



## Yolo County Homeless and Poverty Action Coalition (HPAC)

Davis/Woodland/Yolo County Continuum of Care (CA-521)

### General HPAC Meeting Agenda

Wednesday, January 22<sup>nd</sup>, 2020 (9:00-10:30 am)

Davis - Veterans Memorial Center – Game Room

Meeting Agenda		
Agenda Item	Approximate Time	Speaker/Facilitator
1. Review and Approve Meeting Agenda <ul style="list-style-type: none"><li><i>ACTION ITEM: Approve 1/22/20 Agenda</i></li></ul>	9:00-9:03 (3 Minutes)	Ryan Collins, HPAC Chair
2. Approve Meeting Minutes <ul style="list-style-type: none"><li><i>ACTION ITEM: Approve 11/20/19 Minutes</i></li></ul>	9:03-9:05 (2 Minutes)	Ryan Collins, HPAC Chair
3. Introductions and Program Updates	9:05-9:20 (15 Minutes)	All
4. 2020 Census - Update	9:20-9:35 (15 Minutes)	Jenny Tan or Census Bureau Staff
5. HHAP Update <ul style="list-style-type: none"><li><i>CoC priority eligible uses</i></li><li><i>Action Item: Move to technical to determine local section process</i></li></ul>	9:35-9:55 (20 Minutes)	Ian Evans, HHS
6. HPAC Voting Calendar <ul style="list-style-type: none"><li><i>ACTION ITEM: Modify officer nomination timeline and remove Ad Hoc nomination committee</i></li></ul>	9:55-10:10 (15 Minutes)	Ian Evans, HHS
7. Housing Inventory Count (HIC)/Point-In-Time (PIT)	10:10-10:15 (5 Minutes)	Emily Moran-Vogt, HHS
8. Conflicted/Affiliate Agencies <ul style="list-style-type: none"><li><i>County counsel information, agency representative information, discussion</i></li><li><i>ACTION ITEM: Move to technical for policy review/revision, or wait until governance structure is in place to review/revise</i></li></ul>	10:15-10:30 (15 Minutes)	Ryan Collins, HPAC Chair
9. Meeting Evaluation & Adjournment	10:30	Ryan Collins, HPAC Chair

### Upcoming Meetings and Events

- HPAC Technical Subcommittee – January 23<sup>rd</sup>, 2020 – 9:00-11:00 am – Yolo County HHS - Bauer Building - Williams Room; 137 North Cottonwood Street, Woodland, CA, 95695
- HPAC General Meeting – February 26<sup>th</sup>, 2020 – 9:00-10:30am – Veterans Memorial Center – Club Room; 203 East 14<sup>th</sup> Street, Davis, CA, 95616
- HPAC Technical Subcommittee – February 27<sup>th</sup>, 2020 – 9:00-11:00am – Civic Center Galleria - Room 157; 1110 West Capitol Avenue, West Sacramento, CA, 95691

