



Agenda Items: The following items are presented for informational, consent, and discussion purposes.

Item No.	Consent Items	
1	Approve minutes of the September 28, 2016, ICH meeting	
2	Approve 2017 Interagency Council on Homelessness (ICH) meeting schedule with July 2017, November 2017, and December 2017 to go dark, with change of venue location	9:45 – 9:50 am
Brief Update		
3	Point-In-Time Count planning process update - Kent Paxton, Homeless Policy Advisor	9:50– 9:55 am
4	Coordinated Entry System Prelaunch Update – Gary Madden, 2-1-1 Inland Empire United Way	9:55 – 10:05 am
Discussion		
5	Approve the allocation of \$20,000 of Continuum of Care (CoC) 2015 Planning Grant funds to supplement the Continuum of Care outreach functions – Tom Hernandez, OHS	
6	Approve the Office of Homeless Services to allocate up to \$10,000 for the Homeless Youth Taskforce Strategic Planning Update – Tom Hernandez, OHS	10:05– 10:20 am
7	Approve amendment to the ICH Governance Charter – Tom Hernandez, OHS	
8	Approve amendment to ICH Standing and Ad Hoc Committee Policy – Tom Hernandez, OHS	
Presentation		
9	CalTrans Homeless Challenges – Michael Nakama	10:20– 10:45 am
Closing		
		10:45 – 11:00 am

Public Comment Open to the public for comments limited to three minutes

Council Roundtable Open to comments by the Council

THE INTERAGENCY COUNCIL ON HOMELESSNESS MEETING FACILITY IS ACCESSIBLE TO PERSONS WITH DISABILITIES. IF ASSISTIVE LISTENING DEVICES OR OTHER AUXILIARY AIDS OR SERVICES ARE NEEDED IN ORDER TO PARTICIPATE IN THE PUBLIC MEETING, REQUESTS SHOULD BE MADE THROUGH THE OFFICE OF HOMELESS SERVICES AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE PARTNERSHIP MEETING. THE OFFICE OF HOMELESS SERVICES TELEPHONE NUMBER IS (909) 386-8297 AND THE OFFICE IS LOCATED AT 303 E. VANDERBILT WAY, SAN BERNARDINO, CA 92415. <http://www.sbcounty.gov/dbh/sbchp/>



Office of Homeless Services
303 E. Vanderbilt Way • San Bernardino, CA 92415
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Next ICH Meeting

The next Interagency Council on Homelessness meeting is scheduled for:

January 25, 2017
9:00 am – 11:00 am
County of San Bernardino Health Services (CSBHS) Building
850 E. Foothill Blvd., CSBHS Auditorium
Rialto, CA 92376

Mission Statement

The mission of the San Bernardino County Homeless Partnership is to provide a system of care that is inclusive, well planned, coordinated and evaluated and is accessible to all who are homeless and those at-risk of becoming homeless.



**County of San Bernardino
Office of Homeless Services**

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**Office of Homeless Services Report
Prepared for the Interagency Council on Homelessness**

Report purpose The purpose of this document is to present the Office of Homeless Services (OHS) report and to record action items from prior Interagency Council on Homelessness (ICH) meetings.

Date October 26, 2016

Presenter Tom Hernandez, Homeless Services Officer

Announcements The table below lists the announcements for today’s meeting.

Announcements	
Housing First Follow-Up Training	
<ul style="list-style-type: none"> The San Bernardino County Homeless Partnership in collaboration with the San Bernardino County Advisory Board to End Chronic Homelessness will be co-sponsoring an intermediate to advanced Housing First Training on December 14-15, 2016, in consultation with Dr. Sam Tsemberis who developed the Housing First model. The training location has been tentatively identified to be held at the Loma Linda University Centennial Complex. More information and registration information to follow shortly. 	
10th Annual Homeless Summit	
<ul style="list-style-type: none"> The 10th Annual Homeless Summit will be held on Wednesday, November 9, 2016 at the Orton Conference Center located on the campus of the University of Redlands at 1200 E. Colton Avenue, Redlands, CA 91763, from 10:00 am to 3:30 pm, with check-in beginning at 9:30 am. The theme for 2016 is “Housing First.” This year’s speakers will include Dr. Sam Tsemberis, Ph.D., CEO of Pathways to Housing, Philip Mangano, Founder and President of the American Roundtable to Abolish Homelessness, Dr. Benjamin Henwood, PhD, MSW, University of Southern California, and Chairman of the Board Third District Supervisor James Ramos. In the afternoon. There will be workshops presented by Jeff Little, Executive Director of Inland Temporary Homes, Michael Bell, ASAI with the Office of Homeless Services, and Gary Madden, Director, 2-1-1 San Bernardino County at Inland Empire United Way. 	



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Operation Reveille

- As part of a national goal to end Veteran homelessness by 2016, a multi-sector collaboration will bring together federal, regional, state and local government agencies, faith-based organizations, housing providers, non-profit agencies and businesses to connect 30 homeless Veterans with HUD-VASH that are either searching or pending inspection to permanent or permanent supportive housing during the week of Veterans Day in San Bernardino County.
- The Homeless Veterans Community Planning Group through the County's Veterans Affairs Department will be providing free transportation from several locations throughout the county to assist homeless veterans identified on the San Bernardino County Veterans Master List to get to the event.
- All homeless Veterans attending Operation Reveille will be able to be screened for housing opportunities and mainstream and VA benefits eligibility screenings, obtain referral assistance and more.
- Many of these Veterans have been pre-identified from the community's Housing Priority List and are in the process of being contacted regarding the event.
- The Operation will be conducted Monday – Thursday, November 7-10, 2016, with Thursday as a coordinated day to bring all system providers together from 9:00 am to 3:30 pm.

Homeless Management Information System Update

- The Office of Homeless Services (OHS), HMIS section routinely monitors agencies data quality to ensure accuracy and meet HUD standards for data quality maintenance. Attached you will find a copy of the latest HMIS Data Quality Report for the month of September, 2016 (see attached, Report 2A).
- Agency report cards are posted for review on individual agencies participating in HMIS at the following website: <http://www.sbcounty.gov/dbh/sbchp/HMIS.aspx>

Redlands Project Connect

- The San Bernardino County Homeless Partnership conducted the Redlands Project Connect on Wednesday, October 19, 2016 from 10 am – 2 pm at the Redlands First United Methodist Church, located at 1 E. Olive Ave., Redlands CA 92373.
- The event served over 100 families who were provided information from 38 vendors. Services such as haircuts, manicures, blood pressure and glucose screenings were also offered. Lunch was provided by Hogi Yogi, and the Diocese of San Bernardino, Asian-Pacific Ministry donated non-perishable food to attendees. Chairman of the Board of Supervisors, James Ramos came by and offered his, as well as the Board's support of programs to help those in need who reside in the County.

Attachments

HMIS Data Quality Monthly Report August 2016 – Report 2A-Attached

**Homeless Management Information System
Data Quality Report for September 2016**

Org ID	Organization / Program	Total Active Enrollments	Data Totals for the Month of September 2016						
			Total New Enrollments	Total Applicable Records	# of Missing Data Elements	% of Missing	# of Don't Know	# of Refused	% of DK/Refused
CC1	Catholic Charities	11	11	124	0	0.00%	0	0	0.00%
CAP	Community Action Partnership	135	40	446	0	0.00%	1	0	0.22%
DMM	Desert Manna Ministries	35	7	117	2	1.71%	0	1	0.85%
FA2	Family Assistance Program	19	9	141	5	3.55%	8	0	5.67%
FSA	Family Services Association of Redlands	79	39	479	0	0.00%	0	0	0.00%
FAI	Foothill AIDS Project	26	0	0	0	0.00%	0	0	0.00%
FFS	Foothill Family Shelter	28	4	46	0	0.00%	0	2	4.35%
FCC	Frazer Community Center	16	7	114	0	0.00%	0	0	0.00%
GDC	Global One Development Center	10	1	15	0	0.00%	0	0	0.00%
HDH	High Desert Homeless Services	125	35	473	2	0.42%	2	0	0.42%
LTH	Inland Temporary Homes	62	0	0	0	0.00%	0	0	0.00%
IHP	Inland Valley Hope Partners	241	0	0	0	0.00%	0	0	0.00%
KEY	Knowledge & Education For Your Success	1,423	132	1407	7	0.50%	1	0	0.07%
LCD	Life Community Development	42	3	46	0	0.00%	0	0	0.00%
LSS	Lighthouse Social Services	236	71	770	3	0.39%	2	0	0.26%
CCL	Lutheran Social Services of Southern California	140	42	661	0	0.00%	5	0	0.76%
MMC	Mary's Mercy Center	44	12	124	0	0.00%	4	0	3.23%

**Homeless Management Information System
Data Quality Report for September 2016**

Org ID	Organization / Program	Total Active Enrollments	Data Totals for the Month of September 2016						
			Total New Enrollments	Total Applicable Records	# of Missing Data Elements	% of Missing	# of Don't Know	# of Refused	% of DK/Refused
MH1	Mercy House	984	172	2228	0	0.00%	23	0	1.03%
NHV	New Hope Village, Inc.	28	3	48	0	0.00%	0	0	0.00%
OG1	Operation Grace	15	0	0	0	0.00%	0	0	0.00%
HOA	Restoration House of Angels	17	3	43	11	25.58%	0	0	0.00%
SA1	Salvation Army	110	23	297	0	0.00%	0	0	0.00%
DBA	SB DBH Adult & Older System of Care	52	9	142	0	0.00%	0	0	0.00%
DBH	SB DBH/HA	506	6	48	0	0.00%	0	0	0.00%
HA1	SB Housing Authority	143	0	0	0	0.00%	0	0	0.00%
TFC	Time For Change Foundation	58	5	58	0	0.00%	0	0	0.00%
USV	US Veterans Inc	255	35	477	2	0.42%	1	0	0.21%
VVF	Victor Valley Family Resource Center	36	8	124	0	0.00%	0	0	0.00%
WOL	Water Of Life Community Church	41	7	90	0	0.00%	0	0	0.00%
		4,917	684	8518	32	1.16%	47	3	0.61%

**ICH Housing Sub-Committee
Permanent Supportive Housing (PSH)
Five-Year Strategic Plan
10-17-16 Meeting Notes**

Committee members in attendance: Lisa Jones, Brenda Dowdy, Kent Paxton, Ray Osborne, ICH Housing sub-committee chair

Agenda Topics:

1) Disapproval of Mary's Village transitional living housing proposal for San Bernardino

Ray Osborne reported to the sub-committee that the San Bernardino City Council voted against reconsidering the Mary Village housing development by a vote of 3-1 at a meeting on October 10. Three of the Councilmembers who had previously spoken out strongly against the city taking any additional action to deal with its serious homelessness problem didn't even taking the time to attend the October 10 meeting. Councilmember Nickel, who also had previously voiced opposition to developing "housing for the homeless" in the City of San Bernardino, casted the nay vote that defeated the Mary's Village housing development.

