



**San Bernardino County Homeless Partnership
Homeless Provider Network (HPN)**

**Wednesday, April 5, 2017 • 1:00 p.m. to 3:00 p.m.
County of San Bernardino Health Services Auditorium
850 E. Foothill Blvd., Rialto, CA 92376**

AGENDA

OPENING REMARKS	PRESENTER
A. Call to Order (5 minutes) B. Welcome and Introductions (10 minutes)	Sharon Green
UPDATES	
C. Regional Representative a. Central Valley HPN b. Desert/Mountain HPN c. East Valley HPN d. West Valley HPN D. Interagency Council on Homelessness E. Office of Homeless Services	Kimberlee Albers Lois Perkins Elizabeth Kirkland Don Smith Sharon Green Tom Hernandez
CONSENT ITEMS	
F. Approve Minutes from the February 8, 2017 Meeting	Sharon Green
UPDATE ITEM	
G. Preliminary 2017 Point-in-Time Count Report	Tom Hernandez
DISCUSSION ITEM	
H. Approve the Amended By-Laws with the addition of a Code of Conduct Clause I. CoC Training Opportunity: "Making Rapid Rehousing An Integral Part of Your Community's System"	Sharon Green Jeff Little, Don Smith
INFORMATION ITEM	
J. SBC Pathways to Housing Network: 1 Year Data Report on Consumer Requests for Assistance	Don Smith, Ron Griffin
CLOSING	
K. HPN Member News, Updates, Issues and Announcements L. Public Comment M. Adjournment	HPN Members/Attendees Sharon Green
Next Meeting:	HPN will next meet on: July 11, 2017 Department of Behavioral Health County of San Bernardino Health Services (CSBHS) ▪ Auditorium 850 E. Foothill Blvd. Rialto, CA 92376

In September 2007, the San Bernardino County Homeless Partnership (SBCHP) was formed to provide a more focused approach to our goal of ending homelessness within the County. The Partnership consists of city governments, community based organizations, faith-based organizations, educational institutes, non-profit organizations, private industry, and federal, state, and local government.

SBCHP was developed to promote a strong collaboration between agencies to direct the planning, development, and implementation of the County's 10-year-plan to end chronic homelessness. The Partnership meets on the third Wednesday of each month at the Behavioral Health Resource Center in Rialto. The Partnership facilitates better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in San Bernardino County.

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.

THE SAN BERNARDINO COUNTY HOMELESS PARTNERSHIP 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/sbchp/>

AGENDA AND SUPPORTING DOCUMENTATION CAN BE OBTAINED AT 303 E VANDERBILT WAY, SAN BERNARDINO, CA 92415 OR BY EMAIL: HOMELESSRFP@HSS.SBCOUNTY.GOV.

Minutes for San Bernardino County Office of Homeless Services Homeless Provider Network Meeting

February 8, 2017

9:00 A.M. – 11:00 A.M.

County of San Bernardino DBH Administration
303 E. Vanderbilt Way. ■ San Bernardino, CA 92415

Minutes Recorded and transcribed by Amy Edwards, Secretary I, Department of Behavioral Health

OPENING REMARKS	PRESENTER	ACTION/OUTCOME
Call to Order Welcome and Introductions	Sharon Green	<ul style="list-style-type: none"> ▪ The meeting was called to order at 9:15 A.M. Attendees were welcomed to the meeting and asked to introduce themselves.
CONSENT ITEMS		
Approve the Minutes from the September 21, 2016 meeting.		<ul style="list-style-type: none"> ▪ A motion was made to approve the minutes. All were in Favor, None opposed or abstained. Motion Carried.
UPDATES		
Updates from representatives on progress of regional meetings	Anthony Brazier Central Valley	<ul style="list-style-type: none"> • We met last in October. At our last meeting we talked about housing first and the models and principals. We had a presentation from 211 on the Coordinated Entry System and also from Cort Furniture regarding the program they have to assist with programs with furniture.
	Elizabeth Kirkland East Valley	<ul style="list-style-type: none"> • The Morongo Basin meets the 3rd Friday of each month at the probation office in Joshua Tree. Last month our focus was on the Point In Time Count (PITC). Michele Bletcher came out and provided training on how to conduct the count. • We were very pleased with the number of volunteers we had on the day of the PITC and were also please with the numbers we collected. • We also did the Youth count on the same day in the afternoon from 2-4pm however we did not find any youth that met the HUD definition of homelessness but we found several that met the McKinney Vento Definition.
	Don Smith West Valley	<ul style="list-style-type: none"> • West Valley meets the second Wednesday of every other month our next meeting will be March 8th from 9am-11am. • The most exciting thing going on in the West End is the great work going on in the city of Upland. The community and city officials along with service providers have really upped the game in housing solutions. They are stepping away from managing people's homelessness and actually getting them housed. • Our focus over the next year is to really get engaged, come up with solutions and collaborate with our communities and service providers to get people housed.
	Tom Hernandez Office of Homeless Services/Interagency Council on	<ul style="list-style-type: none"> • The Interagency Council on Homelessness met on January 25, 2017. A congratulation was given for the completion of the renewal application and awards given by the United States Department of Housing and Urban Development (HUD).