## **Supporting Documentation for Item #2**

Meeting Minutes from 11/20/2019



## Yolo County Homeless and Poverty Action Coalition (HPAC)

November 20<sup>th</sup>, 2019 - General Meeting Minutes

**LOCATION:** Woodland – Yolo County HHS – Gonzales Building – Community Room

### MEETING ATTENDEES

1. **Abraham Salinas\***, City of West Sacramento
2. Adriana Galvez, CommuniCare
3. **Alysa Meyer\***, Legal Services of Northern California
4. **Bill Pride\***, Davis Community Meals and Housing
5. **Dan Sokolow\***, City of Woodland
6. **Desiree Vigel\***, Shores of Hope
7. **Doug Zeck\***, Fourth and Hope
8. Elaine Lytle, County of Yolo – HHS
9. **Elise Reitz\*\***, Yolo County Children’s Alliance
10. Elizabeth Correa, Veteran’s Resource Center
11. Emily Moran-Vogt, County of Yolo – HHS
12. **Helen Roland\*\***, Davis Opportunity Village
13. Howard Channel, UC Davis – Aggie Compass
14. James McLeod, Yolo Community Care Continuum
15. **Janis Holt\***, Yolo County Housing
16. **Jeneba Lahai\***, Yolo County Children’s Alliance
17. **Joan Planell\*\***, City of Davis
18. **Kathy Trott\***, Woodland Opportunity Village
19. Kim Heuvelhorst, County of Yolo – HHS
20. **Lynnette Irlmeier\***, Empower Yolo
21. **Mark Sawyer\*\***, City of West Sacramento
22. **Martha Teeter\***, Davis Opportunity Village
23. **Mary Anne Kirsch\*\***, Interfaith Rotating Winter Shelter – Davis
24. Michael Bisch, Yolo Food Bank
25. **Michele Kellogg\***, Yolo Community Care Continuum
26. **Nadia Waggener\*\***, County of Yolo – HHS
27. **Niomi Michel\*\***, Empower Yolo
28. Patti Hobbs, Interfaith Rotating Winter Shelter – Davis
29. Philip S. Reed, Veteran’s Affairs
30. Rachael Hoskins, Yolo County Housing
31. Rachel Davidson, Downtown Streets Team
32. Rachel Nervo, Veteran’s Affairs
33. Robin Frank, Yolo County Children’s Alliance
34. **Ryan Collins\***, City of Davis – HPAC Chair
35. Sandra Sigrist, County of Yolo – HHS
36. Tandy Burton, Woodland Memorial Hospital
37. Tanya Provencher, County of Yolo – HHS
38. **Zane Hatfield\***, Yolo Food Bank
39. **Nolan Sullivan\***, County of Yolo – HHS

***Bold-type** indicates that the individual represented a Voting Board agency as either a primary (\*) or secondary (\*\*) voting designee*

### 1. INTRODUCTIONS & PROGRAM UPDATES



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### November 20<sup>th</sup>, 2019 - General Meeting Minutes

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Attendees introduced themselves and gave brief program updates.

- Janis Holt – Yolo County Housing has acquired more VASH vouchers, bringing the total to 32 vouchers. YCH will be applying for more Family Unification Program vouchers and HPAC needs to sign onto an MOU for FUP application and this will be sent out by email for a vote.
- Nadia Waggener – HHSA is interviewing for a third case manager on the internal case management team. This will allow for one case manager to be assigned to each of the three major cities in Yolo County.
- Mark Sawyer – Winter Warming Center in West Sacramento will open on December 1<sup>st</sup>, referrals will go through Mark's Thursday walk-in appointments.
- Patti Hobbs – IRWS Davis is starting on December 1, with pre-registration the day before. They are still looking for an overnight supervisor.
- Elaine Lytle – HHSA is housing 12 families in one set of units through a partnership with Yolo County Housing. HHSA has also applied for additional Bringing Families Home funding.
- Howard Channel – UC Davis Aggie Compass has hired a basic needs coordinator and the organization will be working with hotels in Davis as part of setting up a Rapid Rehousing model program for students experiencing homelessness.
- Zane Hatfield – Yolo Food Bank has picked up 5 new donor accounts which will double size of food in the area. This will be 2 million pounds of food being redirected back to Yolo County that was previously leaving the county.
- Martha Teeter – DOVe has started facilitating the subcommittees of the Davis Homelessness Alliance. The steering committee meets 12/11.
- Emily Moran-Vogt – working with HMIS agencies to identify HMIS Agency Leads and will be working to prepare data for reports due to HUD early next year.
- Ryan Collins – City of Davis is moving forward with implementing the respite center plans as directed by City Council. They are searching for job descriptions for case managers and program managers and request that if any organization has any to send them to him, Patti Hobbs, Linda Scott, or Joan Planell.

## 2. REVIEW AND APPROVE 11/20/19 MEETING AGENDA

HPAC unanimously approved the 11/20/19 meeting agenda with no amendments.

- **Motion:** Janis Holt
- **Second:** Nadia Waggener
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

## 3. REVIEW AND APPROVE 10/23/19 MEETING MINUTES

HPAC unanimously approved the 10/23/19 meeting agenda with 1 amendment for Kathy Trott to be indicated as a voting designee of Woodland Opportunity Village.