The committee discussed several possible alternatives regarding the Mary's Village development that would provide 84 critically-needed transitional living beds to serve homeless single men in the City of San Bernardino. Two of the suggestions were:

A. Re-configure the initial phase of the Mary's Village development to include fewer beds, maybe 40-50, and make the facility Permanent Supportive Housing, instead of transitional living beds.

B. Negotiate with the County of San Bernardino to purchase the property to be developed as a multi-phased Permanent Supportive Housing development to serve various homeless populations including single men, veterans, emancipated youth and families.

2) Status report on Golden Apartments PSH development in San Bernardino

Ray Osborne and Lisa Jones reported on the 21-unit Golden Apartment development in San Bernardino, where the Housing Authority of the County of San Bernardino (HACSB) plans to create 20 one-bedroom Permanent Supportive Housing units. HACSB recently closed escrow on purchasing the property, and plans to begin renovation work on the apartments as soon as possible with the hope to have some units available by as early as April, 2017.

Step Up on Second will utilize the Golden Apartment PSH units as part of the grant they received that funded on October 1, 2016, to provide supportive services and housing to about 100 chronically homeless individuals annually in San Bernardino County.

3) Potential PSH funding and development information sharing opportunities between the Housing Authority organizations, as well as other local agencies and jurisdictions in San Bernardino and Riverside counties

The committee discussed various opportunities to share more information regarding developing an adequate inventory of Permanent Supportive Housing and supportive services for the homeless population in the two-county Inland Empire area.

Action item:

The committee requested Ray Osborne to ask the two Inland Empire Building Industry Association (BIA) Chapters if they would be interested in jointly staging an Affordable and Permanent Supportive Housing Summit to encourage all the local jurisdictions, developers and various funding sources, as well as homeless service providers, to get together to discuss what is needed immediately to be able to renovate or build the 2,000 or more affordable and permanent supportive housing units that are needed to end chronic homelessness in the Inland Empire by 2020.

4) Next ICH Housing Sub-Committee meeting

After a lengthy discussion, The ICH Housing Sub-Committee agreed that it has completed its task for 2016, and will await the result of the re-configuration of the County of San Bernardino Community Development group to set the committee's goals and objectives for 2017.

The committee also agreed that it would reconvene no later than April of 2017 to review the Point In Time (PIT) count and County housing inventory numbers to help determine the direction the committee might want to take next year.



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**Homeless youth Taskforce Report
Prepared for the Interagency Council On Homelessness**

Date 10/26/16

Presenter Supervisor James Ramos

Announcements The table below lists the announcements for today's meeting.

Announcements
<ul style="list-style-type: none">• The HYTF discussed conducting strategic planning sessions in order to update the goals and objectives of the task force.• A subcommittee will meet to discuss additional resources for our youth who attend conferences and represent our task force and our county.• The task force will be assisting in the planning for the upcoming PITC in January 2017.• The HYTF will go dark in November and December.<ul style="list-style-type: none">○

ICH REPORT



DATE: October 2016

PHONE: (909) 387-4565

PRESENTED BY: KENT PAXTON

Homeless Policy Advisor, Fifth District

SUBJECT: ICH Related Board Items

<http://cob-sire.sbcounty.gov/sirepub/>

Board Agenda Items

10/04/2016

10. Department of Behavioral Health: This item is a **CONTRACT WITH STEP UP ON SECOND, INC. FOR FULL SERVICE PARTNERSHIP PROGRAM SERVICES** to chronically homeless individuals who suffer from mental illness, for a total contracted amount of \$5,624,000, for the period October 4, 2016 through June 30, 2019.

Background: Step on Second, Inc. (Step Up) receives funding from HUD to provide permanent supportive housing for homeless individuals throughout San Bernardino County. DBH is requesting a unique partnership with Step Up to provide Full Service Partnership (FSP) program services to chronically homeless individuals who suffer from mental illness and receive permanent supportive housing from Step Up throughout the County. Through this partnership, Step Up will provide FSP services to these individuals in order to promote adaptive functioning in the community, maintain housing, and to prevent unnecessary re-admissions to acute psychiatric hospitals and re-incarceration. DBH anticipates that Step Up will provide FSP services to approximately 112 Transitional Age Youth, age 18-25, and adults, age 26 and older, annually, at an estimated cost of \$14,500 per client.

FSP program services consist of crisis intervention/stabilization, family education, peer support, treatment programs that treat behavioral health conditions in an integrated fashion, and 24/7 access to inter-disciplinary team of behavioral staff and peer advocates.

Incorporated in 1984, Step Up has a proven track record of working effectively with chronically homeless individuals with severe and persistent mental illness to help them recover, stabilize and integrate into the community.

Financial Impact: The cost of these FSP services will not exceed \$5,624,000 and will be funded by the Community Services and Support component of the MHSA, Federal financial participation, and 2011 Realignment funding.

Presenter: Ca Sonya Thomas, Director

10/18/2016

64. Housing Authority: This item is to **RATIFY THE MEMORANDUM OF UNDERSTANDING WITH THE FOOTHILL AIDS PROJECT FOR THE HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM** to administer in partnership the HOPWA program for the term of July 1, 2016 through June 30, 2017.

Background: HACSB has partnered with FAP in the HOPWA assistance grant in past years and has run successful programs with high utilization and stability outcomes for participants. The HOPWA program is funded through HUD. HACSB provides for housing assistance payments to private market landlords on behalf of the eligible family and covers all administrative duties related to the housing component. FAP provides for ongoing case management and supportive services needs of clients. There are currently 39 households in the HOPWA program.

Financial Impact: Under the MOU, FAP will provide \$350,000 to HACSB to administer the rental assistance component of the program and cover all administrative costs.

Presenter: Maria Razo, Executive Director

Housing Authority of the County of San Bernardino

Continuum of Care Grants - Monthly Utilization Reports

As of: September 30, 2016

Grant No.	Original Grant Effective Date	Grant Name	Type	Grant Effective Date	Grant Expiration Date	Remaining Months	Units Authorized	Units Leased	Total PUC	Current Month Housing Assistance & Expenses	Total Grant	Remaining Funding	Projected Monthly Housing Assistance & Expenses	Projected Over/Under -spend at Current Lease Rate	Next Year Funding Amount	Additional Units funding will Support	Vouchers Searching/ Pending Lease	
CA0816L9D091507	10/1/2007	Stepping Stones	TRA	10/1/2015	12/30/2016	3	28	40	770.27	30,810.80	377,231	91,794.59	30,810.80	(637.81)	331,739	0	0	*Recv'd Extension to 12/30
CA1223L9D091503	9/1/2008	New Horizons	TRA	9/1/2015	10/31/2016	1	154	180	814.33	146,579.40	2,033,792	139,886.65	146,579.40	(6,692.75)	1,865,076	9	6pl, 3vs	*Recv'd Extension to 10/31
CA1138C9D091100	10/1/2012	Cornerstone	TRA	10/1/2012	9/30/2017	12	33	27	887.24	23,955.48	1,928,520	249,251.12	23,955.48	(38,214.64)	400,415	0	0	
CA1140C9D091100	10/1/2012	Whispering Pines	TRA	10/1/2012	9/30/2017	12	16	12	891.32	10,695.84	935,040	106,616.73	10,695.84	(21,733.35)	194,141	0	0	
CA0876C9D091501	2/1/2011	Laurelbrook Estates	PRA	2/1/2016	1/31/2017	4	27	25	958.37	23,959.25	357,984	157,636.44	31,050.35	35,489.92	357,984	n/a	1 pl	PRA cannot overlease
CA0879L9D091501	2/1/2011	Project Gateway	PRA	2/1/2016	1/31/2017	4	12	12	1,080.36	12,964.32	182,550	67,228.68	12,964.32	15,562.19	182,550	n/a	n/a	PRA cannot overlease
CA1018C9D091100	12/1/2011	Lantern Woods	PRA	12/1/2011	11/30/2017	14	16	16	746.71	11,947.36	1,025,160	633,229.08	11,947.36	465,966.04	n/a	n/a	n/a	PRA cannot overlease

Definitions:

PUC- Average dollar amount to support each unit on a monthly basis.

PRA - Project-Based Rental Assistance, funds are tied to the unit and cannot 'over-lease' to utilize excess grant funds.

TRA- Tenant-Based Rental Assistance, and can over-lease to expend funds, if renewal grant funds are available to support the unit on an ongoing annual cycle.

VS- Voucher committed, voucher holder searching for a unit.

PL- Pending lease-up.

Notes:

***Cornerstone and Whispering Pines:** Note the increase in PUC for this month, this now shows a grant term deficit, whereas before the deficit for Cornerstone was \$5,879 and the unexpended for Whispering Pines was \$551.64. this is due to the calculation of current PUC multiplied by number of units and months remaining. The PUC could significantly change next month and the deficit will be gone. PUC can fluctuate significantly from month to month.

***Lanternwoods-** Current projections show that there will be unexpended funds at the end of the grant term (11/30/17). This is PRA so there is no ability to 'over-lease' additional units in order to expend grant funds. However, HACSB is in conversation with HUD staff to determine other ways that the funding can potentially be extended or re-allocated with regulatory waivers to ensure funding stays within the county.

Reallocation- In the 2015 grant cycle, HACSB worked with OHS and ICH to identify funds that could be carved out of 3 current grants in order to be utilized for re-allocation. This was done with no impact to currently housed families or in a way that would cause a reduction in current housing resources. This funding helped support the funding that was dedicated to the implementation and ongoing funding of the new Coordinated Entry System. The grants utilized were New Horizons, Stepping Stones and Laurelbrook.

PUC Fluctuations- It is worth note that small changes in household income or changes in contract rent can have significant effect on the average Per Unit Cost and monthly expenditure projections. It is expected to see some fluctuation on a monthly basis and the HACSB staff watches this carefully in order to adjust leasing utilization when funding is available. However, it is also important to note that even if there may be small amounts of unutilized funding projected at the end of a grant term, it is vital to consider that if we lease more households to utilize that funding, that there is enough funding in the *next grant cycle* to be able to support those additional households. As part of our monthly analysis, we not only look at the current grant year and funding availability, but the next grant year and funding cycle.



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**Health Committee Report
Prepared for the Interagency Council On Homelessness**

Date October 26, 1016

Presenter Roger Uminski, IEHP Director of Health Administration

Announcements The table below lists the announcements for today's meeting.

Announcements
<ul style="list-style-type: none">○ Sub-committee Membership is being decided. We would like to have representatives from Public Health, Behavioral Health, CES, Housing Authority, Community Development and Housing, County Supervisor, community clinics, housing service providers and Medi-Cal Health Plans.○ Input provided for ICH Committee Policy related to the Health Committee.

