



Office of Homeless Services
 1950 S. Sunwest Ln., Ste 200 • San Bernardino, CA 92408
 Phone: (909)252-4001 • Fax: (909)252-4088
 Email: homelessrpf@hss.sbcounty.gov • Website: <http://hss.sbcounty.gov/sbchp/>

Agenda: Interagency Council on Homelessness

Meeting date, time, and place Date: **June 28, 2012**
 Time: **9:00 am – 11:00 am**
 Place: **Department of Behavioral Health, Training Institute**
 1950 S. Sunwest Lane, Suite 200, Rooms Suoi and Agasga
 San Bernardino, California, 92408

Note: Please remember to silence your cell phones.

		Time
Call to Order	Chair or Designee will call the meeting to order	
Invocation	Chair or Designee will lead the Invocation	9:00 – 9:05 am
Pledge of Allegiance	Chair or Designee will lead the Pledge of Allegiance	
Introductions	Chair or Designee will lead the Introductions of the ICH Members and Staff	9:05 – 9:10 am
Review Minutes	Motion to approve minutes from the last ICH meeting	9:10 – 9:15 am
Reports	1. Homeless Provider Network – Angela Myles, Chair (10 min) 2. Office of Homeless Services – Tom Hernandez, Homeless Services Manager (10 min) 3. Subcommittee Reports – Chairs (5 min) 4. Legislative Report – Josh Candelaria (5 min)	9:15 – 9:45 am

Minutes for San Bernardino County Homeless Partnership Interagency Council on Homelessness

May 23, 2012
9:00 am – 11:00 am
Department of Behavioral Health-Training Institute
1950 South Sunwest Lane, Suite 200
San Bernardino, CA 92408

Minutes Recorded and Transcribed by Jennifer Pacheco, Secretary I, Office of Homeless Services

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Tom Hernandez	<ul style="list-style-type: none"> The meeting was called to order at 9:03 am.
Introductions	Tom Hernandez	<ul style="list-style-type: none"> Introductions were made by all ICH Members. Guests were also invited to introduce themselves.
Presentation of Minutes	Tom Hernandez	<ul style="list-style-type: none"> Minutes were accepted as presented.
REPORTS	PRESENTER	ACTION/OUTCOME
Homeless Provider Network	Angela Myles	<ul style="list-style-type: none"> The last HPN Meeting took place on Wednesday, May 16, 2012. <ul style="list-style-type: none"> Presentation was provided by San Bernardino Education and Training Agency (SBETA). Providers had an open flow activity in which they separated into 5 different groups: Homeless Prevention, Basic Needs, Discharge Planning, Employment, and Housing to prioritize and begin to work on goals within the 10-Year Strategy. The HPN will work on what it already has within the county to allow the Continuum to flow better. <ul style="list-style-type: none"> Areas discussed include a one-stop centralized intake system, the need for permanent supportive housing, outreach and assistance with navigation of the system, the need for funding, and a certification process for employment.
Office of Homeless Services	Tom Hernandez	<ul style="list-style-type: none"> The ICH members were provided with the OHS Report as a hand out with attachments. (Copies are available upon request). All information can also be found at www.sbcounty.gov/SBCHP. <ul style="list-style-type: none"> The United States Interagency Council on Homelessness announced new regional staff members. Matthew Doherty, consultant for the San Bernardino County DBH Housing and Employment Program and Principal for Housing Policy and Planning for LeSar Development Consultants, will serve as the field representative for California. His main focus will be to create a statewide ICH. The National Conference on Ending Homelessness will be held in Washington, D.C. on July 16 – 18, 2012. Registration information is available at https://help.endhomelessness.org/events/22. OHS met with Karen Scott, Executive Director of First 5 San Bernardino, to discuss improved collaboration and exchange of resources. OHS is currently pursuing with First 5 options for funding for 0-5 year old children and families for housing services and programs.