- **Motion:** Janis Holt
- **Second:** Nadia Waggener
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### November 20<sup>th</sup>, 2019 - General Meeting Minutes

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#### 4. HPAC VOTING CALENDAR

Ryan Collins led a discussion on changing the HPAC voting year to a Calendar Year. Robust discussion followed considering issues of when new voting agencies would acquire voting status and when officer elections would occur.

**MOTION:** A motion was made to adopt the Calendar Year as the HPAC operational year.

- **Motion:** Helen Roland
- **Second:** Bill Pride
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

**MOTION:** A motion was made that the voting status of new members will take effect every November.

- **Motion:** Lynnette Irlmeier
- **Second:** Bill Pride
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** Jeneba Lahai

#### 5. HPAC MEMBERSHIP POLICY

Ryan Collins explained that an issue that arose during the Officer nomination process necessitates a discussion by the HPAC body regarding eligibility of affiliate agencies for individual representation on HPAC, and a decision on whether a new policy regarding membership eligibility is needed. Alysya Meyer and Joan Planell explained that during their nominating subcommittee review process, a question regarding the affiliate relationship with County of Yolo, and resulting impact on voting status of two organizations - Yolo County Children's Alliance (YCCA) and Yolo County Housing (YCH) – was brought to their attention. .

The nominating subcommittee members reported the following:

- They explored the issue and met with County leadership and County Counsel regarding the details of the relationships between the County and the agencies and were unable to make a decision regarding their eligibility for membership.

A long discussion followed during which the body considered whether an agency who is affiliated with the County of Yolo could have their own representation as part of the HPAC voting board. Factors mentioned for consideration when determining whether there is a potential conflict included:

- Both YCH and the YCCA have executive board of directors that are outside boards and govern the operations of the agencies.
- YCCA has County office space, County emails, and can be represented by County Counsel.
- The Executive Director of YCCA is an employee of the County, however all other employees are not employees of the County.
- Nolan Sullivan reported he manages contracts with YCCA and indicated that he only has say in regard to YCCA's operations pursuant to the written contracts for services.

**MOTION:** A motion was made by Bill Pride to defer the research and development of a membership eligibility policy to the Technical Subcommittee. The motion was then WITHDRAWN after further discussion.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### November 20<sup>th</sup>, 2019 - General Meeting Minutes

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A request was made to create placards to help clarify who in the room are the voting designees during each meeting. A request was also made for an outside legal opinion evaluating whether there is a conflict of interest.

The discussion ended with the group deciding to hold decision making related to this issue until the agencies in question could provide more detailed feedback regarding their interpretation of whether there is a conflict. The body will wait until the next meeting to vote on the specific direction to be given to the Technical Subcommittee regarding what to include in a policy to be drafted or change to an existing policy.

It was noted that part of the direction to Technical should include establishing criteria for consideration when determining whether an agency has a conflict.

#### 6. HPAC OFFICER NOMINATIONS UPDATE

Nominating committee explained that due to the issues discussed in the previous item, they felt they could not make a recommendation on the slate of officers without input from the larger body. There was discussion about whether to keep the prior rules in place for the time being and apply any additional membership eligibility rules at a later date.

**MOTION:** A motion was made stating that the results of the officer poll conducted in October 2019 will stand throughout the next full HPAC year and those officers will be formally installed at the next HPAC meeting. The membership eligibility issue will be resolved, and it will only apply to future elections.

The motion PASSED according to the vote below:

- **Motion:** Dan Sokolow
- **Second:** Mary Anne Kirsch
- **Ayes:** Ryan Collins, Martha Teeter, Mary Anne Kirsch, Dan Sokolow, Abraham Salinas, Lynette Irlmeier, Michele Kellogg, Doug Zeck, Mark Sawyer, Nadia Waggener
- **Nays:** None
- **Abstentions:** Zane Hatfield, Alysa Meyer, Bill Pride, Jeneba Lahai, Janis Holt

#### 7. COUNTY PLAN TO ADDRESS HOMELESSNESS

Ryan Collins brought the need for a vote to adopt the County Plan to Address Homelessness. Emily Moran-Vogt explained that adoption of this plan was an official recommendation made by the Technical committee during its last meeting.