DISCUSSION		
Nominations for the HPN Chair and Vice Chair	Tom Hernandez	<ul style="list-style-type: none"> We will be selecting an HPN Chair and Vice Chair who will serve a 2 year term. For chair we received a nomination for Sharon Green by Jimmy Waldron <ul style="list-style-type: none"> Sharon received a unanimous vote (17 votes) For Vice Chair we received a nomination for Don Smith by Kent Paxton <ul style="list-style-type: none"> Don received 16 votes for Yes and 1 vote for No
PRESENTATION		
City of Upland	Eric Gavin	<ul style="list-style-type: none"> I am the Coordinator of the Community Restoration Team of Upland. We like many cities treated homelessness as a law enforcement issue, and then suddenly realized we needed to treat this as a community issue. Upland Police department created the Homeless Outreach Team, which is much like the HOPE team. They worked with the Upland Stakeholders and took lead in placing homeless. The formally established the hand up not a hand out policy and began to bring together Advocates, faith based organizations, and volunteers. They soon realized they were spending more resources by having the police department take lead on the homeless situation so they created the Community Restoration Team. We now leave the policing to the Police and the Restoration Team is lead contact for the homeless. In October we had the first Homeless Action Summit, which was very successful. We received feedback from 150 people and decided the city needed to develop a strategy that everyone can buy into and see where we are headed and how we will get there. We developed a strategy as a city to address homelessness with 5 key elements: <ul style="list-style-type: none"> Close collaboration with law enforcement Individual Case Management <ul style="list-style-type: none"> Homeless Advocates Personal Profile data Work flow: contacted, engaged, housed, and recovered Engaged Community and public outreach Stronger Regional Cooperation <ul style="list-style-type: none"> Work with Surrounding cities Support and engage local service providers Continue to engage with the County Long Term View (homeless prevention and affordable housing)
San Bernardino County Probation – Self Pay Housing Needs	Officer Kathleen Cox	<ul style="list-style-type: none"> I have developed a self-pay book. This is for those individuals that are coming out of jail and have income. I cannot house them with probation funds if they have income. I work with private pay homes that offer a set of rules and a set monthly amount. We have officer that go out twice a month to check in with our placements. We are looking for providers that may want to partner with us because I don't like to have my probationers released without a place to go. If I sit down with them and realize they do not meet the criteria for probation housing I look for a self-pay residence that I can place them in. I do not want to release them to the streets.
ROUNDTABLE		
	Don Smith	<ul style="list-style-type: none"> Last year the ICH made the strategic determination to repurpose funding that had been going to transitional housing and one of the casualties was the Salvation Army's Family Transitional beds and I

	Ann Metu Darlene Logan Jimmy Waldron Angela Lopez	<p>want to keep that on the radar so as a community we can continue to find ways help you keep that place going. Ann can you provide an update?</p> <ul style="list-style-type: none"> We have funding through September 2017 and after that we have a major move that we cannot talk about. After September that Transitional Living Center will cease to exist. The Hospitality House, Emergency Shelter is still there and will take those beds. However there is a major move and hopefully we will be able to share that news with you soon. April 7th Time For Change will be having our biggest fundraiser of the year. You can find out more information on that at www.timeforchange.org We will be selling tickets for the Sweetheart Fundraiser being held at AppleBee's in Victorville on Saturday February 11, 2017. The price is \$10 a ticket. The funds are going towards purchasing a van to help with transportation needs of our clients. The San Bernardino County Superintendent of Schools and Riverside School District are co-sponsoring the 3rd Annual Foster and Homeless Youth Summit at the Riverside Convention Center on March 16th in Riverside. For more information go to http://www.rcoe.us/event/3rd-annual-foster-homeless-youth-summit/
Adjournment		Being no further business to discuss, the meeting was adjourned at 11:00 a.m.
Next Meeting		HPN will next meet on April 5, 2017 from 1:00 pm – 3:00 pm at the County of San Bernardino Health Services Center located at 850 E. Foothill Blvd., Rialto, CA 92376. ***Meeting minutes are available upon request***

