

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

**A. GENERAL INFORMATION**

1. Date

6/28/19

2. Department

Business, Consumer Services and Housing Agency

3. Organizational Placement (Division/Branch/Office Name)

Homeless Coordinating and Financing Council

4. CEA Position Title

Deputy Secretary, Homelessness

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

Working under the general direction of the Agency Secretary, the Deputy Secretary of Homelessness is responsible for the management of the Homeless Coordinating and Financing Council (HCFC) (Local Partnerships Program, Homeless Emergency Aid Program (HEAP), Homeless Housing Assistance Program (HHAP), Youth Homelessness Program, Research and Policy Development Program and the HCFC Council staff), leading staff, overseeing the implementation of homeless programs and setting the strategic vision for the HCFC. The Deputy Secretary will be responsible for policy and recommendations to the Agency Secretary and the Governor's Office on issues related to homelessness.

6. Reports to: (Class Title/Level)

Agency Secretary, Level A

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): Functionally serves as the Director of the HCFC, HCFC is a program within BCSH Agency that has programmatic and policy responsibilities/authorities statewide.

8. Organizational Level (Select one)

- 1st  2nd  3rd  4th  5th (mega departments only - 17,001+ allocated positions)

## B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

Serves as the BCSH Agency Secretary's policy expert on all statewide issues related to homelessness within the BCSH's portfolio. Responsible for advising the Secretary and the Governor's Office on policy, legislation, procedural and programmatic issues regarding statewide homelessness. Responsible for representing BCSH and HCFC in the public space on topics of homelessness; participating in inter-agency activities on homelessness; and contributing in policy discussions via expert-panel and conferences.

Manages the HCFC staff and statutorily required programs; including but not limited to: SB 1380 statutes of 2016, SB 850 statutes of 2018, the 2019 Budget Act and all subsequent statutory requirements and responsibilities that fall to the HCFC. The HCFC is a program that sits within the BCSH Agency but also has grant making and programmatic authorities. The Deputy Secretary will manage 12 full-time staff and a team of consultants used in a limited-term capacity (up to 15 consultants). The Deputy Secretary will lead the process and oversee the staff responsible for migrating the HCFC organization from a "start-up" capacity to a fully developed organization.

The Deputy Secretary will set and implement the strategic vision for BCSH and HCFC homelessness initiatives. Develop the big-picture statewide strategy for how BCSH and HCFC will best use its resources, networks and authorities to tackle the most pressing issues of homelessness in the state. The Deputy Secretary will implement broad strategy throughout the various programs she/he oversees, including but not limited to: the work led by the HCFC Executive Officer on Council initiatives and the Council's Strategic Plan for Homelessness; the new local assistance grant of \$650M Homeless Housing Assistance Program (HHAP) to be distributed statewide; the legislative reporting requirements of the \$500M grant funds Homeless Emergency Aid Program (HEAP) that have already been distributed; and continue to oversee the design and development of the Homeless Data Integration System (HDIS) to manage homeless data across the state.

The Deputy Secretary will serve, in part, the BCSH oversight function, reviewing/approving work flow related to homelessness that requires approval at BCSH, including but not limited to regulations packages, budget change proposals, bill analysis, external communication, Governor's Office Action Requests, etc.

**B. SUMMARY OF REQUEST (continued)**

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: California has 25 percent of the nations' homeless population. According to 2017 data the U.S. Department of Housing and Urban Development (HUD), California's homelessness population has risen to nearly 135,000 individuals, up 13.7 percent since 2016. Of this number, more than 91,000 are considered unsheltered. Preliminary 2019 numbers show this has grown in most urban parts of the state. The majority of individuals experiencing homelessness belong to vulnerable populations including those with severe mental illness, victims of domestic violence, individuals with chronic substance use disorders and youth.

Over the years state and local jurisdictions have taken steps to mitigate homelessness but efforts have often been hindered by resistance to permitting and financing housing for this population. Recently the state has been hindered by resistance to permitting and financing housing for this population. Recently the state has made sizable investments to tackle the state's growing homelessness problem, including the No Place Like Home program and the 2017 housing package which included a \$4 billion housing bond that was on the November 2018 ballot and the one-time \$500 million in 2018 to help local jurisdictions directly.