**MOTION:** A motion was made to adopt the County Plan to Address Homelessness as HPAC's strategic plan.

The motion PASSED according to the vote below:

- **Motion:** Alysa Meyer
- **Second:** Michele Kellogg
- **Ayes:** Ryan Collins, Martha Teeter, Mary Anne Kirsch, Dan Sokolow, Abraham Salinas, Lynette Irlmeier, Michele Kellogg, Doug Zeck, Mark Sawyer, Nadia Waggener, Bill Pride, Jeneba Lahai
- **Nays:** Zane Hatfield
- **Abstentions:** Janis Holt



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### November 20<sup>th</sup>, 2019 - General Meeting Minutes

---

#### 8. GOVERNANCE STRUCTURE AD HOC COMMITTEE

Ryan Collins recommended the creation of a governance ad hoc committee to determine what the best ongoing structure for the CoC as had been previously discussed in General and subcommittee meetings.

**MOTION:** To form an ad hoc Governance Committee who will bring forward a proposed ongoing Governance Structure for the CoC.

- **Motion:** Jeneba Lahai
- **Second:** Dan Sokolow
- **Ayes:** Unanimous
- **Nays:** None
- **Abstentions:** None

#### 9. SACRAMENTO STEPS FORWARD CONTRACT

Ryan Collins informed the body that there is a contract proposal from Sacramento Steps Forward that would both reduce HMIS costs to the CoC and would reduce the number of MOUs and contracts governing HMIS administration in Yolo County. Emily Moran-Vogt explained that 2 years ago, HHSA entered into a contract with SSF to provide services related to the day to day operation and system administration of Yolo County's HMIS. That contract expired on September 30, 2019 and in discussions to extend the contract, SSF has proposed that HHSA pay SSF directly for the user fees. Emily explained that Bitfocus is currently double billing SSF for HMIS users that Yolo is already paying Bitfocus for. However, Yolo County does not have the authority to enter this type of agreement based on the current MOUs in place.

Emily listed out 4 options to resolve this issue that the body needed to make a decision on:

1. HPAC does not alter any of the existing agreements governing HMIS administration and wishes to pursue the reduced HMIS user fees laid out in this contract and gives the County a one-time authorization to enter into this contract on behalf of the CoC.
2. HPAC chooses to shift the HMIS Lead designation to the County of Yolo and the County would enter into the contract directly with SSF.
3. HPAC does not alter any of the existing agreements governing HMIS administration and wishes to pursue the reduced HMIS user fees laid out in this contract. To do so, Yolo Community Care Continuum (YCCC) would be added as a third party to the contract.
4. HPAC chooses to not pursue the reduced user fees and keeps the contract in place between Bitfocus and YCCC, and the County removes the user fees from the contract and only contracts with SSF for the services.

SSF will assist Yolo County in terminating the prior contract between Bitfocus and YCCC.

**MOTION:** To transfer HMIS Lead designation to the County of Yolo and authorize the County to enter into this new user fee agreement with SSF.

- **Motion:** Dan Sokolow
- **Second:** Jeneba Lahai
- **Ayes:** Martha Teeter, Abraham Salinas, Dan Sokolow, Jeneba Lahai, Mary Anne Kirsch, Ryan Collins
- **Nays:** Bill Pride, Alysa Meyer, Lynnette Irlmeier, Doug Zeck, Kathy Trott
- **Abstentions:** Janis Holt, Zane Hatfield, Nadia Waggener, Michele Kellogg



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### November 20<sup>th</sup>, 2019 - General Meeting Minutes

#### 10. HOMELESS HOUSING ASSISTANCE PROGRAM (HHAP)

Due to the meeting running over time, this item will be sent out for a vote by email.

#### 11. TECHNICAL ASSISTANCE FOR CAPACITY BUILDING

Due to the meeting running over time, this item will be sent out for a vote by email.

#### 12. MEETING EVALUATION

##### Meeting Evaluation:

- Plus – food, robust discussion about difficult topics
- Delta – none

#### 8. NEXT MEETING & ADJOURNMENT

The meeting was adjourned at 10:44 AM by Ryan Collins.