February 8, 2017 ATTENDEES:

ALBERS	KIMBERLEE	Step up on Second	661-213-7697	Kimberlee.albers@gmail.com
ALEXANDER	JESSICA	Operation Grace	909-382-8540	pastorjessicaalexander@gmail.com
BIANCHI	VICTORIA	Homeless Advocate	909-562-8638	Justagirl1165@yahoo.com
BRAZIER	ANTHONY	Foothill Aids Project	909-884-2722	abrazier@fapinfo.org
CORONA	LORENA	Chaffey College	909-952-6568	Lorena.corona@chaffey.edu
COX	KATHLEEN	Probation	99-382-2700	kcox@prob.sbcounty.gov
DILLARD	MARCUS	US VETS	213-334-8158	mdillard@usvetsinc.org
EDWARDS	AMY	OHS Secretary	909-386-8297	AEdwards@dbh.sbcounty.gov
ELLIOTT	JANICE	Upland City Council Member	909-292-3875	jlelliott@aol.com
FAZEKAS	DOUG	Department of Behavioral Health	909-387-8619	dfazekas@dbh.sbcounty.gov
GARCIA-ROBLES	FAVIOLA	Housing Navigator	909-806-1816	Faviola.garcia-robles@dignityhealth.com
GOMEZ	SOCORRO	Clinic Supervisor	909-873-4455	sgomez@dbh.sbcounty.gov
GOMEZ	ADAN	Program Specialist	909-252-4051	agomez@dbh.sbcounty.gov
GONZALEZ	MONICA	Case Manager CCLM	909-381-6921	mgonzalez@lsscommunitycare.org
GREEN	SHARON	Victor Valley Family Resource Cntr	760-887-1909	sgreen@vvfrc.com
HERNADEZ	TOM	Office of Homeless Services	909-386-8208	thernandez@dbh.sbcounty.gov
JACKSON	COLLEEN		626-483-1049	cdj@thebridge-consortium.com
JACKSON-SMITH	Henrietta	SWIM	909-419-1165	successforwomeninmotionswim@gmail.com

KIRKLAND	ELIZABETH	Valley Star Behavioral Health	760-853-4888	ekirkland@starsinc.com
LEVITT	LOIS	Water of Life Community Church CityLink	909-803-1059	loisl@wateroflifecc.org
LOGAN	DARLENE	Time For Change	909-886-2994	dlogan@timeforchangefoundation.org
LOPEZ	ANGELA	Program Technician	909-386-2757	Angela.lopez@sbcss.net
LURIE	TODD	ITR	909-917-8450	ToddLurie@gmail.com
MADDEN	GARY	Director 211	909-980-2857 ext. 211	gmadden@ieuw.org
MARTIN	CHRISTIE	Board member	760-612-0192	ChristieMartin@247headline.com
MARTON	GARY	Board member	760-957-8252	Gm795367@gmail.com
METU	ANNE	Salvation Army	909-888-4880x 201	anne.metu@usw.salvationarmy.org
MORENO	LISA	The Time for Change Foundation	909-886-2994	lmoreno@timeforchangefoundation.org
MURILLO	BECKY	Housing Authority	909-890-9533	rmurillo@hacsb.com
NORFOLK	GEORGINA	Office of Homeless Services	909-386-8291	GNorfolk@dbh.sbcounty.gov
ORTIZ	RUBI	Community Engagement	909-653-3994	Rubi.Ortiz@molinahealthcare.com
PADILLA	FRANCISCO	Humane Society of San Bernardino Valley	909-386-1400	fpadilla@hssbv.org
PAXTON	KENT	Board of Supervisor's - Fifth District		Kent.Paxton@bos.sbcounty.gov
PEREZ	DANIEL	City of Fontana	909-476-9696	dperez@mdg.idm.com
QUININE	SHERONNA	Supportive housing	909-890-9562	squinine@hacsb.com
QUINLAN	LETICIA	Program Specialist	909-793-2673	rfstina@outlook.com
SMITH	TINA	FSA Redlands Director	909-793-2673	rfstina@outlook.com
SMITH	DON	Creating Community Solutions	310-878-7826	DonSmithSolutions@outlook.com
SWEITZER	MICHAEL	HOST	909-421-4633	msweitzer@dbh.sbcounty.gov
WALDRON	JIMMY	High Desert Homeless	760-420-6980	jimmy.waldron@yahoo.com
WATKINS	DEBRA	NECON Inc.	714-654-8078	d.watkins@neconinc.info
WEEKS	STANTON	US Vets	951-203-3789	sweeks@usvetsinc.org