In recognition of the longer time frame existing investments and policies may take to implement, an additional one-time investment of \$650 million for the HHAP was authorized as part of the 2019 Budget Act. The Budget Act also includes language authorizing up to 5 percent of the grant funds to be used for administration of the grants, which includes awarding funds by the first quarter of 2020. Lastly, three additional positions were authorized to expand the HCFC to support the reporting and monitoring of the HEAP program.

The program's purpose is critical to the state and the BCSH Agency's mission as it will provide the required oversight, staffing and functionality required to support local and state efforts to address homelessness.

**B. SUMMARY OF REQUEST (continued)**

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

Currently BCSH's Deputy Secretary, Housing and Consumer Relations has been serving in this capacity, overseeing both the housing and homeless portfolio on behalf of the Secretary. However, given the increased focus and attention on both homelessness and housing, this is no longer tenable. Housing received an increase of \$6 billion alone in programmatic spending and new authorities. The Governor has placed very aggressive goals around housing production that require full attention of the Deputy Secretary, Housing and Consumer Relations. Simultaneously, homelessness is also a focus of the Newsom Administration, both in terms of the need to shape policy as well as implement a new program to rapidly administer \$650M throughout the state in the first quarter 2020.

In addition, as HCFC has transitioned from a one-time program with a limited term staff to a robust division with 12 positions, an estimated 15 consultants, a Council with a growing membership and agenda, and has launched a number of long-term major projects (establishing a state-wide Homeless Data integration system and writing a homeless strategic action plan for the state). Also, the BCSH agency work around homelessness has increased, with a substantial increase in legislative bills related to homelessness, policy discussions with agency, the Governor's Office and stakeholders, regulatory work, external communications, etc. the level of effort and expertise required at the Deputy Secretary level is a full-time job.

### **C. ROLE IN POLICY INFLUENCE**

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

1. Homeless Housing Assistance Program: Per AB 101, statutes of 2019, the HCFC is tasked with standing up a new \$650 million program providing funds to local jurisdictions. The statute provides high-level structure on the funding allocations but has a number of gray areas that will need to be addressed via the program development guides. The CEA-C will be responsible for working with the Department of Finance and Governor's Office to ensure the policy set through the Guidelines reflects the legislative and administrative intent.

2. Bill Analysis: The CEA-C will work closely with BCSH Legislative team and the Agency Secretary to review bills related to homelessness and provide analysis on the policy impact, fiscal impact and level of best practice of each bill to support either a sign/veto recommendation or to work with the author of the bill to shape the policy in a manner that will align with the Administration's goals on homelessness.

3. Homeless Data Information System: The Council is required statutorily to create a statewide data system or warehouse that collects local data through Homeless Management Information Systems, with the ultimate goal of matching data on homelessness to programs impacting homeless recipients of state programs, such as Medi-Cal (Chapter 7 (commencing with Section 1400) of Part 3 of Division 9 of the Welfare and Institutions Code) and CalWORKS (Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code). While the HMIS is currently unfunded, the procurement is ready and just waiting for final approvals. The CEA will be responsible for gaining final consensus with BCSH Agency and the Governor's Office on the system capabilities/design on how the data will be utilized for future policy discussions.

**C. ROLE IN POLICY INFLUENCE (continued)**

13. What is the CEA position's scope and nature of decision-making authority?

The CEA will report to the BCSH Agency Secretary, which is a cabinet position. The CEA will be a member of the Secretary's executive team. The CEA will have decision-making authority for all daily management of the permanent and limited-term staff. The CEA will have decision-making authority on the design, implementation and close-down of the existing \$1.2B in programmatic funds. The CEA will have decision making authority on strategy, planning, directing and guiding the Council.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA, through its direction of and support to the HCFC, will be overseeing the implementation of the Housing First policy across current and future homelessness programs. The CEA, through its direction of and support to the HCFC, will make policy and procedural recommendations to legislators and other government entities. Further, reports to the Governor, federal Cabinet members, and the Legislature on homelessness and work to reduce homelessness may have a direct impact on new policy.