Minutes for San Bernardino County Homeless Partnership Interagency Council on Homelessness (ICH)

September 28, 2016
9:00 a.m. – 11:00 a.m.
Department of Behavioral Health Administration
303 E. Vanderbilt Way
San Bernardino, CA 92415

Minutes Recorded and Transcribed by Amy Edwards, Secretary I, Office of Homeless Services

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Tom Hernandez, Council Secretary	<ul style="list-style-type: none"> The meeting was called to order at 9:05 a.m.
Introductions	Tom Hernandez, Council Secretary	<ul style="list-style-type: none"> Introductions were made by all ICH Members. Guests were also invited to introduce themselves.
REPORTS	PRESENTER	ACTION/OUTCOME
Homeless Provider Network (HPN)	Sharon Green	<ul style="list-style-type: none"> Each Regional Area is evaluating the Land Use and Zoning Laws of each city. One region of concern is the Morongo Basin region that has an eight bed facility to meet the need of those experiencing homelessness. Numerous agencies have attempted to open up additional beds. However, each is experiencing roadblocks in doing so. Victor Valley Family Resource Center challenge with the Zoning and Land Us laws of Hesperia made Front Page Headline news of L.A Times on September 14, 2016. Calls have been received from Housing and Urban Development (HUD) and Department of Justice (USDOJ) that they are watching this case closely. HUD has developed additional guidelines for the cities to remain in compliance with Fair Housing Laws concerning those returning home from incarceration. Please read attachment A which is included for this council's records and has been provided to the HPN members. A Preliminary Injunction was filed and granted against Code Enforcement that was citing each Transitional House \$1000.00 a day. The case is still open and an update will be provided once a settlement exists. HPN members were encouraged to get involved with local government Council Meetings. Attempt gaining partners and support from some them. It is recommended that the Regional HPN partners align with other agencies that will support ending homelessness and keeping our communities safe while doing so. <ul style="list-style-type: none"> ▪ There are numerous Cities that are creating ordinances and zoning laws that violate State and Federal laws. We are recommending this body look into develop a plan to seriously address the cities that are noncompliant and are receiving HUD funding. ▪ Review County Zoning Laws to ensure they are reflecting the direction that this council is moving in. Setting the standard and example for all other governments. ○ Due to numerous scheduling conflicts, HPN will begin meeting on the Second Tuesday of every third month beginning January 10, 2017.
Office of Homeless Services	Tom Hernandez	<ul style="list-style-type: none"> The OHS has submitted the Continuum of Care (CoC) application on September 12, 2016, with a U.S. Department of Housing and Urban Development (HUD) due date of September 14th.

		<ul style="list-style-type: none"> • In addition to the Consolidated Application, 25 Project Applications were submitted for a total request of \$10,777,756 in homeless services funding. The application was approved for submittal by the ICH on August 24, 2016. • The total renewal amounts submitted was \$9,156,498. New applications through reallocation and bonus funds were submitted in the amount of \$1,284,656. An application for CoC planning funds was submitted in the amount of \$336,602. <ul style="list-style-type: none"> ○ The planning grant may be used to improve performance and collaboration within the San Bernardino County CoC structure, assist in the further evaluation of CoC and ESG programs, conduct annual Point-In-Time Counts (PITC) with increase city participation and ownership, the joint development and planning of local consolidated planning efforts, and the development of the local CoC system to address ending homelessness within various subpopulations within the region. • The San Bernardino County Homeless Partnership will be hosting the Redlands Project Connect on Wednesday, October 19, 2016 from 10 am – 2 pm at the Redlands First United Methodist Church, located at 1 E. Olive Ave., Redlands CA 92373. <ul style="list-style-type: none"> ○ The event will be offering services such as medical screenings, veteran services, housing information, and much more from over 40 vendors. There are currently 19 vendors registered for the event. Lunch will be provided by Hogi Yogi. The Diocese of San Bernardino, Asian-Pacific Ministry is also donating non-perishable food to be given away at the event. • The San Bernardino County Homeless Partnership in collaboration with the San Bernardino County Advisory Board to End Chronic Homelessness co-sponsored a Housing First Training on September 23, 2016, with guest speakers, Dr. Sam Tsemberis, Tod Lipka, and Philip Mangano, hosted by Loma Linda University at the Centennial Complex's Small Amphitheater. The event was attended by approximately 200 individuals from various providers throughout the Inland Empire. • The Office of Homeless Services (OHS), HMIS section routinely monitors agencies data quality to ensure accuracy and meet HUD standards for data quality maintenance. Attached you will find a copy of the latest HMIS Data Quality Report for the month of August, 2016 (see attached, Report 2A). • Agency report cards are posted for review on individual agencies participating in HMIS at the following website: http://www.sbcounty.gov/dbh/sbchp/HMIS.aspx
Housing Committee	Ray Osborne	<ul style="list-style-type: none"> • At the last Housing Committee meeting held on September 19, 2016 we reviewed the Permanent Supportive Housing 5 year Strategic Plan. The ICH Housing Sub-Committee felt that it has taken the strategic plan as far as it can without getting additional input and direction from the entire ICH governing Board. • The sub-committee discussed and formulated four specific action items that they would like ICH to take to continue to move forward with the plan to develop additional PSH units: <ul style="list-style-type: none"> ○ Ask ICH to adopt the work-to-date Five-Year Strategic Plan Executive Summary. ○ ICH should direct the sub-committee to work with Tom Hernandez and his staff to develop a marketing tool highlighting the issues mentioned in the Executive Summary to be used to attract affordable housing developers and funding sources to create additional PSH units. ○ Ask the Office of Homeless Services to provide a list of the various state and federal funding sources available to develop and construct additional PSH units. ○ Stage a Permanent Supportive Housing Summit to encourage all the local jurisdiction, developer and various funding source stakeholders to get together to discuss what is needed immediately to be able to develop at least 1,000 additional PSH units in San Bernardino County by 2020. • Next ICH Housing Sub-Committee meeting scheduled for Monday, October 17, 3-4pm at the HACSB office in San Bernardino.
Homeless Youth Task Force	Brenda Dowdy	<ul style="list-style-type: none"> • The Homeless Youth Taskforce conducted the Youth Survey that has been completed and is available online.

		<p>http://www.sbcounty.gov/dbh/sbchp/ .</p> <ul style="list-style-type: none"> o Youth expressed the need for transportation resources to access services such as emergency shelter, food banks, counseling and mental health services, etc. o The Taskforce recommends increasing youth knowledge of free available shuttles in the community such as Molina Healthcare Neighborhood Shuttle. This is a free fixed route adjunct service to the available public bus service for the cities of San Bernardino, Rialto, and Fontana. o The Taskforce encourages the development of a campaign to educate homeless youth, transitional aged youth, and/or youth estranged from their families on available services, resources, and effective transitions to independence. o The Taskforce recommends expanding the development of a peer-aged Youth Street Outreach Team to work directly with the homeless youth and at-risk youth service providers to identify youth resources available, and assist in the planning, implementation, and evaluation of youth outreach programming. Identifying funding sources for this type of campaign and outreach team may be useful to its creation and sustainability. o Youth described financial issues such as poverty, lack of income, loss of employment as a factor in leading to homelessness. o The Taskforce recommends the development of a targeted campaign with local employment resources to assist youth and, when appropriate, their families in obtaining employment. o The Taskforce will continue collaborating with the San Bernardino County Workforce Development Board (WDB) to educate homeless eligible youth, ages 16 to 24, how to access the variety of career and educational services through Workforce Innovation and Opportunity Act (WIOA) funded programs. <ul style="list-style-type: none"> • The West Valley Youth Ambassadors spoke at the Children’s Network Conference where they shared their stories of homelessness and their experiences with other youth. It was very moving and members of the audience were inspired to share. We are working to get youth in San Bernardino and Redlands, as well as the High Desert and Morongo Basin to help us reach out and identify other youth in the community that may need help. • The Next Homeless Youth Taskforce Meeting will be held on October 19, 2016 at 3:00 pm.
Legislative Report	Chekesha Gilliam	<ul style="list-style-type: none"> • I provided the list of active bills of interest that have been enrolled and sent to the Governor for review. The Governor has until September 30, 2016 to sign or veto bills. Most of them have been signed into law but there are a few we are still watching. • AB 2442 is still in enrolled status, this bill is a Density bonus, which would require a density bonus to be provided to a developer that agrees to construct a housing development that includes at least 10% of the total units for transitional foster youth, disabled veterans, or homeless persons, as defined. The bill would require that these units be subject to a recorded affordability restriction of 55 years and be provided at the same affordability level as very low income units. The bill would set the density bonus at 20% of the number of these units. By increasing the duties of local agencies, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. • AB 2821 was vetoed. This bill was the Housing for Healthy California Program which would require the Department of Housing and Community Development to, on or before October 1, 2017, establish the Housing for a Healthy California Program and on or before April 1, 2018, and every year thereafter, subject to appropriation by the Legislature, award grants on a competitive basis to eligible grant applicants based on guidelines that HCD would draft, as prescribed, and other requirements.
Board Agenda Review Report	Kent Paxton	<ul style="list-style-type: none"> • There were a few items of interest that went before the board of supervisors on September 13th. <ul style="list-style-type: none"> o The Department of Behavioral Health (DBH) renewed a grant with the United States Department of Housing and Urban

<p>Reentry Collaborative Report</p>	<p>Jose Marin</p>	<ul style="list-style-type: none"> Development (HUD) for the Continuum of Care Homeless assistance program. <ul style="list-style-type: none"> o DBH granted an award to HUD for the Continuum of Care Homeless Assistance Planning Program. o Community Development and Housing is conducting a public hearing to review the HUD Consolidated Annual Performance and Evaluation Report for the Community Development Block grant, Home and Emergency Solutions grant programs. • The August Reentry meeting was cancelled. The next meeting is being held on Wednesday, September 28, 2016 from 1:30 pm – 3:00 pm at the DBH building located at 303 Vanderbilt Way, San Bernardino, CA • Public Health is overseeing a Recidivism Reduction Program funded by the California’s Bureau of State & Community Corrections (BSCC). Public Health finished its RFA process and was able to contract with 10 community- and faith-based organizations to provide recidivism reduction services that include: <ul style="list-style-type: none"> o Self-help groups o Anger management o Employment and Education Services o Referral Services o Juvenile/mentoring Services, and o Basic life skills services • 8 of the 9 selected providers are new vendors to the county. • Goal of the program is to reduce recidivism rates in our community by using local community- and faith-based organizations that have been providing services to the population for at least 5 years. • Services have begun as of November 2015
<p>Housing Authority Report</p>	<p>Maria Razo</p>	<ul style="list-style-type: none"> • We provided a summary of all the homeless related services offered by the Housing Authority and our non-profit Keys. We receive very little funding from HUD for homeless services but it is a key component to our community. • We also provided you with a list of Pending homeless related projects/programs. <ul style="list-style-type: none"> o We just closed escrow on a property in San Bernardino that will provide 41 single occupancy units in partnership with Step-up on Second for housing assistance and services. The projected availability date is May1, 2017. o KEYS submitted an application for Rapid Rehousing funding KEYS for success through the CoC for an additional 16 to 26 families. • We provided you a comprehensive report that shows our Monthly Utilization of Continuum of Care grants and will include this each month so you can see where our HUD dollars are going and how is left on the table. If there is anything else you would like to see on this report please let me know and we will be happy to share it with you.
<p>CONSENT ITEMS</p>	<p>PRESENTER</p>	<p>ACTION/OUTCOME</p>
<p>Approve minutes of the August 24, 2016, ICH meeting</p>	<p>Tom Hernandez, Council Secretary</p>	<ul style="list-style-type: none"> • A motion was made to accept the minutes as submitted. All were in favor, none opposed or abstained. Motion carried.

