

MINUTES OF THE CITIZEN HOMELESSNESS COMMISSION  
THURSDAY, NOVEMBER 14, 2019

PRESENT: Ann Margolin (Chair), Jennifer Snow, Linda Garner, LeTitia Owens, Brandon Vance, Josh Cogan, David King, Alan Tallis and Amy Desler.  
ABSENT: Laurice Fischer-Taylor and Kevin Cooper.

The meeting was called to order at 3:05 p.m.

OFFICIAL ACTION OF THE COMMISSION

Item 3 Approval of the September 12, 2019 and October 10, 2019 Minutes

Motion to approve by Ms. Garner and seconded by Mr. King.  
Passed unanimously.

Item 4 Public Comment

Robert Ceccarelli and Chad Crews addressed the commission.

Item 5 Chair's Report: Subcommittee and Structure Pending

Ms. Margolin recognized and thanked the Office of Homeless Solutions (OHS) staff for opening and working at the temporary inclement weather shelter at the Kay Bailey Hutchinson Convention Center.

The chair reported that she attended a board and commission chair training session where she learned about the laws governing the commission. In addition, she met with many leaders in the homeless services community and visited some of the shelters.

Ms. Margolin said she is examining the committee structure of the Citizen Homelessness Commission (CHC) and is considering the creation of ad hoc committees that focus on specific issues for a period of time and then disband.

Because there are no critical issues pending before the CHC or City Council, Ms. Margolin said she was cancelling the December CHC meeting.

Finally, Ms. Margolin stated that she would like to conduct the CHC meetings similar to the system used for City Council meetings. When discussing an item, each commission member will be given up to four (4) minutes to speak. Once every member has spoken, members will be given a second opportunity of up to four (4) minutes to speak. The Chair stated her goal is to limit the meetings to two (2) hours in length. While that may not always be possible, it is the goal.

*Note: Upon review of the Board Chairs Handbook, it was determined that the time limit is five (5) minutes, not four (4) minutes.*

Item 6 CHC Subcommittee Reports

*A. Coordination and Strategic Planning Subcommittee*

Ms. Owens presented a report on behalf of subcommittee members Chad Crews and Alan Tallis and herself. She briefly summarized the subcommittee's discussion regarding contract awards for three (3)

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programs: Homeless Investment Program, Emergency Shelter Grant (ESG) and the Housing Opportunities for Persons with AIDS (HOPWA). Over the course of two meetings, the subcommittee discussed the City's procurement process. As a result of the discussion, the subcommittee developed a process that would allow the CHC to provide feedback on programs and contract recommendations.

*B. Short Term Solutions Committee*

Ms. Snow presented a report on behalf of subcommittee members Josh Cogan and Chad Crews and herself. She summarized the subcommittee's discussions at two (2) meetings regarding the proposed new chapter in the City Code for an inclement weather shelter program. The subcommittee will continue to collaborate with staff on the development of the ordinance.

Item 7 Briefing: Inclement Weather Shelter Program Update

Monica Hardman, Director of OHS, presented a program summary, inclement weather shelter definition, period of operation, temperature triggers and other weather events, spacing requirements from other inclement weather shelters, security plan, communication plan and the permit/license process. The Short Term Solutions Committee's feedback was included in the presentation. After the question/answer session, the Chair asked commission members to send their recommendations to staff.

Ms. Hardman presented the Short Term Solutions Committee's feedback regarding a proposed One-Site Plan to house approximately 300 individuals at one location during inclement weather. She also provided a brief summary of OHS' operation of the temporary inclement weather shelter at the convention center.

Item 8 Briefing By Memorandum: Update on Community Engagement and Proposed CHC involvement for Reset of Bond Implementation

No discussion by the commission.

The commission adjourned at 4:37 p.m.

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_