

Local Homeless Coordinating Board

Ad Hoc Committee on 2026 PIT Count

Draft Charter

Background and Purpose

The Local Homeless Coordinating Board (LHCB) serves as San Francisco's Continuum of Care (CoC) board and provides oversight and governance to San Francisco's federally funded homeless services. At least once every two years, communities that receive federal funding for homelessness services are required to conduct a Point-in-Time (PIT) Count.

The purpose of the Ad Hoc 2026 PIT Committee (“the Ad Hoc”) is to provide input and recommendations to the LHCB regarding the 2026 HUD-required Point-in-Time (PIT) Count. The Ad Hoc may advise on methodology, community engagement, and implementation priorities. Final approval of the PIT Count methodology rests with the full LHCB, in alignment with HUD requirements. The San Francisco Department of Homelessness and Supportive Housing (“HSH”), as the designated lead agency and collaborative applicant, operationalizes the PIT count and has oversight of the vendor selection, planning, logistics, staffing, and reporting in accordance with HUD standards.

Scope of Work

The Ad Hoc may:

1. Review and provide feedback on the proposed PIT Count methodology.
2. Identify priorities for outreach, community engagement, or volunteer recruitment for PIT Count planning and implementation needs.
3. Help identify gaps or risks based on past PIT Count efforts.
4. Facilitate input from stakeholders, including individuals with lived experience.
5. Support the development of materials or recommendations to be brought to the full LHCB.

Authority

1. The Ad Hoc will serve in an advisory capacity and does not have authority to direct the implementation of the PIT Count.

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2. Ad Hoc recommendations will be submitted to the LHCB for review and potential action. The LHCB will retain approval authority over the PIT Methodology.

Membership and Structure

The Ad Hoc shall consist of **two current LHCB members**. The two LHCB members shall be appointed, and may be removed, by the co-chairs of the LHCB. The two current LHCB members shall serve as co-chairs of the Ad Hoc.

Non-LHCB members may be invited by the Co-Chairs of the Ad Hoc to participate in discussions and deliberations as non-voting members of the Ad Hoc, and should include people with lived experience and/or stakeholders from relevant sectors.

Term

The Ad Hoc shall commence upon approval by the LHCB and dissolve upon conclusion of the 2026 PIT Count data submission to HUD (tentatively April 2026). The LHCB may dissolve the Ad Hoc earlier by a majority vote.

Meetings and Compliance

The Ad Hoc will hold regular public meetings no more frequently than once a month. All meetings shall comply with the San Francisco Sunshine Ordinance and will be in-person unless it is authorized to meet virtually under the Mayor's COVID-19 related emergency order or other City law and meetings. Agendas, meeting notices, and minutes shall be posted publicly in accordance with state and local laws and supported by HSH.

HSH Ad Hoc Administration

HSH will provide limited staff support to facilitate meetings, post agendas, and prepare materials, subject to resource availability. In addition, HSH retains authority over vendor selection, planning, and implementation of the PIT Count as the HUD-designated Collaborative Applicant.

Governing Documents

This Charter shall be reviewed and approved by the LHCB, as well as signed by a designated LHCB Co-Chair and HSH's Chief Deputy Director or their designee.

The Ad Hoc may issue their own bylaws as long as those bylaws do not conflict with this Charter and comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 et seq.) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 et seq.) in publishing notices, agendas, and minutes and carrying out its operations and functions. Any Ad Hoc bylaws shall be approved by the LHCB and HSH's Chief Deputy Director or their designee.

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Signed by:

LHCB Co-Chair

Date

HSH Chief Deputy Director (or Designee)

Date