Office of Homeless Services <i>cont.</i>	Tom Hernandez	<ul style="list-style-type: none"> ▪ The OHS contacted Jose Marquez with The Community Foundation to inquire about the steps for establishing a fund through the foundation. Fund information for two types of funds which might work for the ICH was provided. The Supervisor, OHS, and Mr. Marquez will meet in June regarding this funding. ▪ The San Bernardino Homeless Partnership Website Calendar is now available for viewing at http://www.sbcounty.gov/SBCHP/calendar.aspx and will include all important meetings and events for OHS. ▪ The Assistant Secretary for Planning and Evaluation released a new report for Linking Services which can be found at http://aspe.hhs.gov/hsp/12/LinkingServices2HomelessFamilies/index.pdf. ▪ There is a new HUD-VASH Best Practices Working Document which can be accessed at http://portal.hud.gov/huddoc/VASH-BestPractices.pdf. ▪ The Upland Project Connect will be on Wednesday, June 27, 2012 at Memorial Park in Upland from 10 am – 4 pm. OHS is partnering with the City of Upland to facilitate this event. If interested in participating, please contact Deanna Luttrell at dluttrell@dbh.sbcounty.gov. ▪ Action Item and Follow Up: A request was made of OHS to schedule a presentation by Mr. Darryl Evey regarding Homeless Youth. Presentation scheduled for 5.23.12. ▪ Action Item and Follow Up: A request was made of OHS to schedule a follow-up presentation for the San Bernardino County Day Reporting Center and the Reentry Collaboration Needs Assessment. Presentation scheduled for 5.23.12. ▪ Action Item and Follow Up: A request was made of OHS to begin a directory of sponsors that have supported homeless service efforts. OHS is currently developing this page for the website. As soon as it is up and running, the ICH will be informed. ▪ Action Item and Follow Up: A request was made of OHS to arrange a tour of Kelly Space and Technology regarding the training program they have as well as a tour with the Chino Prison Training Program. A tour of Kelly Space has been scheduled for May 30, 2012 from 2 – 3 pm. All are welcome to attend. A tour of the Chino Prison program will be scheduled in August or September when the program is up and running.
INFORMATIONAL ITEMS	PRESENTER	ACTION/OUTCOME
Youth Homelessness	Darryl Evey	<ul style="list-style-type: none"> ▪ Mr. Evey provided an excellent presentation on the Family Assistance Program's new youth shelter Our House and the issues of youth homelessness in San Bernardino County. (Copies of the PowerPoint and handouts are available upon request.)
HOMeS	Doug Fazekas & Jon Olson	<ul style="list-style-type: none"> ▪ Mr. Fazekas and Mr. Olson provided an explanation of the State Housing Trust Fund and ways in which San Bernardino County may be able to obtain this funding locally. (Copies of the PowerPoint and handouts are available upon request.)
Countywide Needs Assessment	Carolyn Eggleston, Thom Gehring, & Maxwell Ohikhuare	<ul style="list-style-type: none"> ▪ Dr. Eggleston, Dr. Gehring, and Dr. Ohikhuare at the request of the ICH provided updated information on the results of the countywide needs assessment and the next steps. (Copies of the PowerPoint and handouts are available upon request.)

CONSENT ITEMS	PRESENTER	ACTION/OUTCOME
Approval to Submit Application Letter for Technical Assistance Opportunity	Tom Hernandez	<ul style="list-style-type: none"> A copy of the Application Letter was provided to the ICH. Letter submission was approved with no discussion or opposition.
DISCUSSION ITEMS	PRESENTER	ACTION/OUTCOME
	Tom Hernandez	<ul style="list-style-type: none"> There were no Discussion Items on the agenda.
PUBLIC COMMENT	PRESENTER	ACTION/OUTCOME
		<ul style="list-style-type: none"> There were no public comments.
COUNCIL ROUNDTABLE	PRESENTER	ACTION/OUTCOME
	Gary Madden Brenda Dowdy Bob Roddick	<ul style="list-style-type: none"> The new 2-1-1 directory is available at 211.org for \$25 and includes 700 pages of resources in San Bernardino County. Ms. Dowdy thanked all those who attended and supported the San Manuel Golf Tournament. All proceeds went directly to the school homeless program, Children Deserve Success. Ms. Dowdy also asked that the ICH Meeting Schedule be placed as a Discussion Item at next month's agenda. Mr. Roddick stated that Inland Counties Legal Services provides a twenty minute video regarding how to apply for social security disability on their website at www.inlandlegal.org.
Adjournment		Being no further business to discuss, the meeting was adjourned at 11:12 am.
Next Meeting		Thursday, June 28, 2012 at 9:00 am – 11:00 am DBH – Training Institute 1950 S. Sunwest Lane, Suite 200, San Bernardino, CA 92408

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Attendees at May 23, 2012 ■ Interagency Council on Homelessness

