



**SAN BERNARDINO COUNTY  
INTERAGENCY COUNCIL ON  
HOMELESSNESS**

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**STANDING AND AD HOC  
COMMITTEE POLICY**

Approved:  
**Signature Required**  
  
**Josie Gonzales, Chair**

<b>POLICY</b>	<p>The San Bernardino County Interagency Council on Homelessness (ICH) desires to obtain the broadest possible involvement in homeless assistance programs and the decision making process that affect homeless individuals and families within the County. The principal means of obtaining this participation is through the ICH Membership and its advisory bodies.</p>
<b>PURPOSE</b>	<p>Advisory bodies are established through the committee structure. Committee development is designed to achieve the following goals:</p> <ol style="list-style-type: none"> <li>1. Increase participation by ICH members and designees in the policy process;</li> <li>2. Undertake specific tasks as requested by the ICH;</li> <li>3. Develop proposals and recommendations, with Office of Homeless Services (OHS) staff assistance, for ICH consideration;</li> <li>4. Interact with staff and Council members so the concerns of local governments are fully understood in the formulation of region policies; and</li> <li>5. Actively seek the involvement of other regional agencies, and business and citizen groups so that their perspective can be incorporated in ICH's policies and decisions.</li> </ol>
<b>COMMITTEE STRUCTURE</b>	<p><u>Standing Committees</u> - The ICH shall maintain at least four (4) Standing Committees as follows:</p> <ul style="list-style-type: none"> <li>• Bylaws and Membership</li> <li>• Point-In-Time Count Oversight</li> <li>• Identify Resource Availability</li> <li>• Housing</li> <li>• Homeless Youth Taskforce</li> </ul> <p>Standing committees shall carry out the functions set forth in the Committee Description.</p> <p><u>Ad Hoc Committees</u> - Ad hoc committees, when deemed necessary, shall be created by the ICH Chair or a majority vote of the ICH Members. Ad hoc committees shall review and study specific issues within a specified timeframe as set forth in a written charge or scope of work. The number of ad hoc committees shall be kept to a minimum in line with available ICH resources.</p> <p><u>Committee Chair</u> – The committee structure shall include a Chair, a Vice-Chair, and recording capacity. All committee chairs will be appointed by the ICH Chair. OHS staff shall maintain the membership lists of the committees.</p>

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<b>COMMITTEE STRUCTURE</b> <i>(continued)</i>	<p><u>Committee Members</u> – Each committee shall be comprised of at minimum three (3) persons, a Committee Chair appointed by the ICH Chair, a Vice-Chair, and Secretary. OHS staff and other stakeholders may be participating as committee members, as deemed appropriate by the Committee Chair.</p> <p><u>Committee Support</u> - OHS staff shall provide information and administrative support to all committees.</p>
<b>COMMITTEE MEETINGS</b>	<p>Committee meetings shall be conducted in accordance with the Brown Act. All committee meetings shall have an agenda that will be posted on the San Bernardino County Homeless Partnership website in advance of the meeting. All committees will have a designated time on the agenda for public comment. If the committee wishes to solicit additional input it should schedule a specific time and notify all stakeholders of that opportunity. Seating for the public will be provided in an area of the meeting room that is distinct from that of the committee members. A meeting summary should be kept to the extent necessary to record important discussions and decisions made. All motions must be recorded, including the persons making and seconding the motion and the outcome of the vote.</p> <p>If a committee wishes to request a meeting that is not regularly scheduled, the committee chair must consult with OHS staff on staff and meeting room availability. Meeting notices shall be distributed through OHS.</p>
<b>COMMUNICATIONS</b>	<p>To provide for effective communication throughout the committee structure, the following guidelines shall apply.</p> <ol style="list-style-type: none"> <li>1. The ICH may provide direction to any standing or ad hoc committee on issues for consideration.</li> <li>2. Committees shall provide regular communication with Homeless Provider Network Subcommittees regarding concurrent issues and shall make policy recommendations to the ICH as needed to meet the goals of the Partnership.</li> <li>3. Committee recommendations may be supplemented by specific information relative to implications and options for consideration.</li> <li>4. Committee minutes, including attendance, are to be provided to OHS within fourteen (14) calendar days following the time of the committee meeting. Copies of the minutes will be forwarded to the ICH Chair.</li> <li>5. Committee officers are required to make regular presentations of committee actions and report progress to the ICH Membership.</li> <li>6. Correspondence to ICH Members or other agencies, businesses or organizations are to be forwarded to the OHS for the approval of the ICH Chair, or designee, prior to distribution.</li> </ol>