BRIEF UPDATE	PRESENTER	ACTION/OUTCOME
Point-In-Time Count planning process update - Kent Paxton, Homeless Policy Advisor	Kent Paxton	<ul style="list-style-type: none"> • The Point In Time Count (PITC) is quickly approaching. It is scheduled for January 26, 2017 6:00-10:00 a.m. • We encourage everyone to volunteer • We have been talking with Joe Colletti on how we conduct our count and how we can improve it. We want a more valid and accurate count. We are looking at the unincorporated areas and conducting a separate count. As you know the cities are responsible for the count within the cities and a lot of the time the unincorporated areas get left out or aren't covered as well. We are looking into having the county cover those areas to make sure we get a proper count. • Part of the count is to include homeless youth. The Youth count takes place the same day but in the afternoon. We are working with Andre and the TAY centers to utilize the youth volunteers. It has been pretty effective having the youth volunteers conduct the count as they know where the youth hang out. • Last year we focused on housing the Homeless Veterans we came across during the count. We had four staging areas set up with service providers there ready to process and house the veterans that day. Our volunteers would call in their location and we had vans that went out and picked the veteran up and bring them back to the staging area. We are looking to do this again around Veteran's day. More information will come out on that. • This next PITC in January we will be focusing on chronically homeless and homeless youth and will be looking at having these staging areas set up to assist the chronic and youth that day.
DISCUSSION	PRESENTER	ACTION/OUTCOME
Approve the Office of Homeless Services to allocate \$25,000 of Continuum of Care Planning Grant funds to conduct a cost study analysis of homelessness in San Bernardino County	Tom Hernandez	<ul style="list-style-type: none"> • The Office of Homeless Services (OHS) is requesting the Interagency Council on Homelessness (ICH) to approve \$25,000 in Planning Grant funds to conduct a cost study analysis of homelessness in San Bernardino County. OHS will seek a provider to conduct a complete written report on the cost of chronic homelessness in San Bernardino, CA, using information obtained on current and historical homeless trends and public costs incurred related to chronic homelessness. <ul style="list-style-type: none"> The following objectives will be included in a scope of work: <ul style="list-style-type: none"> ○ Projecting the typical annualized costs of homelessness over a 10 year period. ○ Contrasting those public sector costs to the savings that could be achieved if those same individuals (or others like them) were in supportive housing with services instead of remaining homeless. ○ Projecting the number of units of housing required to end chronic homelessness in San Bernardino through implementation of a community-wide plan for development of affordable housing with fidelity to Housing First and Permanent Supportive Housing. ○ Projecting the positive economic impacts related to the development of affordable housing at a scale to end chronic homelessness while preventing additional homelessness. • A motion was made to allocate funds for a cost study analysis of homelessness in San Bernardino County. All were in favor, no one opposed or abstained.
Approve disbanding or adding the ICH Emergency Preparedness Ad Hoc Committee as a permanent ICH standing committee	Deputy Mike Jones	<ul style="list-style-type: none"> • We are asking ICH to approve adding the Emergency Preparedness Ad Hoc Committee as a permanent ICH standing committee that meets quarterly or on an as needed basis. • A motion was made to make the Emergency Preparedness Ad Hoc Committee a standing ICH Committee. All were in favor, No one opposed or abstained.
SPECIAL PRESENTATION	PRESENTER	ACTION/OUTCOME
Community Development and	Dena Fuentes	<ul style="list-style-type: none"> • The Board of Supervisors will be considering a proposal in November that will combine all County housing departments and divisions under one umbrella.

Housing Agency Proposal		<ul style="list-style-type: none"> The CEO is recommending that we create an agency called the Community Development and Housing Agency. This agency will house all housing resources of the divisions and departments of the County. That would include Community Development and Housing Department, The Housing Authority, Office of Homeless Services, and the Department of Behavioral Health Mental Health Housing Division. All of these programs will be under one umbrella with the objective of getting more money on the streets to build affordable housing as well as bring more resources out there in a more streamlined/strategic fashion.
PUBLIC COMMENTS	PRESENTER	ACTION/OUTCOME
		<ul style="list-style-type: none"> Debra Watkins
COUNCIL ROUNDTABLE	PRESENTER	ACTION/OUTCOME
	CaSonya Thomas Kent Paxton	<ul style="list-style-type: none"> I would like to suggest that we have an update report from the Health Subcommittee I would like to go one step further and suggest that we add the Health Subcommittee to our regular monthly reports if Roger Uminski is ok with that.
Adjournment	Tom Hernandez, Council Secretary	<ul style="list-style-type: none"> Being no further business to discuss, the meeting was adjourned at 10:45 a.m.
Next Meeting		<p>Wednesday, October 26, 2016 at 9:00 a.m. – 11:00 a.m. DBH – Administration, Conference Room 109A/B 303 E. Vanderbilt Way San Bernardino, CA 92408</p>

Office of Homeless Services
303 E. Vanderbilt Way ▪ San Bernardino, CA 92415
Phone: (909) 386-8297 ▪ Fax: (909) 890-0868
Email: homelessrfp@hss.sbcounty.gov ▪ Website: <http://www.sbcounty.gov/dbh/sbchp/>

Attendees at September 28, 2016 • Interagency Council on Homelessness

• AIKO	TAN	Ed Healthcare		atan@ifhomeless.org
BIANCHI	VICTORIA	LGBTQ Resident	909-562-8638	Justagirl1165@yahoo.com
BOSSIEUX	ANDRE	DBH/TAY	909-387-7212	abossieux@dbh.sbcounty.gov
BRAZIER	ANTHONY	Foothill AIDS Project	909-884-2722	abrazier@fapinfo.org
BROADNEX	EDWIN	VA Loma Linda	909-825-7084	Edwain.broadnax@va.gov
BURNETTE	JULIE	KEYS	909-332-6388	jburnette@keysnonprofit.org
CISNEROS	SHARON	Finance Manager – Town of Yucca Valley	760-369-7207 x229	scisneros@yucca-valley.org
CLAY	APRIL		909-915-7897	april@claycounselingsolutions.com
COGDON	STEPHANIE	US Vets	951-757-7363	
DOWDY	BRENDA	Superintendent of County Schools	909-386-2634	brenda_dowdy@sbcss.k12.ca.us
DUSICK	MICHELLE	Admin Manager		mdusick@dbh.sbcounty.gov
EBERHARDT-RIOS	SARAH	Deputy Director – DBH	909-388-0806	Seberhardt-rios@dbh.sbcounty.gov
ESCALANTE	JOSEPHINE	VA medical Center HCHV outreach Program	909-825-7084	Josephine.escalante@va.gov

ESTRADA	NINYETTE	US Vets		
FAZEKAS	DOUG	DBH Housing		
FUENTES	DENA	RDA Director - Economic Development Agency	909-387-9804	dfuentes@rda.sbcounty.gov
GALLEGOS	MARIA	CDH	909-387-4398	Maria.gallegos@eda.sbcounty.gov
GREEN	SHARON	Victor Valley Family Resource Center	760-887-1909	sgreen@vvfrc.com
GRIFFIN	RON	Consultant	909-841-6001	askrongriffin@msn.com
HALLOWAY	AARON	SBCSD - HOPE		ahalloway@sbcscd.org
HAUGAN	LINDA	Asst. Executive Officer- Human Services Department	909-387-4717	lhaugan@hss.sbcounty.gov
HERNANDEZ	TOM	Homeless Services Manager - Office of Homeless Svcs.	909-252-4051	thernandez@dbh.sbcounty.gov
JAMES	JOHN	City Council Redlands	909-709-3796	jncjames@earthlink.net
JEWETT	SARA	Public Defender	909-677-3600	Sara.jewett@pd.sbcounty.gov
JONES	MIKE	SBCSD - HOPE		mjones@sbcscd.org
LAWSON	DESIREE	City of Rancho Cucamonga	909-477-2700	Desiree.Lawson@cityofrc.us
LEVITT	LOIS	Water of life	909-803-1059	loisl@wateroflife.org
LITTLE	JEFF	Inland Temporary Homes		jeff@ithomes.org
LOPEZ	ANGELA	SBCSS Homeless Ed	909-386-2757	Angela_lopez@sbcscs.k12.ca.us
MADDEN	GARY	Director - Inland Empire United Way	909-980-2857 ext. 211	gmadden@ieuw.org
MARAVILLA	SANDRA	BOS 3 rd Dist.	909-387-4855	Sandra.maravilla@bos.sbcounty.gov
MARIN	JOSE	Supervising Program Specialist	909-387-6495	Jose.marin@ph.sbcounty.gov
MARQUEZ	VIRGINIA	Council Member	909-384-5268	marquez_vi@sbcity.org
MILLER	JENNIFER	Resident/ Healthy Communities		Jennifer.miller@st.joe.org
MURPHY	ERIKA	SB Mayor's Office	909-384-5133	Murphy-er@sbcity.org
NAKAMA	MICHAEL	CAL Trans	909-877-9253	Michael.nakama@dot.ca.gov
ORMONDE	MARIA			Maria.ormonde@calbaptist.edu
OSBORNE	RAY	Executive Director - HomeAid Inland Empire	951-686-0628	ray@homeaidie.org
PACHECO	JENNIFER	Department of Behavioral Health	909-421-4687	jpacheco@dbh.sbcounty.gov
PAHIA	REGGIE	Detective - HOPE	909-387-3660	rpahia@sbcscd.org
PASCO	ANGELA	Exec. Director - New Hope Village, Inc.	760-256-3656	newhopevillageinc@gmail.com
PAXTON	KENT	BOS 4 th District		Kent.paxton@bos.sbcounty.gov
PEREZ	DANIEL	City of Fontana	909-476-9696	
PERKINS	LOIS	Life Community Development	760-246-0691	jazzlewis@aim.com
PERRY	SHONIE	SBCSS Homeless Ed	909-386-2914	Shonie_Perry@sbcscs.k12.ca.us
RAZO	MARIA	Housing Authority, Executive Director	909-332-6305	mgrazo@hacsb.com
REITER	MICHAEL	City of Redlands	909-708-6055	michael@michaelreiterlaw.com
RESCH-SILVESTRI	JENNIFER	Senior Director	909-427-4270	Jennifer.A.Resch-Silvestri@kp.org
ROCHELLE	MARGARET	Program manger	909-881-6146	rochellem@ibhealth.org
RYMER	CHRIS	HS Manager	909-370-6172	crymer@ci.colton.ca.us
SALAZAR	FRANK	County Counsel	909-387-5442	fsalazar@cc.sbcounty.gov
SCHULTZ	BRENT	Housing and Municipal Service Director - Ontario	909-395-2317	bschultz@ci.ontario.ca.us
SHORETT	FRED	City Councilman	909-224-2141	fredshorett@charter.net
SMITH	DON	Creating Community Solutions		donsmithsolutions@outlook.com

