation shall comprise the Long Beach CoC Board:

- A. Stakeholder representation shall include but not limit to any of the following affiliations: nonprofit homeless assistance providers, survivor (domestic violence) service providers, faith-based organizations, governmental entities, businesses, advocates, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, public safety officials, and veteran-serving organizations.
- B. CoC and/or ESG subrecipient agency: at least one (1) and maximum of two (2)
- C. Homeless or Formerly Homeless Individual: at least one (1)
- D. Representative for Youth focused services (1)
- E. Representative for LGBTQ+ services: at least one (1)
- F. *Ex Officio* Members:
  - a. Homeless Services Advisory Committee (HSAC): one (1)
  - b. Housing Authority of the City of Long Beach: at least one (1)

## Appendix C, Long Beach CoC Board Member Types

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- Revised to reflect membership may include participation of General Members and/or Subcommittee Members

### MEMBER TYPES

The Long Beach CoC Board shall be comprised of Long Beach CoC General Members, Long Beach CoC Subcommittee members, and appointed and appointed ex officio members. Ex officio members represent entities within Long Beach whose participation is fundamental to the planning, funding, and policy decisions of the CoC Board. The following entities shall hold ex officio membership positions on the Long Beach CoC Board and shall share the same responsibilities as elected CoC Board members with the same voting rights. Ex officio members shall be appointed by the chair/director of the entity that they represent.

- A. HSAC
- B. Housing Authority of the City of Long Beach
- C. Community Development, Housing and Neighborhood Services
- D. Mayor's Office, City of Long Beach
- E. Advisory Board with Lived Experience (ABLE)

## Appendix C, Long Beach CoC Board Member Responsibilities

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- Revised to reflect Board membership may include participation of General Members and/or Subcommittee Members who are in *good standing*
- Board Members to receive input/feedback from CoC Subcommittees

### Long Beach Continuum of Care Governance Charter and Bylaws

- c. Ensuring project compliance with HUD funding regulations for CoC, ESG, HUD VASH programs, and other federal grant programs.
- D. Designate and support the Department of Health and Human Services, Homeless Services Bureau as the HMIS Lead, CES Lead, and the Collaborative Applicant for the HUD CoC Program.
- E. Long Beach CoC Board Members shall be in good standing of the Long Beach CoC General Membership and/or Long Beach CoC Subcommittees
- F. Review, update, and approve CoC Charter and Bylaws annually.

### Long Beach Continuum of Care Governance Charter and Bylaws

- G. Attend the full duration of at least 75% of Long Beach CoC Board Meetings. Attend at least one Long Beach CoC General Membership meeting annually.
- H. Elect Officers for the Board annually including the Co-Chair positions and filling vacancies as needed.
- I. Receive community and public policy updates relevant to homelessness issues.
- J. Receive public comment at its meetings on matters related to homelessness within the City of Long Beach geographic area.
- K. Receive input from HSAC, Long Beach CoC General Membership, Long Beach CoC Subcommittees, and ABLE to develop recommendations on matters related to homeless services-related policies, programs, and funding.
- L. Support the annual planning, development, and coordination of the Sheltered and Unsheltered Point-in-Time Count, Housing Inventory Count, and Gaps Analysis, as well as participation in Consolidated Plans.

# Appendix C, Long Beach CoC Board Elections

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- Revised to reflect Board nominations and elections may include representatives of General Members and/or Subcommittee Members for full and interim terms

## B. Board Elections

1. Long Beach CoC Board elections shall occur annually in May or in the event a vacancy should occur in a required seat or in the case that the vacancy brings the board below thirteen (13) members the Long Beach CoC Board will declare a special election. The Long Beach CoC Board may elect any eligible candidate from the CoC General Membership and/or Long Beach CoC Subcommittees as necessary to serve as an interim and fill the vacancy. The elected candidate shall serve the unexpired term of the previous board member and is eligible for re-election at the end of that term. If the time is less than a year and a half, then time spent on the board will not count towards the person's time limit for board membership.
- to the CoC Board.
5. CoC General members, Subcommittee members, and incumbent Board members who are eligible for re-election may nominate themselves or other members to the CoC Board.

# Next Steps

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1

Board to vote on Charter and Bylaw updates

2

Continued recruitment of CoC Board & Subcommittee applicants, including targeted outreach to organizations / institutions for required and ex officio seats



Thank you

**Jeff Proctor,  
Administrative Operations Officer  
Homeless Services Bureau**