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<b>QUORUM AND VOTING</b>	<p>A quorum consists of one-third of the total committee members. A simple majority of those present and constituting a quorum carries a motion or other action. When technical issues cannot be resolved, but a communication on the matter at hand is required or appropriate, the communication may reflect significant varying positions of members. The chair of every committee can vote as a member of the committee.</p> <p>In general, committee proceedings should be conducted on an informal basis. The rules of order shall be in accordance with the latest edition of Roberts Rules of Order.</p>
<b>BYLAWS AND MEMBERSHIP COMMITTEE DESCRIPTION</b>	<p>The Bylaws and Membership Committee is a standing committee that is responsible for the ongoing review of the ICH Bylaws and the enhancement of ICH Member participation. To that end, the committee shall:</p> <ul style="list-style-type: none"> <li>• Review current ICH bylaws to identify and recommend changes to conform to current policies, procedures, best practices and rules of proper governance;</li> <li>• Collaborate with the Chair and County Counsel to enhance understandability of the bylaws and to add necessary or remove unnecessary verbiage as needed;</li> <li>• Develop membership policies and procedures, review strategies for recruitment of new ICH member individuals, and make recommendations for ICH membership. The committee will consider the following criteria when evaluating potential ICH Members: <ul style="list-style-type: none"> <li>○ Commitment to ICH’s vision and mission,</li> <li>○ Strong willingness to serve, and</li> <li>○ Capacity to be “ambassadors” for ICH and represent the organization as needed and desirable;</li> </ul> </li> <li>• Develop and implement strategies for welcoming new ICH members; and</li> <li>• Develop and implement strategies for re-instating lapsed members.</li> </ul>
<b>POINT-IN-TIME COUNT OVERSIGHT COMMITTEE DESCRIPTION</b>	<p>The Point-In-Time Oversight Committee is a standing committee with the responsibility to:</p> <ul style="list-style-type: none"> <li>• Analyze all available United States Department of Housing and Urban Development (HUD) methodologies for the development and implementation of the biennial Homeless Point-In-Time Count.</li> <li>• Review, revise and recommend an appropriate sheltered and unsheltered survey to be distributed to homeless consumers on the night of the Count.</li> </ul>

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<b>POINT-IN-TIME COUNT OVERSIGHT COMMITTEE DESCRIPTION</b> <i>(continued)</i>	<ul style="list-style-type: none"> <li>• Identify need for data by working closely with the Homeless Management Information System (HMIS) provider within the San Bernardino County Homeless Partnership structure;</li> <li>• Identify additional, different or a reduction in data needed to meet the needs of the Continuum of Care electronic Point-In-Time submission to HUD; and</li> <li>• Establish communication between all stakeholder groups collecting data related to homeless persons and policies that will allow the aggregation of data for use by providers and decision makers to improve the overall delivery of services.</li> </ul>
<b>IDENTIFY RESOURCE AVAILABILITY COMMITTEE DESCRIPTION</b>	<p>The Identify Resource Availability Committee is a standing committee responsible for reviewing currently available and needed resources to obtain and sustain housing with coordinated services available to individuals and/or families in need of homeless services and housing assistance. The committee shall work closely with the Homeless Provider Network in identifying existing resources that support prevention and focusing those resources effectively on homelessness prevention.</p> <p>The Identify Resource Availability Committee shall:</p> <ul style="list-style-type: none"> <li>• Increase the County's rate of success in competing for its share of available federal, state, local, and corporate funding;</li> <li>• Identify gaps in services and resources;</li> <li>• Identify causes of homelessness;</li> <li>• Research how each identified mainstream resource is currently used and the extent, if any, of its use to address chronic homelessness in San Bernardino County;</li> <li>• Identify existing services and programs that can be coordinated to better meet the needs of the chronically homeless;</li> <li>• Develop strategies to overcome housing barriers and gaps in homeless services by addressing policies to maximize existing systems and resources; and</li> <li>• Recommend a "prevention of homelessness services system".</li> </ul>

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<p><b>HOUSING COMMITTEE DESCRIPTION</b></p>	<p>The Housing Committee is a standing committee responsible for identifying and promoting housing opportunities and resources for homeless individuals and families, including individuals that have recently been incarcerated and/or on probation/parole. The Committee shall work closely with the San Bernardino County Reentry Collaborative (SBCRC) and the Homeless Provider Network (HPN) in identifying existing resources that support permanent housing solutions for the homeless and recently incarcerated.</p> <p>The Housing Committee shall:</p> <ul style="list-style-type: none"> <li>• Research, identify, and create housing opportunities for homeless individuals and families, including the provision of housing for ex-offenders;</li> <li>• Consider delivery methods and models that take into account the specialized needs of the reentry population;</li> <li>• Identify stakeholders and establish relationships for collaboration with housing service delivery;</li> <li>• Develop a marketing and awareness plan for recruitment of housing developers and to build public and private support;</li> <li>• Create and maintain a list of housing providers that are willing to assist homeless populations ; and</li> <li>• Coordinate and report to both the Interagency Council on Homelessness and the Reentry Collaborative.</li> </ul>
<p><b>HOMELESS YOUTH TASKFORCE</b></p>	<p>Originally established by the Children’s Network Policy Council on February 2010, the Homeless Youth Taskforce was formed to investigate the needs of homeless and unaccompanied youth in San Bernardino County and to find solutions to address those needs. Homeless children and youth are a distinct and vulnerable population in need of intensive, developmental appropriate targeted support. It is estimated that 1.6 to 1.7 million youth experience homelessness on their own each year. The purpose of the Homeless Youth Taskforce is to ensure that youth-related runaway and homelessness issues are appropriately addressed through a “comprehensive countywide network” of service delivery for this hard to reach population.</p> <p>The Homeless Youth Taskforce shall:</p> <ul style="list-style-type: none"> <li>• Raise awareness on the issue of child and youth homelessness throughout San Bernardino County and advocate through ICH to improve related services;</li> </ul>

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<b>HOMELESS YOUTH TASKFORCE</b> <i>(continued)</i>	<ul style="list-style-type: none"> <li>• Educate the public about the unique needs and challenge faced by youth living in homelessness;</li> <li>• Act as a clearinghouse for homeless youth service providers to exchange ideas and resources in order to better meet the ends of homeless children within the County;</li> <li>• Promote programs and services for homeless children and youth so that they may have access to free and appropriate public education while removing or minimizing any barriers that they may face;</li> <li>• Increase homeless youth collaborative and coordination efforts through engagement, sharing of information, and reducing and/or eliminating any overlap and duplication of services for homeless youth;</li> <li>•</li> </ul>
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