STEWART	KYRA	Redlands Family Services		kyra@redlandsfamilyservices.org
THOMAS	CASONYA	Director - DBH	909-382-3080	cthomas@dbh.sbcounty.gov
TRISTAN	ROBERT	Case Manger	909-920-0453	Robert@foothillfamilyshelter.org
UMINSKI	ROGER	Director of Health Admin – IEHP	909-890-2941	Uminski-r@iehp.org
VARELA	ALICE	President/SKIP	562-881-6573	avarela@skipwithus.org
WATKINS	DEBRA	NECON Inc.	714-654-8078	d.watkins@neconinc.info
YOUNG-LOWE	KARYN	Light House SSC	951-571-3533	karynl@lighthouse-ssc.com



Interagency Council on Homelessness

2017 Meeting Dates and Location Times

9:00 am – 11:00 am

Dates:

Wednesday,	January 25, 2017
Wednesday,	February 22, 2017
Wednesday,	March 22, 2017
Wednesday,	April 26, 2017***
Wednesday,	May 24, 2017
Wednesday,	June 28, 2017
Month of July	Meeting will go dark
Wednesday,	August 23, 2017
Wednesday,	September 27, 2017
Wednesday,	October 25, 2017
Month of November	2017 Homeless Summit
Month of December	Meeting will go dark

*Special sessions may be added as needed to discuss the annual HUD Continuum of Care grant submission and/or other critical matters as determined by the ICH Chair.

Location: *Department of Behavioral Health - Health Services Building
850 E. Foothill Blvd, Auditorium
Rialto, CA 92376*

*****Please note: Meeting locations will vary depending on availability*****

For more information please contact:

Office of Homeless Services
303 E. Vanderbilt Way 1st Floor
San Bernardino, CA 92408
Phone: (909) 386-8297
Fax: (909) 890-0868

Email: homelessrfp@hss.sbcounty.gov

Website: <http://www.sbcounty.gov/dbh/SBCHP>

THE INTERAGENCY COUNCIL ON HOMELESSNESS MEETING FACILITY IS ACCESSIBLE TO PERSONS WITH DISABILITIES. IF ASSISTIVE LISTENING DEVICES OR OTHER AUXILIARY AIDS OR SERVICES ARE NEEDED IN ORDER TO PARTICIPATE IN THE PUBLIC MEETING, REQUESTS SHOULD BE MADE THROUGH THE OFFICE OF HOMELESS SERVICES AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE INTERAGENCY COUNCIL ON HOMELESSNESS MEETING. THE OFFICE OF HOMELESS SERVICES TELEPHONE NUMBER IS (909) 386-8297 AND THE OFFICE IS LOCATED AT 303 E. VANDERBILT WAY, 1ST FLOOR, SAN BERNARDINO, CA 92415-0026. <http://www.sbcounty.gov/dbh/SBCHP/>

AGENDA AND SUPPORTING DOCUMENTATION CAN BE OBTAINED AT OHS AT THE NUMBER AND LOCATION ABOVE.

San Bernardino County Homeless Partnership

Interagency Council on Homelessness

Administrative Office
303 E. Vanderbilt Way, San Bernardino, CA 92415
Office: (909) 386-8296



FROM: Tom Hernandez, Homeless Services Officer

SUBJECT: Approve the allocation of \$20,000 of Continuum of Care (CoC) 2015 Planning Grant funds to supplement the Continuum of Care outreach functions

DATE: October 26, 2016

RECOMMENDATION

Approve the Office of Homeless Services (OHS) to allocate \$20,000 of CoC Planning Grant funds to support a pilot project for the expansion of the outreach functions to families experiencing homelessness within the Continuum of Care.

BACKGROUND INFORMATION

Approve the Office of Homeless Services to allocate up to \$20,000 of Continuum of Care Planning Grant funds to implement a pilot project that will engage households with children under 18 years of age that are currently experiencing or are at-risk of becoming homeless. The pilot will be developed to incorporate outreach in partnership with agencies countywide who are acting as part of an informal network to assist families experiencing homelessness including referrals to appropriate Rapid Rehousing funded providers.

Members of the Interagency Council on Homelessness

Members of the Board of Supervisors
City of Ontario
City of San Bernardino
San Bernardino County Human Services
Community Action Partnership of San Bernardino County
Housing Authority of the County of San Bernardino
San Bernardino County Superintendent of Schools
Department of Community Development and Housing

City of Barstow
City of Redlands
Town of Yucca Valley
Department of Probation
Veteran Administration Loma Linda
Workforce Development Department
Members of the Homeless Provider Network
HMIS Lead Agency

City of Colton
City of Rancho Cucamonga
Department of Behavioral Health
Department of Rehabilitation
211 United Way
Sheriff's Department
General Members-At-Large

San Bernardino County Homeless Partnership

Interagency Council on Homelessness

Administrative Office
303 E. Vanderbilt Way, San Bernardino, CA 92415
Office: (909) 386-8296



FROM: Tom Hernandez, Homeless Services Officer

SUBJECT: Approve the allocation of up to \$10,000 of Continuum of Care (CoC) 2015 Planning Grant funds for the Homeless Youth Taskforce Strategic Planning Update

DATE: October 26, 2016

RECOMMENDATION

Approve the Office of Homeless Services to allocate up to \$10,000 to conduct the strategic planning sessions necessary to help guide the direction of the Homeless Youth Taskforce in meeting with its committee objectives.

BACKGROUND INFORMATION

Approve the Office of Homeless Services to allocate up to \$10,000 of Continuum of Care Planning Grant funds to conduct the necessary amount of strategic planning sessions to guide the Homeless Youth Taskforce in meeting its goal of addressing and ending youth homelessness.

The last strategic planning session was conducted February through March 2011. The planning funds will be used to update timelines, set new recommendations in line with the 10 Year Strategy and new homeless policy changes.

Members of the Interagency Council on Homelessness

Members of the Board of Supervisors
City of Ontario
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Department of Behavioral Health
Department of Rehabilitation
211 United Way
Sheriff's Department
General Members-At-Large

San Bernardino County Continuum of Care (CoC) Operations and Governance Manual

Prepared by the Office of Homeless Services for the
Interagency Council on Homelessness

2/27/2014

Amended June 25, 2014

Amended October 26, 2016

This document summarizes the Responsibilities and Authorities for Operation and Governance of the San Bernardino County Continuum of Care (CoC) under the U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH).

San Bernardino County CoC Operations and Governance Manual

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San Bernardino County CoC Operations and Governance Manual

HUD REQUIREMENTS for CoC OPERATION AND GOVERNANCE

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. Section 578.3 of the HEARTH Interim Rule¹ published in July 2012 (Interim Rule), defines a Continuum of Care (CoC) as “the group organized to carry out the responsibilities required under this part [Part 578-Continuum of Care Program] and that is composed of representatives of organizations, including nonprofit homeless 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, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.”

The Interim Rule requires CoCs to establish a Board to act on behalf of the CoC. The CoC assigns the Board responsibilities through a written agreement called a Governance Charter that reflects the policies developed by the CoC. The CoC Board does not have any authority except as specified in the Governance Charter and Bylaws. Otherwise, authority and responsibility are retained by the CoC. This Operations and Governance Manual is adopted as the Governance Charter for CA609 - San Bernardino City and County CoC (also known as the San Bernardino County CoC or Homeless Partnership). This Governance Charter is established in consultation with the designated Collaborative Applicant, and the HMIS Lead Agency. This document outlines the establishment of the CoC and the roles and responsibilities assigned by the CoC to the Board. It also incorporates the By-Laws of the Board which provide additional insight into the duties of the Board and describe the standing committees, subcommittees, task groups, and liaisons structure of the CoC. The Code of Conduct for those conducting business on behalf of the CoC is also set forth herein.

The policies and provisions in this Operations and Governance Manual (i.e., Governance Charter) are subject to regular review of the CoC Board, which may establish a task group to accomplish this task with input from the Board.

RESPONSIBILITIES OF THE COC

Section 578.7 of the HEARTH Interim Rule (July 2012) identifies the Responsibilities of the CoC as described:

A. Operate the CoC

The CoC must:

- (1) Hold meetings of the full membership, with published agendas, at least semiannually;
- (2) Make an invitation for new members to join publicly available within the geographic at least annually;

¹ All statutory references are to 24 CFR Part 578 [HEARTH Interim Rule (July 2012)] unless otherwise stated.

San Bernardino County CoC Operations and Governance Manual

- (3) Adopt and follow a written process to select a Council to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the Council, its chair(s), and any person acting on behalf of the Council;
- (6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report to HUD;
- (8) In consultation with recipients of ESG program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice.
 - (i) [Projects serving families with children shall not separate the family unit regardless of the children's ages. 24 CFR 578.93\(e\).](#)
- (9) In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:
 - (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
 - (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
 - (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
 - (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

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- (vi) Where the CoC is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

B. Designating and Operating an HMIS

The CoC must:

- (1) Designate a single HMIS for the geographic area;
- (2) Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
- (3) Review, revise, and approve a (i) privacy plan, (ii) a security plan, and (iii) a data quality plan for the HMIS.
- (4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and
- (5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

C. CoC Planning

The CoC must develop a plan that includes:

- (1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
 - (i) Outreach, engagement, and assessment;
 - (ii) Shelter, housing, and supportive services;
 - (iii) Prevention strategies.
- (2) Planning for and conducting, at least biennially, a point-in-time count (PITC) of homeless persons within the geographic area that meets the following requirements:
 - (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 - (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
 - (iii) Other requirements established by HUD by Notice.
- (3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
- (4) Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area;

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- (5) Consulting with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.

SAN BERNARDINO COUNTY COC GOVERNANCE

A. SAN BERNARDINO COUNTY COC GEOGRAPHIC BOUNDARIES

In 2008, the County of San Bernardino assumed the responsibilities for the coverage of the HUD established CA609 - San Bernardino City and County CoC boundaries that include the geography within the County of San Bernardino, including 24 incorporated cities and all unincorporated areas. The physical bounds of this geography are consistent with the boundaries inclusive of these areas. These boundaries contain other HUD designated program components, including six (6) Housing Authorities, thirteen (13) HUD geocode areas, four (4) local Emergency Solutions Grant (ESG) Funded Areas, nine (9) communities eligible for State ESG funds, as well as federally designated Community Development Block Grant (CDBG) entitlement areas, HOPWA, HOME, and Veterans Administration service areas. The CoC primary area of operations within the CoC geography includes the areas served by the program components listed above. This is referred to collectively as the San Bernardino County CoC.