The next meetings are:

- HPAC Technical Subcommittee – December 12<sup>th</sup>, 2019 – 9:00-11:00 am – Yolo County HHSA – Gonzales Building – Community Room – 25 N. Cottonwood Street, Woodland, CA 95695



## **Supporting Documentation for Item #5**

HHAP Update

# Homeless Housing, Assistance and Prevention Program (HHAP)

Application Due Date: February 15, 2020

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## Background

The [Homeless Housing, Assistance and Prevention Program \(HHAP\)](#) is a \$650 million block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. The HHAP grant program is authorized by AB101, which was signed into law by Governor Gavin Newsom on July 31, 2019, and the [Notice of Funding Availability \(NOFA\)](#) was released on December 6, 2019.

Our region is eligible to receive funds via two allocations: County and CoC. The **County** allocation is **\$719,825**, and the **CoC** allocation is **\$771,593**.

## Funding Priority Selection

In December 2019, the HPAC Technical Subcommittee recommended that the CoC allocation for HHAP be utilized on 4 project eligible uses, to be determined via online survey of the HPAC Voting Board. In addition, the Technical Subcommittee recommended: Yolo County HHS be designated the Administrative Entity, 5% of funds be utilized on HMIS administration support, and 7% be utilized for administering the funds.

The HPAC Voting Board then ranked all project eligible uses via survey and the following 4 priorities were ranked highest.

1. Prevention and shelter diversion to permanent housing
2. Rental Assistance & Rapid Rehousing (*tied with #3*)
3. Delivery of Permanent Housing & Innovative solutions like motel/hotel conversion (*tied with #2*)
4. New navigation centers and emergency shelters (based on demonstrated need)

The HHAP application requires a description of how the funds will be used, beyond the general Eligible Use categories. To do so, the HPAC Technical Subcommittee plans to further prioritize the funding by identifying specific project activities that will be prioritized under each Eligible Use category in the local Project Selection Process.

## Eligible Use Alignment with County Plan and Eligible Activities

The County Plan goal that each eligible use best aligns with is listed below. Examples of project types are guided by the [HHAP Promising Practices document](#) published by the Homeless Coordinating and Financing Council (HCFC) and are not meant to be all inclusive.

### 1. Prevention and shelter diversion to permanent housing

- [County Plan Goal 1](#) – Strengthen the Homeless Crisis Response System, Developing Prevention Services
  - Strategy 1.B – Leverage new state funding sources to invest in prevention and crisis response services.
  - Strategy 1.C – Develop and pilot an early identification tool to assess those in need of prevention services.
- Examples of eligible activities:
  - Short or medium-term rental assistance
  - Payment of rental arrears and security deposits, utility payments, moving costs
  - Housing search assistance
  - Housing stabilization case management
  - Credit repair
  - Legal services

## **2. Rental Assistance & Rapid Rehousing**

- County Plan Goal 1 – Strengthen the Homeless Crisis Response System, Developing Prevention Services
  - Strategy 1.B – Leverage new state funding sources to invest in prevention and crisis response services.
- Examples of eligible activities:
  - HHAP grantees are encouraged to fund projects that incorporate all the following core components of RRH:
    - Housing identification
    - Rent and move-in assistance
    - Intensive case management and services.
  - Rental and utility arrears payments
  - Rental application fees
  - Moving costs
  - Security deposits
  - Rental subsidies
  - Housing search assistance
  - Housing stabilization case management services.

## **3. Delivery of Permanent Housing & Innovative solutions like motel/hotel conversion**

- County Plan Goal 2 – Increase Affordable Housing Options for the Most Vulnerable
  - Strategy 2.A – Invest in alternative housing models to more efficiently develop affordable housing.
- Examples of eligible activities:
  - Permanent supportive housing projects
  - Accessory dwelling unit subsidy program for homeowners with restricted tenancy requirements
  - Shared Housing
  - Host homes

## **4. New navigation centers and emergency shelters (based on demonstrated need)**

- County Plan Goal 1 – Strengthen the Homeless Crisis Response System, Developing Prevention Services
  - Strategy 1.B – Leverage new state funding sources to invest in prevention and crisis response services.
- Examples of eligible activities:
  - Improvements to current shelter
    - expanding services and/or operational hours to meet the demonstrated need
    - eliminating rules or expectations that could be perceived to be unreasonable or punitive
    - accommodating self-defined groups of families
    - creating safe arrangements for pets within the shelter
    - providing safe storage for possessions
    - increasing case management to create quick connections to permanent housing or housing navigation services.
  - Increasing the number of available beds at an existing shelter or navigation center
  - Expanding services offered at an existing shelter or navigation center (such as adding or increasing employment assistance)
  - Insurance, furnishing, utilities, and/or rent for the facility