**San Bernardino County Homeless Partnership
Homeless Provider Network**

BY-LAWS – ~~THIRD~~FOURTH AMENDED

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 (Partnership) is to provide a system of care network that is inclusive, well planned, coordinated and evaluated and is accessible to all who are homeless or at-risk of being homeless.

**Article I:
Purpose**

The Homeless Provider Network (HPN) is a vital component of the Partnership. The purpose of the HPN is to develop and implement measurable goals and objectives to address the needs of the homeless in San Bernardino County in accordance with the 10-Year Strategy to End Homelessness, coordinate services, develop collaborative relationships, and share information and resources. The HPN shall consist of four (4) Regions as defined in Article IV.

**Article II:
Vision**

The purpose of the Partnership is to end chronic homelessness and reduce the instance of episodic homelessness in the County of San Bernardino. This will be accomplished through collaborative partnerships with federal, state, and local governments, social services agencies and community and faith-based organizations. To that end, the HPN shall facilitate a joint working approach through regional and countywide collaboration among HPN members to implement the action steps adopted in the 10-Year Strategy.

**Article III:
Objectives**

- A. Serve as an Advisory Body to the Interagency Council on Homelessness (ICH).
- B. Develop new programs or redesign current programs to coordinate the effectiveness and comprehensive delivery of services and resources.
- C. Endeavor to remain on the cutting edge of innovation in homeless programs and service delivery.

Adopted	February 2010
First Amended	January 2013
Second Amended	May 2014
Third Amended	April 2016
<u>Fourth Ammended</u>	<u>April 2017</u>

- D. Strive to fully utilize the Homeless Management Information System (HMIS) for data collection and analysis.
- E. Identify gaps in services and best practices.
- F. Monitor proposed legislation.

Article IV:
Regional Committees

- A. HPN members are organized into the following Regional Committees based on the member’s service area:

West Valley Region: Encompasses the cities of Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, Upland, and the surrounding unincorporated communities.

Central Valley Region: Encompasses the cities of Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, Yucaipa, and the surrounding unincorporated communities.

East Valley Region: Encompasses the cities of Needles, Twenty-nine Palms, Yucca Valley, and the surrounding unincorporated communities.

Desert and Mountain Region: Encompasses the cities of Adelanto, Apple Valley, Barstow, Big Bear Lake, Hesperia, Victorville, and the surrounding unincorporated communities.

A member whose service area covers more than one Region shall designate a Region as their primary service area. Members may participate in meetings and activities outside of their designated Region, but may only hold the office of Regional Representative in their designation Region.

- B. The functions of the Regional Committees shall include:
 1. Develop efficient and effective regional partnerships to enhance local Continuum of Care service activities through coordinated efforts consistent with the Vision and Objectives of the HPN.
 2. Implement regional HPN projects and activities.

Adopted	February 2010
First Amended	January 2013
Second Amended	May 2014
Third Amended	April 2016
<u>Fourth Ammended</u>	<u>April 2017</u>

3. Provide a forum for addressing region-specific issues and concerns related to the provision of homeless services.
4. Report to the HPN on the progress of regional projects.
5. Other roles and tasks as assigned by the HPN and/or the ICH.

**Article V:
Membership**

- A. Any person, group, or organization within San Bernardino County or any organization providing homeless services, or related services, to San Bernardino County residents may seek membership in the HPN. Each Member may have one voting representative and two alternates. A representative may only exercise voting authority for a single group or organization.
- B. A person, group or organization is considered to be a member in good standing if he, she or the entity, has a valid member registration on file with the Office of Homeless Services (OHS) and has not missed more than one (1) HPN and two (2) Regional Committee meetings during the previous six month period.
- C. If a Member has missed more than the designated number of meetings in a six month period without providing prior explanation to OHS by email or telephone (“excused absence”), that Member will be placed on the inactive rolls for a minimum of three meetings. A Member will be limited to two excused absences during any twelve month period. An inactive Member may become active by submitting a written request to OHS any time after the three meeting suspension. Inactive Members will receive notice of their inactive status.