B. ESTABLISHMENT OF THE COC

Per Interim Rule **578.5**, representatives from relevant organizations within a geographic area must “establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include 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, and organizations that serve veterans, and homeless and formerly homeless individuals.”

The San Bernardino County CoC is known as the San Bernardino County Homeless Partnership (Partnership). The Partnership consists of three distinct bodies: the San Bernardino County Interagency Council on Homelessness (ICH), the Homeless Provider Network (HPN) and the Office of Homeless Services (OHS). The Partnership was developed to promote a strong collaboration between agencies to direct planning, development, and implementation of the San Bernardino County 10-Year Strategy to End Homelessness. The Partnership provides leadership in creating a comprehensive countywide network of service delivery to homeless individuals and families, and those at-risk of becoming homeless.

The ICH is the CoC coordinating body which has also been acknowledged by HUD as the HUD-designated primary decision-making group and oversight Council for the San Bernardino County CoC. In addition, the ICH is the policy making body for the Partnership. ICH works to ensure that the recommendations listed in the Partnership’s 10-Year Strategy to End Homelessness are realized. ICH Membership is composed of elected officials, state and local representatives, community and faith-based organizations, and corporate advocates.

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Goals of the ICH

As identified by the 10-Year Strategy to End Homelessness, the goals of the ICH include:

- Acting as a homeless planning and policy development resource for the Partnership;
- Monitoring and overseeing implementation of the homeless related services to ensure accountability and results;
- Recommending resource, policy and regulatory changes necessary to accomplish the recommendations of the Plan; and
- Reviewing and accepting ongoing changes to improve the delivery of homeless services to county residents.

The HPN provides a forum and environment where collaborative public and private nonprofit service providers and faith-based organizations can work together to improve the current delivery of available homeless related services. HPN seeks to fill the identified gaps in services to the homeless and those at-risk of becoming homeless through the use of innovative strategies and access to the wide range of expertise provided through its partners.

The OHS was created September 2007 by the San Bernardino County Board of Supervisors. OHS strives to develop a countywide public and private partnership that coordinates services directed towards reducing and preventing homelessness by providing comprehensive services and resources for homeless persons, and increasing permanent supportive housing opportunities for very low income and long-term homeless persons in order to end homelessness in San Bernardino County.

CoC Membership

The CoC works to ensure community-wide commitment to ending and preventing homelessness in all parts of the County through inclusion of representation from the entire CoC geographic area. In addition to the entities identified in Interim Rule section 578.5, CoC membership includes a variety of other community stakeholders to the extent that they are invested in resolving homelessness and present in the CoC geography. Examples of additional stakeholders include private foundations, philanthropists, fraternal organizations, employment development, organized labor, and private health service organizations.

For the San Bernardino County CoC, participation in the overall San Bernardino County Homeless Partnership is readily available. Interested organizations and individuals can join the Partnership by attending a regularly scheduled meeting, requesting to be added to the HPN membership roster, and committing to participate in the work of the CoC to achieve stated purposes and goals. The membership commitment can be fulfilled in various ways such as participation in subcommittee work, contributing to data collection and analysis, or fulfilling the role of liaison between the Partnership and other community groups. The HPN Members obtain and retain voting privileges through attendance and participation in accord with established policies. HPN Members also select five (5) representatives annually to participate as voting members of the ICH.

Identification of Lead Agents and the Applicant

When the County of San Bernardino assumed the responsibilities for the CoC, the OHS was created and designated as the administrative arm of the Partnership and the lead agency of the CoC under the

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advisement of the ICH. The OHS was appointed as the CoC Point of Contact for the submission of the San Bernardino County CoC funding application.

C. GOVERNANCE

Authority of the CoC

The ICH is ultimately responsible for all duties assigned in the CoC Program interim rule. Regulations do not require the ICH to be a legal entity, however, Part 578 requires that the compiling and submitting of the CoC application and operating the HMIS functions be completed by “eligible applicants,” meaning organizations that have been designated by the ICH to apply for assistance on behalf of the continuum. Eligible applicants are legal entities such as government or non-profit organizations that are registered in the federal CCR / SAM. All CoCs must designate eligible applicants to serve in the Collaborative Applicant and HMIS Lead functions. The ICH may also set up committees, subcommittees, or working groups to carry out its duties, however, the ICH always retains ultimate responsibility, including the final approval of the application which is submitted by a Collaborative Applicant and the operation of the HMIS which is managed by the HMIS Lead. The ICH has identified a central Point of Contact (POC) and an Alternate POC for official communications with HUD through the OHS.

Selection of Collaborative Applicant and HMIS Lead Agency

The ICH has designated the OHS as the eligible entity to complete the application, referred to as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all applicants and projects in the CoC and submitting this combined CoC application on behalf of the ICH. The Collaborative Applicant is the only applicant that is able to apply for planning funds to support the CoC in carrying out all of its responsibilities. The Collaborative Applicant provides these functions on behalf of the broader CoC. The ICH always retains ultimate responsibility, including the final approval of the application. The Collaborative Applicant for the CA-609 CoC also serves as the HMIS Lead Agency for San Bernardino County.

Establishment of an Interagency Council on Homelessness (ICH) as the CoC Board

Composition of the ICH

The CoC Program interim rule requires CoC Boards to include representatives from relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking. (One Board member may represent more than one subpopulation.) The Board must also include at least one homeless or formerly homeless individual.

Designation and selection of current Sub Committee members mirrors the general concept of a CoC Board. The Sub Committee constitutes a moderately small committee that provides expertise on the various

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homeless subpopulation and regions and provides a viable means for direct input from homeless and formerly homeless persons. A copy of the ICH Sub Committee Policies and Procedures is available under Appendix A.

CoC Process for Selection of the Board

- The ICH serves as the Board of the CoC and includes thirty (30) seats. Members of the ICH must be able to represent an array of community sectors, special needs populations, and geographic areas throughout the region.
- ICH Member selection is pre-designated by terms established in the Bylaws and as recommended by the San Bernardino County Homeless Partnership 10-Year Strategy to End Homelessness.
- ICH Composition is reviewed regularly through the ICH Bylaws and Membership Sub Committee.
- Members of the ICH serve as liaisons to other community stakeholders.
- Volunteers and nominations for general-at-large members are taken from the full CoC.
- Results of nominations are reviewed by the ICH Bylaws and Membership Sub Committee to ensure that adequate representation is available for each of the required constituencies (community sectors, subpopulations, geography).
- Appointment of general-at-large members is made annually in a meeting of the ICH with one vote per eligible voting organization or designated community representative.
- ICH Members, other than general-at-large members, serve an unlimited term unless the relationship is terminated at either the request of the serving member, member organization or ICH.
- General at-large members serve two-year terms, which may be renewed at the discretion of the ICH.
- Regular attendance at ICH meetings and participation in CoC activities is required. Members failing to meet the attendance and participation standard are subject to removal and replacement.
- The HPN serves as the advisory body of the ICH. The HPN maintains six standing committees: Discharge Planning, Funding, Housing Services, Income and Support Services, Out Reach and Engagement, and Planning and Evaluation. The HPN is charged with facilitating a joint working approach through collaborations among the HPN members to implement action steps adopted in the 10-Year Strategy.
- ICH officers are elected to two-year terms. HPN officers are elected annually.

Governance Responsibilities Designated to CoC Board

The ICH is charged by the CoC with the following responsibilities:

- A) To ensure that the CoC is meeting all of the responsibilities assigned to it by HUD regulations:
 - Maintain accurate information about HUD and other funding source regulations
 - Inform the CoC of changes in policy, or community conditions that impact the effective operation of the CoC

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- Ensure Annual Performance reviews for funded projects
 - Ensure timely compliance with activities required to submit the annual application for CoC funds
 - Provide for annual review of the Housing Inventory Count including the Chart of Unmet Need, the Point In Time Summary Table and the AHAR
 - Working with the Data Governance Committee, maintain oversight of HMIS compliance with HUD regulations and timely completion of required HMIS activities and reports
 - Advise the CoC regarding the Annual Review of the Operations and Governance Manual
 - Recommend policy changes
 - Post all meeting agenda items and minutes to its website for public viewing
 - At the request of the CoC, perform tasks necessary for compliance with changes in HUD regulations
- B) To ensure that relevant organizations and projects serving homeless various subpopulations are represented in planning and decision-making (for use of HUD funds).
- C) Ensure viability of the regional CoC by identifying and securing administrative financing and support
- Support the COC in acquiring resources to assist homeless persons in their movement from homelessness to economic stability and affordable permanent housing throughout the region;
- D) To facilitate responses to issues and concerns that affect the agencies funded by the CoC that is beyond those addressed in the annual CoC application process.
- E) To build community awareness inclusive of the needs of all homeless populations found in the region.

The ICH is empowered to take the following actions:

- Establish an annual calendar of ICH meetings;
- Schedule activities for achievement of assigned duties
- Review Performance Reports for the CoC as a whole and make recommendations and corrective actions in accordance with established policies
- Set Council Meeting times and Agendas as necessary to complete the responsibilities assigned
- Advise the full body on best practices, recommendations for systems enhancement
- Assume tasks and activities as necessary to act as liaisons to other community forums

D. CODE OF CONDUCT

The Members of the ICH are entrusted with specific responsibilities related to use of public funds invested in addressing a serious community concern, homelessness. Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities.

In the performance of their duties, ICH Members are expected to carry out the mandate of the CoC to the best of their ability, and to maintain the highest standards of integrity for actions with other Members of the ICH, CoC Representatives, Service Recipients, Service Providers, and members of the public.

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General Conduct

Members of the ICH are expected to conduct themselves with courtesy and respect, without harassment, or physical or verbal abuse.

Personal relationships should not result in special considerations, including bias or favoritism, that influence the performance of their official duties in a manner contrary to the interest of the broader CoC.

ICH Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

Stewardship of Resources

ICH Members must assure that the resources entrusted to them are used for conducting official business only.

Members of the ICH must abide by the Conflict of Interest Policies established for CoC operations.

Protection of Confidential Information

In line with the rules and guidelines of the CoC, Members of the Partnership have a responsibility to protect the security of any confidential information provided to, or generated by, the activities of the CoC.

Public Statements and Media Response

When making public statements or speaking to the media on CoC matters, ICH Members will make clear whether they are speaking in their own name or if the CoC or ICH has empowered them to speak on the group's behalf.

Review of Charges of Violation of the Code of Conduct

If requested by a majority, the Committee may also give guidance to the CoC concerning other aspects of conduct, including actions of staff, consultants or other persons charged with implementation of duties relative to the responsibilities of the ICH.

Board Leadership

Every two years, the ICH will select its officers, an ICH Chairperson and a Vice Chair to conduct meetings in the absence of the ICH Chairperson. The Vice Chair will officiate business in circumstances where the

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conduct of the Chair has been formally challenged or in instances when the Chair must recuse himself/herself.

