

Key Questions for LEAB Formation

MEMBERSHIP

- How many members should be on LEAB? (always possible to add but not subtract) 7-9
 - How many consumers are they representing?
 - What are smallest & largest numbers that make sense?
- Who is eligible to be on LEAB? (Criteria)
 - E.g. currently or formerly experienced homelessness. Need to have happened in County or in California? Need to have taken part in CoC or in-county services? Reserve spaces for people who have had particular experiences (e.g. used mental health services, used substance use services, accompanied by children while experiencing homelessness, etc.)?
 - Percentage with some particular type of experience?
 - Consider what groups of people are represented in homeless community, and what shelters/services these people use.
- Will anyone besides “those with LE” be voting members of LEAB?
 - E.g. could have some community housing advocate or provider staff person. Who might this be?
 - What about ex officio member? (part of LEAB by virtue of another office, such as Destination Home director, CoC lead, or other staff person). This person could be required to attend all meetings and be given time for announcements and questions.
 - + : Open lines of communication, enhance collaboration, system perspective to inform conversation or answer Qs.
 - – : Could reduce candor of conversations, move away from complete ownership by those with LE
- Other membership Qs:
 - Term length (# of years) and renewability of term.
 - Stagger such that not too much turnover simultaneously.
 - How people maintain membership: e.g. attend 2/3 of meetings per 6 month period; maintain participation and positively contribute; other. Could be removed by consensus of other members or some majority.

SUPPORTS

- What kind of support will CoC/Destination Home/other orgs provide the LEAB?

- Transportation assistance? (Who to admin?)
- Host member app on website?
- Site for meetings + snacks stuff?

LEADERSHIP

- Leadership of LEAB: designate specific members as Representatives to, e.g., inform CoC/Board, who understand mission of LEAB and have authority to speak on behalf of LEAB. Also e.g. LEAB President.
 - What officers should LEAB have? How long do they stay in office before potential turnover? Is turnover required or can officer have multiple terms? Should there be terms for removing an officer, e.g. consensus of all other members, and some degree of demonstrated inability to lead the group or conduct the functions.
 - Secretary: minutes, etc.
 - Chairperson or President: leader & welcomes; maybe agenda/direction
 - Liaison as official voice with affiliated org/CoC
 - VP to assist President/Chairperson? Or have co-chairs/co-directors.

RECRUITMENT

- How will recruitment work? For initial group, and ongoing to replace outgoing members.
 - E.g. application form with basic info, can have a few waiting in the wings ready to contact.
 - E.g. Name, address to receive mail, phone # where we can leave a msg, services in area you've used; personal reference: name, address, phone; what would you like to contribute as a member of the LEAB?
 - Want a recruitment subcommittee within the LEAB?
 - (Note that people can be transient and likely to have a core group ongoing plus some people flowing in and out depending on life situation and whether they stay local.)
 - Ideas: Ask providers for recommendations; Chad & Anthony can ask around; flyers at agencies (and give copies of apps to those agencies); other.
 - Language: Translate into Spanish or other languages?

GUIDELINES/BY-LAWS (Logistical Decisions)

- **QUORUM:** Number of people who must be present to have a meeting? May want it to be low, but higher to vote or make decisions.
- Establish **RESPONSIBILITIES** of LEAB members. E.g.:
 - Est purpose of LEAB, and maintain focus on representing interests of all the people LEAB is intending to represent);
 - Designate or elect chairperson or president?
 - Monitor and contribute regarding plans to meet LEAB's goals.
 - Establish annual LEAB goals/focus area(s).
 - Be aware/talk to others about joining LEAB; maintain LEAB culture of respect and participation and remove non-participating members.
 - Marketing of CoC/services in community?
 - Evaluate programs?
 - Consider providing information or opinions upon request for CoC/other body.
- Meetings: Where? When & how to decide when? How to obtain transportation vouchers and get them to members? Who can help organize meals/snacks for meetings? Liaison in existing org to help with meeting details such as any room closures, etc.? Frequency? (can be more to get it off the ground and establish by-laws, then less frequent after established.)
- Revisit by-laws annually. Can establish a few people as subcommittee to do that.
- Can have some **"Dos and Don'ts"/Agreements** such as Pitch in, Be willing to contribute your ideas, Get acquainted with others on the LEAB, Speak up when you agree or disagree with others, Leave any disagreements at the meeting, Ask questions, etc.
- Can have Code of Ethics everyone subscribes to including confidentiality, focusing efforts within LEAB to support its mission, don't use position for personal advantage...
- Who will be in charge of creating agendas and leading each LEAB meeting? Some subcommittee or a single person? Who tracks information for meetings and attendance? Who takes minutes and where are they stored? Are these public, shared only with partner agency, or private to LEAB members?
- **Conducting meetings & Decision Making:** use Robert's Rules of Order, or something else?
https://www.afsc.noaa.gov/education/activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf Or draft something simpler? Or just cheat sheet for meetings to get things started.

- Structure: Location within SCC system? Could be a formal committee within the CoC.