**Article VI:
Officers**

- A. The Officers of the HPN shall consist of a Chair, Vice Chair and four (4) Regional Representatives, one from each Region. An officer must be a voting representative of a Member in good standing. No person shall be elected to hold the position unless he or she accepts the nomination. Each officer shall serve for a term of two (2) years. The program years shall be aligned with that of the ICH.
- B. Election of Officers
 1. The Chair and Vice Chair shall be nominated by the membership and elected to office by a majority vote of the Members present at an HPN meeting in which a quorum has been established.

Adopted	February 2010
First Amended	January 2013
Second Amended	May 2014
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<u>Fourth Ammended</u>	<u>April 2017</u>

2. Each Region shall nominate one or more candidates to serve as their Regional Representative. One (1) Representative from each Region shall be elected to office by a majority vote of the Members present at a HPN Regional meeting in which a quorum has been established.

**Article VII:
Duties of Officers**

- A. HPN Officers shall ensure that the functions of the HPN are carried out, which include:
 1. Prepare recommendations and adjustments to the 10 Year Strategy to End Homelessness and any subordinate plans as appropriate as directed by the ICH.
 2. Develop annual goals and work plans for the HPN and Regional Committees.
 3. Assist in the promotion of the annual Continuum of Care application process as needed.
 4. Communicate innovations, concerns, and recommendations to the ICH on countywide and/or regional homeless related policies and issues.
 5. Perform other duties as established by the ICH.
- B. The duties of the Chair shall include:
 1. Provide oversight, direction and leadership to the HPN and Regional Representatives.
 2. Conduct and facilitate HPN Meetings.
 3. Interact with all Partnership members.
 4. Coordinate HPN agenda setting and HPN activities with OHS.
 5. Serve as an HPN representative to the ICH.
 6. Report activities of the HPN to the ICH during the regularly scheduled meetings of the ICH.

Adopted	February 2010
First Amended	January 2013
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<u>Fourth Ammended</u>	<u>April 2017</u>

7. Appoint chairs for Standing Subcommittees, Ad Hoc Committees and Special Task Forces, and members thereto, as needed.
- C. The duties of the Vice Chair shall include:
1. Act as Chair in the absence of the chairperson.
 2. Provide oversight, direction and leadership to the Chairs of the Standing Subcommittees, Ad hoc Committees and Special Task Forces.
 3. Serve as ICH alternate in the absence of the Chair.
 4. Perform other duties as assigned.
- D. The duties of the Regional Representatives shall include:
1. Convene all meetings of their assigned Regional Committee.
 2. Appoint a Regional Secretary for their assigned Regional Committee.
 3. Report findings, recommendations and actions of the Regional Committee to the HPN during the Quarterly HPN meetings.
 4. Coordinate Regional HPN agenda setting and activities with OHS.
 5. Ensure official minutes of each meeting of assigned Regional Committee are prepared, indicating attendance and actions taken, and filed with OHS.
 6. Coordinate all activities with the HPN and OHS.
 7. Serve as an HPN representative to the ICH.
 8. Perform other duties as assigned.
- E. The OHS staff shall act as administrative support to the HPN and its four Regional Committees and the duties shall include:
1. Assist the Chair and Regional Representatives in the preparation of an agenda for each regular and special meeting of the HPN and Regional Committee meetings. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and shall be posted at least 72 hours before

Adopted	February 2010
First Amended	January 2013
Second Amended	May 2014
Third Amended	April 2016
<u>Fourth Ammended</u>	<u>April 2017</u>

any regular meeting and 24 hours before any special meeting in a location that is freely accessible to members of the public.

2. Prepare official minutes of each HPN regular and special meeting indicating attendance and recording actions taken at each meeting.
3. Convene the meeting of the HPN in the absence of the Chair and Vice Chair.

**Article VIII:
Vacancies of Offices**

- A. 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 HPN meeting, unless the Members direct otherwise.
- B. Vacancies in other offices shall be filled by appointment of the Chair subject to the ratification of the HPN Members by simple majority vote.