Documentation of Board Action

The CoC Board must conduct/transact business in a fair and transparent manner. To this end, the ICH will promptly create a record of actions, consideration, and decisions to be made available to members of the public in accord with the Ralph M. Brown Act [CA Government Code, section 54950, et seq.] and the California Public Records Act [CA Government Code, section 6250, et seq.]. Meetings of the ICH are open to members of the public wishing to observe in accordance with the Brown Act. The public may address the ICH at its regular meetings concerning any matter within its purview during the time set aside for public comment. If a Visitor to an ICH meeting is verbally or physically disruptive to the proceedings, they may be asked to leave.

Ability to Conduct Business with Government Funds – Debarment or Suspension by Public Funding Sources

Members of the ICH must be eligible to transact business with federal and local government. At the time of nomination, potential Members of the Council must not be individuals or agencies that are barred from, or suspended from transacting business with federal, state, or local government.

Conflict of Interest and Recusal Policy

Although it is not established as a legal entity, the ICH membership will conduct decision-making in accordance with 24 CFR parts 84 or 85 for non-profit organizations and state, local, and government agencies that receive federal funds. The Conflict of Interest Policy for the CoC Board must also meet the conditions set forth in the Interim Rule, section 578.95(b).

Conflict of Interest – Contracts, Awards and Other Benefits to Recipient

No ICH Member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to that individual or the organization that the member represents.

An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under Part 578, or when an individual's objectivity in performing work with respect to any activity assisted under Part 578 is or might be otherwise impaired.

Organizational conflicts arise when an ICH Member is who is specifically associated with an applicant organization participates in a decision concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee,

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recent employee, ICH Member, or family member affiliated with a recipient or sub-recipient organization participates in contract monitoring or rate setting tasks that directly impacts said organization. Examples of ongoing conflicts of interest include the determination of rent reasonableness under § 578.49(b)(2) and § 578.51(g); housing quality inspections of property under § 578.75(b) that the recipient, sub-recipient, or related entity owns; participation in ongoing business ventures /partnerships, or participation in evaluation or determination of awards .

Conflicts of Interest – Financial Interest of Member

- 1) The solicitation and acceptance of gifts by an individual who is in a position to participate in a decision making process or gain inside information regarding the activities of the CoC (or by the organization(s) that he or she represents) that would provide a benefit in excess of the minimal value from persons, organizations, or corporations with a vested interest in the outcomes of decisions made by the ICH on behalf of the CoC or its member agencies is strictly prohibited.
- 2) ICH Members shall not participate in the selection, award, or evaluation of a contract supported by CoC funds if a real conflict of interest exists. A conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ, or employed during the prior 6 months, has a financial or other interest in the organization under consideration for an award, or evaluation.
- 3) ICH Members shall not solicit monetary value from CoC-funded recipients, sub-recipients, contractors, or vendors.
- 4) ICH Members will not accept gratuities from CoC-funded recipients, sub-recipients, contractors, or vendors except for unsolicited gifts of nominal value as provided in item 5 below.
- 5) It is determined that a conflict of interest does not exist when the value of the gift is an unsolicited item of nominal value (less than \$15) and such gifts are not repeated more than twice annually. The ICH Member must maintain a record of gifts received, including source, date, value, and type of gift.

Recusal Policy

ICH Members and persons acting on behalf of the Partnership must remove themselves from the decision-making or evaluation process when a personal or organizational conflict exists. ICH Members must recuse themselves during the decision-making or evaluation process, and may not participate in absentia through electronic or other means.

Obligation to Declare Potential Conflict of Interest

To avoid apparent conflicts of interest, ICH Members and Partnership members shall declare any real or potential conflicts of interest or the appearance of such conflicts. The person must disclose this information

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before participating in the discussion and decision-making or evaluation process, including appointment to any sub-committee having influence over such decisions. This policy applies to both personal and organizational conflicts. Members of the public participating in Partnership committees shall also be screened for potential conflicts.

E. Amendments to This Document

This Governance Charter may be amended upon a majority vote of an established quorum of the Members of the ICH who are eligible to vote and are present at a meeting called for such purpose, provided that notice is provided seven (7) days prior to the meeting. The vote is conducted in accord with the established Policies and Procedures of the full body. Absentee voting is not permitted.

BYLAWS OF THE INTERAGENCY COUNCIL ON HOMELESSNESSⁱ

San Bernardino County Homeless Partnership Interagency Council on Homelessness

BY-LAWS

Adopted March 22, 2010

Amended May 22, 2013

A Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The mission of the San Bernardino County Homeless Partnership is to provide a system of care network that is inclusive, well planned, coordinated, evaluated and accessible to all who are homeless or at-risk of being homeless.

Article I

Purpose

The Interagency Council on Homelessness (“ICH”) is a vital component of the San Bernardino County Homeless Partnership (“Partnership”). The ICH serves as the policy making body of the Partnership and oversees the implementation of the 10-Year Strategy to End Homelessness in San Bernardino County (“10-Year Strategy”). The ICH will focus on resource development to insure the funding of homeless projects and 10-Year Strategy recommendations. In addition, ICH serves as the HUD-designated primary decision-making group and oversight board of the City of San Bernardino & County (hereinafter referred to as the “geographic area”) Continuum of Care for the Homeless (CA-609) funding process, (hereinafter referred to as the “CoC”).

Article II

Vision

Provide leadership in creating a “comprehensive countywide network” of service delivery for the homeless population. Identify families and individuals at-risk of homelessness and circumstances leading to homelessness through facilitation of better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in the County of San Bernardino in a united effort to eliminate homelessness county-wide.

Article III

Duties

The ICH is charged with directing, coordinating and evaluating all of the activities related to implementation of the 10-Year Strategy to End Homelessness. The ICH members are directed to report progress on the implementation of the 10-Year Strategy to their colleagues and constituents following each meeting of the ICH. The ICH will promote collaborative partnerships among homeless providers and stakeholders throughout San

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Bernardino County in order to carry out implementation activities and will develop resources to insure the funding of homeless projects and 10-Year Strategy recommendations.

As the oversight board of the CoC, the ICH duties are:

1. To ensure that the CoC is meeting all of the responsibilities assigned to it by the United States Department of Housing and Urban Development (HUD) regulations including:
 - a. The operation and oversight of the local CoC;
 - b. Designation and operation of a Homeless Management Information System (HMIS);
 - i. Designate a single HMIS for the geographic area;
 - ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
 - iii. Ensure consistent participation of recipients and sub-recipients of CoC and Emergency Solutions Grant (ESG) funding in the HMIS.
 - iv. Ensure the HMIS is administered in compliance with all requirements prescribed by HUD.
 - c. The development of a CoC plan that includes outreach, engagement, assessment, annual gap analysis of the homeless needs and services available, prevention strategies, shelter and housing supportive services, and HUD CoC annual and biennial requirements;
2. To represent the relevant organizations and projects serving homeless subpopulations;
3. To support homeless persons in their movement from homelessness to economic stability and affordable permanent housing within a supportive community;
4. To be inclusive of all the needs of all of geographic area's homeless population, including the special service and housing needs of homeless sub-populations;
5. To facilitate responses to issues and concerns that affect the agencies funded by the CoC that is beyond those addressed in the annual CoC application process;
6. To consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers; and
7. To evaluate outcomes of projects funded under the County of San Bernardino CoC program including the ESG.

Article IV **Membership**

A. ICH Membership Composition

The membership of the ICH shall be broadly based with representation from all sectors of the community, including but not limited to: homeless service providers, representatives of federal, state and local government, corporations, and concerned individuals.

The ICH membership shall be composed of no more than 30 members.

1. Two (2) members from the San Bernardino County Board of Supervisors or designee;

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2. Seven (7) elected officials or designee (i.e., city manager, economic development or city director) representing cities within San Bernardino County:
 - a. Three (3) from cities with populations greater than 100,000 residents,
 - b. Two (2) from cities with populations between 50,000 to 99,999 residents,
 - c. Two (2) from cities with populations less than 50,000 residents;
3. Director or designee of the Department of Behavioral Health;
4. Director or designee of the Community Action Partnership of San Bernardino County;
5. Director or designee of Human Services²;
6. Director or designee from the San Bernardino County Public Housing Authority;
7. Director or designee of the Department of Probation;
8. Director or designee of Community Development and Housing for San Bernardino County;
9. One (1) representative from the Veterans Administration Health Care System;
10. Director or designee of the Workforce Development Department;
11. Administrator or designee of the State Department of Rehabilitation;
12. Superintendent of San Bernardino County Schools or designee;
13. Director of 2-1-1 San Bernardino or designee;
14. One (1) representative from the San Bernardino County Sheriff's Department;
15. One (1) representative from the Homeless Management Information System (HMIS) Lead Agency;
16. Chair of the Homeless Provider Network or designee;
17. Four (4) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
18. Up to three (3) general at-large members.

B. Membership Application and Approval Process

Solicitation for ICH membership applications shall begin no less than eight weeks after the vacancy of an individual ICH member. The Office of Homeless Services (OHS) on behalf of the ICH shall circulate a "Call for Applications" to the appropriate organization or parties. The "Call for Applications" will set forth the criteria for appointment to the ICH, and will set the deadline for the receipt of said applications. Applications must be accompanied by a Letter of Recommendation from the sponsoring ICH Member agency or organization or an individual Member of the ICH.

Directors listed in Article IV, section A, and elected officials, which have been designated to sit on the ICH by a local government agency listed in Article IV, section A, shall become a member of the ICH by reason of their position without application. Designees, recommended in lieu of the above listed individuals, must comply with the application process.

² This member shall represent all agencies in the San Bernardino County Human Services Group: Aging and Adult Services, Child Support Services, Children and Family Services, Children's Network, Preschool Services, Public Health, Transitional Assistance, and Veterans Affairs. With the exception that Behavioral Health shall hold a separate seat on the ICH.

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The ICH will establish an ad-hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee will recommend candidates for appointment to the ICH after reviewing the applications. The OHS shall prepare a synopsis of the recommended applicant's qualifications for the ICH. OHS shall forward the recommendations and synopses to the ICH no later than two (2) weeks prior to the next regularly scheduled meeting at which the approval of new members will occur.

C. Membership Terms of Service

Once appointed to the ICH, Members shall serve an unlimited term unless the relationship is terminated at either the request of the serving member, member organization or ICH.³ With the exception that general at-large members shall serve a two year term, which may be renewed at the discretion of the ICH.

D. Membership Responsibilities

All Members are expected to attend meetings. Member absences will be noted in the minutes. Other responsibilities may include:

1. Providing oral and/or written comment on issues being discussed by the ICH;
2. Assisting in the development and implementation of task forces, subcommittees and/or committees necessary to conduct the business of the ICH;
3. Supporting and participating in training, summits, and activities sponsored by the ICH;
4. Active participation in the biennial Point-in-Time Count;
5. Reviewing and commenting on documents, such as those concerning the Continuum of Care Homeless Assistance Grant funding; and
6. Providing regular reports and updates regarding ICH activities and progress back to member agencies (i.e., inclusion of ICH agenda and minutes in the agency's official public records).