## **Supporting Documentation for Item #8**

Conflicted/Affiliate Agencies

Pat,

This e-mail briefly reviews the Governance Charter of Yolo County's Continuum of Care (CoC), Homeless and Poverty Action Coalition (HPAC), with respect to membership and voting rights. I understand that some HPAC members are proposing to revoke the voting rights of other members, including the Children's Alliance (a non-profit) and Yolo County Housing (a state agency), and this e-mail is drafted for consideration in connection with that controversy.

The federal Continuum of Care Program Interim Rule (24 Code Fed. Regs. Part 578) requires local jurisdictions to maintain a CoC to, among other things, establish eligibility for certain federal funding. The federal regulations prescribe the contents of HPAC bylaws, and specifically require provisions on membership and governance. HPAC adopted a Governance Charter that meets these requirements and it was most recently readopted on 10/25/17. A copy is attached. (HPAC has also adopted policies and procedures to provide additional guidance on matters not covered in the Charter.)

The Charter includes the following key language on HPAC membership:

HPAC membership is open to all parties interested in issues of homelessness and poverty in Yolo County. Relevant parties include, but are not limited to nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement agencies, organizations that serve veterans, people experiencing homelessness, and formerly homeless individuals. (Charter at p. 1.)

While very inclusive, this language is followed by text that describes two different types of membership—voting and non-voting. A key difference is that voting members “must complete a membership application and meet the criteria specified in the Board of Voting Members section....” That section includes attendance requirements and limits voting memberships to those who represent one of the following parties:

- Community based organizations whose mission pertains to issues of homelessness and poverty;
- Yolo County;
- Cities within Yolo County;
- Homeless and/or formerly homeless persons; and
- Private companies whose interests pertain to issues of homelessness and poverty.

Voting memberships are reviewed annually and “shall be set each year on October 31, and shall remain in place for a full year (November 1 to October 31).” Records regarding the current voting membership are not posted on the HPAC website, but both the Children's Alliance and Yolo County Housing were among the voting members for the prior (ending 10/31/19) period and are presumably voting members for the next 12-month period. I am attaching the voting

membership for 2018-19. I understand at recent meetings, the calendar year for HPAC and voting membership was voted on to shift from the above timeframe to a January 1<sup>st</sup> to December 31<sup>st</sup> timeframe, which does not affect any of the content of this email.

As this review tends to show, the Charter does not contemplate revoking voting memberships outside of the annual review process. Also, the Charter does not include any provisions authorizing a revocation of voting memberships due to perceptions of voting bias, which I understand is the reason why representatives for some members have proposed revocation for consideration. The Charter only authorizes revocation of a voting membership in the event a member participates in an HPAC action despite a financial conflict of interest. That is NOT the situation presented with allegations regarding the Children's Alliance and Yolo County Housing, as the bias concern with each member arises from its receipt of County funding to support its executive director position (Children's Alliance) or from the participation of other HPAC members on its governing board (Yolo County Housing). Neither situation presents a financial conflict of interest because, under the HPAC Charter, such conflicts are limited to "decisions concerning the award of a grant or other financial benefits to the organization that the member represents."

Consequently, HPAC presently cannot revoke the voting membership of the Children's Alliance, Yolo County Housing, or any other member that a HPAC majority might perceive to have a bias that influences its voting actions. Although not relevant to the legal questions considered in this e-mail, I will also comment that applying a litmus test for voting membership based on receipt of County (or city) funding or entity governance would be complicated for HPAC to develop and administer, as many of its members have some degree of financial and governance (or other) interrelationship. Such an approach would also require "challenged" voting members to spend considerable time developing information and responding to questions about their organizational independence or other matters. This seems at odds with the mission and effective functioning of HPAC, at the very least.

Please let me know if you have any questions.

Thanks,  
Phil

Philip J. Pogledich  
County Counsel  
County of Yolo