**Article IX:
Code of Conduct**

A. The Members of the HPN are expected to observe the highest standards of ethical conduct in the participation and execution of full HPN and HPN regional meetings. HPN Members are expected to carry out the mandate of the HPN to the best of their ability, and to maintain the highest standards of integrity for actions with other Members of the HPN, CoC Representatives, Service Recipients, Service Providers, and members of the public.

1. Membership Commitment:

a. HPN membership may be terminated when:

- i. A Member resigns or is unable to serve for justified reasons; or
- ii. A Member is deemed inactive by the HPN upon the relevant facts that have been presented; or
- iii. A Member is replaced by the sponsoring agency or organization; or
- iv. A Member is terminated by a majority of the HPN for just cause:
 1. Unprofessional behavior.

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Adopted February 2010
First Amended January 2013
Second Amended May 2014
Third Amended April 2016
Fourth Ammended April 2017

2. Violation of these bylaws.
3. Conduct prejudicial to the best interests of the HPN;
4. Just cause as defined by the majority of the full HPN or HPN regional members.

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Article IX:
Meetings

- A. Regular meetings of the HPN shall be held at least quarterly at a time and date determined by the Members, unless modified by a majority vote of the Members at any regular meeting where a quorum has been established.
- B. Regional Committee meetings shall be held at least monthly at a time and date determined by the Regional Committee members, or at the discretion of the Regional Committee Representative. Quarterly meetings of the HPN shall serve as a substitute for regular Regional Committee meeting times.
- C. A special meeting of the HPN may be called at any time by the Chair 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.
- D. HPN and Regional Committee meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, Section 54950) and under Robert's Rules of Order.

Article X:
Additional Committees

- A. The HPN shall maintain at least two (2) Standing Subcommittees: Discharge Planning, and Housing Services. Each Committee shall have an appointed Chair, who will convene meetings and coordinate Subcommittee activities. The Subcommittee Chair must be a voting representative of a Member in good standing. Members of the Standing Subcommittees can be drawn from the HPN Members and from partner organizations and entities, and the community, including consumers.
- B. The HPN may establish Ad hoc Committees and Special Task Forces as necessary.

Article XI:
Quorum

Adopted	February 2010
First Amended	January 2013
Second Amended	May 2014
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- A. Meetings of the HPN: A quorum should be defined as 25% of the voting members in good standing. A majority shall be defined as 50% plus one of those voting members in good standing in attendance. Action shall require an affirmative vote of a majority of the voting members in good standing, provided a quorum is present as defined herein. As may become necessary, a member association may authorize, in writing, a duly appointed representative in lieu of the duly appointed person or alternate to represent an association for a meeting. No proxy voting is allowed. It is assumed that any voting member who may have a conflict of interest should disclose the potential and recuse themselves from a vote.

- B. Meetings of Regional Committees and Additional Committees: The presence of three committee/subcommittee members shall constitute a quorum for the transaction of business. Any non-standard or official written communication to an outside entity that is initiated by a committee must be approved by the OHS and the HPN Chair.

Article XII:
Agenda

The agendas for the HPN and Regional Committee meetings shall be prepared in consultation with the HPN Chair and Regional Representatives, respectively, and distributed by the OHS to the HPN Members at least three (3) calendar days prior to the meeting. The agenda may be accompanied by agenda support materials. Copies of the agenda shall be posted as required by the Brown Act and made available to the public at each meeting.

Article XIII:
Agenda Deadline

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

Article XIV:
Minutes

HPN meeting minutes shall be taken and distributed by the OHS staff. Each Regional Committee shall establish a Regional Secretary, appointed by the Regional Representative for the purpose of recording the minutes for each regional meeting. These minutes shall be given (via email) to the Regional Representative and OHS within 5-7 days after said meeting. The Homeless Services Officer and County Counsel shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for the next meeting.

Adopted	February 2010
First Amended	January 2013
Second Amended	May 2014
Third Amended	April 2016
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**Article XV:
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.

CERTIFICATE OF OHS

I certify that the above bylaws, consisting of ~~seven-nine~~ (89) pages, including this page, are the Bylaws of this body as amended by the Members.

Date: _____

By: _____

*Tom Hernandez
Homeless Services Officer*

Adopted	February 2010
First Amended	January 2013
Second Amended	May 2014
Third Amended	April 2016
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