E. Membership Voting

1. A Member representing more than one Agency or Office shall receive only one vote.
2. A Member shall designate one representative to vote on behalf of the Member and may establish one alternate to vote in the absence of the designated representative.

F. Membership Vacancies

1. ICH membership ends when:
 - a. A Member resigns or is unable to serve for justified reasons; or
 - b. A Member is deemed inactive by the ICH upon the relevant facts that have been presented;or

³ At least ninety (90) days notice shall be given unless otherwise mutually agreed.

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- c. A Member is replaced by the sponsoring agency or organization; or
- d. A Member is terminated by a majority of the ICH for just cause:
 - i. Charged with a crime that would subject the Member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
 - ii. Unprofessional behavior.
 - iii. Violation of these bylaws.
 - iv. Conduct prejudicial to the best interests of the ICH;
 - v. Lack of participation in three (3) consecutive ICH meetings without prior ICH approval.
 - vi. Just cause as defined by the majority of the ICH.
2. Termination of an individual's membership does not terminate the sponsoring agency or organization's representation of the ICH.
3. If a Member representative who has been duly notified of ICH meetings misses three meetings within a one-year period, the Chair shall formally and in writing contact the Member requesting a written response of the ability of the Member's representative to continue participation in the ICH. If a written response acceptable to the Chair is not received within 30 calendar days, then the Chair may ask that a new representative be designated.

Article V **Officers**

The ICH shall elect from among its Members a Chair and Vice Chair. Each officer shall serve for a term of two (2) years commencing October 1 and ending September 30 of the second year.

A. Selection of Officers

Officers shall be nominated by the membership and elected to office by a majority vote of the Members present at a meeting in which a quorum has been established.

B. Duties of Officers

1. The duties of the Chair shall include:
 - a. Provide oversight, direction and leadership to the ICH.
 - b. Conduct and facilitate ICH Meetings.
 - c. Coordinate agenda setting with the Office of Homeless Services (OHS).
 - d. Appoint Committee Chairs.
2. The duties of the Vice Chair shall include:

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- a. Perform all of the Chair's duties in the absence of the Chair, unless the Bylaws of the ICH provide otherwise.
- b. Perform other duties as requested.

Note: In the absence of the Chair and the Vice-Chair the Office of Homeless Services Manager shall chair the meeting(s).

Article VI **Vacancies of Officers**

Should the office of Chair become vacant prior to the end of the present term, the Vice-Chair shall complete the term of office. The position of the Vice-Chair shall be filled by a special vote at the next regular ICH meeting.

Article VII **Meetings**

A. Regular Meetings

Regular meetings of the ICH shall be held at least bi-monthly at a time and date determined by the Members, or as modified by a majority vote of the Members at any regular meeting where a quorum has been established.

B. Special Meetings

A special meeting may be called at any time by the Chair, or at the request of the majority of the Members, by delivering personally or by mail or electronically written notice of the date and purpose of the meeting to each Member 48 hours before the time specified in the notice.

C. Governing Rules

Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, section 54950, et seq.) and under Robert's Rules of Order. Each member will be provided with a copy of Roberts Rules of Order at installation.

Article VIII **Quorum**

One half of the Members in good standing, plus one, shall constitute a quorum for the transaction of business. The affirmative votes of at least a majority of the Members constituting a quorum at a duly scheduled meeting shall be required to take any action.

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A member in good standing is a Member of the ICH who has met membership and attendance requirements.

Article IX

Agenda

The agenda for the regular meetings shall be prepared in consultation with the ICH Chair and distributed by OHS to each Member at least seven (7) calendar days prior to the meeting. The agenda should be accompanied by agenda support materials and shall be posted per the Brown Act requirements.

Article X

Agenda Deadline

All matters to be considered for the agenda must be submitted to the OHS at least fourteen (14) calendar days prior to the meeting.

Article XI

Minutes

Minutes shall be taken and distributed by the Office of Homeless Services Manager, or designee. The Chair, and/or the Office of Homeless Services Manager shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for approval at the next meeting.

Article XII

Amendments

These bylaws may be amended by a two-thirds vote of the Members present at a meeting in which a quorum has been established in compliance with Robert's Rules of Order.

ⁱ This section reflects the Bylaws as subsequently updated by ICH action and Certified by the Office on Homeless Services.

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STANDING AND AD HOC COMMITTEE POLICY		Approved: Signature Required <hr/> Josie Gonzales, Chair

POLICY	<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>
PURPOSE	<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"> 1. Increase participation by ICH members and designees in the policy process; 2. Undertake specific tasks as requested by the ICH; 3. Develop proposals and recommendations, with Office of Homeless Services (OHS) staff assistance, for ICH consideration; 4. Interact with staff and Council members so the concerns of local governments are fully understood in the formulation of region policies; and 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.
COMMITTEE STRUCTURE	<p><u>Standing Committees</u> - The ICH shall maintain at least seven (7) Standing Committees as follows:</p> <ul style="list-style-type: none"> • Bylaws and Membership • Emergency Preparedness • Health • Homeless Youth Taskforce • Housing • Identify Resource Availability • Point-In-Time Count Oversight <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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COMMITTEE STRUCTURE <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>
COMMITTEE MEETINGS	<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>
COMMUNICATIONS	<p>To provide for effective communication throughout the committee structure, the following guidelines shall apply.</p> <ol style="list-style-type: none"> 1. The ICH may provide direction to any standing or ad hoc committee on issues for consideration. 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. 3. Committee recommendations may be supplemented by specific information relative to implications and options for consideration. 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. 5. Committee officers are required to make regular presentations of committee actions and report progress to the ICH Membership. 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.

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QUORUM AND VOTING	<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>
BYLAWS AND MEMBERSHIP COMMITTEE DESCRIPTION	<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"> • Review current ICH bylaws to identify and recommend changes to conform to current policies, procedures, best practices and rules of proper governance; • Collaborate with the Chair and County Counsel to enhance understandability of the bylaws and to add necessary or remove unnecessary verbiage as needed; • 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"> ○ Commitment to ICH's vision and mission, ○ Strong willingness to serve, and ○ Capacity to be "ambassadors" for ICH and represent the organization as needed and desirable; • Develop and implement strategies for welcoming new ICH members; and • Develop and implement strategies for re-instating lapsed members.
POINT-IN-TIME COUNT OVERSIGHT COMMITTEE DESCRIPTION	<p>The Point-In-Time Oversight Committee is a standing committee with the responsibility to:</p> <ul style="list-style-type: none"> • 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. • Review, revise and recommend an appropriate sheltered and unsheltered survey to be distributed to homeless consumers on the night of the Count.

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POINT-IN-TIME COUNT OVERSIGHT COMMITTEE DESCRIPTION <i>(continued)</i>	<ul style="list-style-type: none"> • Identify need for data by working closely with the Homeless Management Information System (HMIS) provider within the San Bernardino County Homeless Partnership structure; • 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 • 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.
IDENTIFY RESOURCE AVAILABILITY COMMITTEE DESCRIPTION	<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"> • Increase the County’s rate of success in competing for its share of available federal, state, local, and corporate funding; • Identify gaps in services and resources; • Identify causes of homelessness; • 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; • Identify existing services and programs that can be coordinated to better meet the needs of the chronically homeless; • Develop strategies to overcome housing barriers and gaps in homeless services by addressing policies to maximize existing systems and resources; and • Recommend a “prevention of homelessness services system”.

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HOUSING COMMITTEE DESCRIPTION	<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"> • Research, identify, and create housing opportunities for homeless individuals and families, including the provision of housing for ex-offenders; • Consider delivery methods and models that take into account the specialized needs of the reentry population; • Identify stakeholders and establish relationships for collaboration with housing service delivery; • Develop a marketing and awareness plan for recruitment of housing developers and to build public and private support; • Create and maintain a list of housing providers that are willing to assist homeless populations ; and • Coordinate and report to both the Interagency Council on Homelessness and the Reentry Collaborative.
HOMELESS YOUTH TASKFORCE	<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"> • Raise awareness on the issue of child and youth homelessness throughout San Bernardino County and advocate through ICH to improve related services; • Educate the public about the unique needs and challenge faced by youth living in homelessness; • 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

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HOMELESS YOUTH TASKFORCE <i>(continued)</i>	<p>County;</p> <ul style="list-style-type: none"> 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; 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;
HEALTH COMMITTEE DESCRIPTION	<p>The Health Committee is a standing committee responsible for developing collaborations between housing, supportive services, healthcare, behavioral health and social services providers. The Health Committee will seek to improve care coordination and leverage resources to improve wellness outcomes through “housing first” evidence based practices.</p> <p>The Health Committee shall:</p> <ul style="list-style-type: none"> Expand Chronically Homeless persons’ mainstream health and supportive resource access in flexible and innovative ways under the Affordable Care Act and Medi-Cal Reform Opportunities. Facilitate partnerships between the homeless assistance system and managed healthcare organizations. Identify relevant partners, agencies, and sectors not represented currently in housing-healthcare coordination and develop strategies to engage them in a regional, coordinated approach. Educate stakeholders on the benefits available to Medi-Cal/Medicaid recipients and develop strategies to improve enrollment. Develop a process for Medi-Cal / Medicare health plans to fund supportive housing services for their plan members. Educate homeless services providers on Medi-Cal and Medicare waiver programs and promote increased coordination and regional planning in order to improve services to target populations.
EMERGENCY PREPAREDNESS COMMITTEE DESCRIPTION	<p>The Emergency Preparedness Committee will plan emergency-related activities and services for the homeless that will include enhancing mass notification and communication systems, and systematically evaluating its communication systems to ensure continuous quality improvement and messages targeting homeless communities.</p> <p>The Emergency Preparedness Committee shall assist in:</p> <ul style="list-style-type: none"> Reviewing the County’s Emergency Operations Plan and other supporting emergency documents and recommending changes to the appropriate

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EMERGENCY PREPAREDNESS COMMITTEES DESCRIPTION <i>(continued)</i>	<p>agencies.</p> <ul style="list-style-type: none"> • Exploring the formation of homeless emergency teams that can assist agencies and departments in carrying out emergency activities when called upon. • Coordinating with agencies to educate the homeless on their individual responsibilities in preparing for emergencies and providing information on what they can expect from homeless service providers during an emergency. • Collecting and providing, as appropriate, research and data as well as assembled comments on emergency-related events for the Interagency Council on Homelessness (ICH). • Reporting to the ICH on the Committee's progress. Each report will provide information on upcoming emergency interventions along with recommendations for improving the region's preparedness, if appropriate. • Advising the ICH on strategies to improve the effectiveness and efficiency of regional preparedness activities for the homeless and its relationship with relevant agencies, organizations, and community groups.
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