BENNETT	KEITH	US Vets	951-212-0277	kbennett@usvetsinc.org
BJORK	JULIE	Housing Director	909-395-2307	bjork@ci.ontario.ca.us
BLUM-JOHNSTON	TERI	Community Action Partnership San Bernardino County	909-723-1522	Tblum-johnston@capsbc.sbcounty.gov
BORING	CONNIE	Department of Rehab	909-383-4401	cboring@dor.ca.gov
BRAZIER	ANTHONY	Foothill AIDS Project	909-884-2722	abrazier@fapinfo.org
BRODKIN	CHRIS	Save Every Home	909-272-4023	cbrodkin@msn.com
BUFFONG	JON	Department of Behavioral Health	909-252-4065	jbuffong@dbh.sbcounty.gov
COLEMAN	REGINA	County Counsel	909-387-3266	rcoleman@cc.sbcounty.gov
DOWDY	BRENDA	Superintendent of County Schools	909-386-2634	brenda_dowdy@sbcss.k12.ca.us
ESCALANTE	JOSEPHINE	VA Medical Center	909-825-7084	Josephine.escalante@va.gov
EVEY	DARRYL	Family Assistance Program	760-843-0701	darryl@familyassist.org
FAZEKAS	DOUG	DBH Housing	909-387-8619	dfazekas@dbh.sbcounty.gov
FORD	RENEE	San Bernardino County Probation Department	909-387-5856	rford@prob.sbcounty.gov
GONZALES	JOSIE	Supervisor – 5 th District	909-387-4565	jgonzales@sbcounty.gov
HARMSSEN	SANDY	Workforce Development Department	909-387-9862	sharmsen@wdd.sbcounty.gov
HAUGAN	LINDA	Asst. Executive Officer – Human Services Dept.	909-387-4717	lhaugan@hss.sbcounty.gov
HERNANDEZ	TOM	Office of Homeless Services	909-252-4051	thernandez@dbh.sbcounty.gov
HUDSON	JAN	City of Redlands	909-307-3400	judson@iellmcc.com
KANAVOS	TOM	CEO – Turrill Transitional	951-965-4708	Tom.kanavos@t-t-ap.org
LITTLE	JEFF	Inland Temporary Homes	707-815-7424	jeff@ithomes.org
MADDEN	GARY	Inland Empire United Way	909-980-2857 x211	gmadden@ieuw.org
MARIN	JOSE	Field Representative – 5 th District	909-387-4565	Jose.marin@bos.sbcounty.gov
MARTINEZ	SOCHILT	SBPD	909-384-5776	Martinez_so@sbcity.org
MOSELY	LAMAR	Moseley Counseling Center	909-252-3183	Mccenters1@gmail.com
MYLES	ANGELA	House of Prayer	909-436-5241	director@hopgom.com
MYLES	TIMOTHY	Community Member		
MYLES	VICTOR	House of Prayer	909-436-6236	director@hopgom.com
NACKERMAN	DAN	Housing Authority	909-890-0644	dnackerman@hacsb.com
OHIKHUARE	MAXWELL	Department of Public Health		mohikhuare@dph.sbcounty.gov
OLSON	JON	Consultant		
PASCO	ANGELA	New Hope Village	760-256-3656	newhopevillageinc@yahoo.com
PAXTON	KENT	Mayor's Office - City of San Bernardino	909-384-5133	paxton_ke@ci.san-bernardino.ca.us
RODDICK	ROBERT	Mnging Attorney - Inland Counties Legal Services	951-320-7514	rroddick@icls.org
RYMER	CHRIS	City of Colton HS Manager	909-370-6172	crymer@ci.colton.ca.us
THOMAS	CASONYA	Assistant Director - DBH	909-382-3080	cthomas@dbh.sbcounty.gov
TOWNS	CARLA	HS Auditing	909-383-9617	Carla.towns@hss.sbcounty.gov



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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 report and to record action items from prior Interagency Council on Homelessness (ICH) meetings.

Date June 28, 2012

Presenter Tom Hernandez, Homeless Services Manager

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

Announcements	
State Emergency Solutions Grant Attachment D Committee Review	
<ul style="list-style-type: none">• The State of California released their ESG Round II NOFA application on May 2, 2012. As a part of this application to the state, all applicants had to submit the 'Need for Funds,' Certification of Local Need, form (Attachment D) to the local Continuum of Care (CoC) serving their respective projects.• CoC's were required to complete the Attachment D form and return it to the applicant in a timely manner in order to ensure that the State ESG application deadline is met.• A Grant Review Committee was convened to rate project submissions and assign point scores. Committee members were selected as reviewers and raters based on their familiarity with homeless needs and understanding of the homeless priorities within the San Bernardino City & County local CoC and did not have a business or personal conflict of interest with the ESG applicants.• Ratings were completed individually by each ESG Grant Review Committee member; ratings were based on ESG Fund Leveraging and the project's alignment with the local CoC homeless priorities.• Applicants were notified on June 12, 2012 of the ESG Grant Review Committee ratings in order to meet the June 18th State deadline.	
Hanes Donation	
<ul style="list-style-type: none">• The Office of Homeless Services received through Children's Fund a donation of 14 pallets of brand new Hanes merchandise. Children's Fund retained 7 pallets and 7 pallets were donated to the Partnership.	



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Ready, Willing, and Able Meeting

- The Office of Homeless Services hosted a follow-up meeting with Mr. Philip Mangano, CEO and President with the Roundtable to Abolish Homelessness. Mr. Mangano met with the following groups on both the 20th and 21st to discuss the Ready, Willing, and Able program:
 - San Bernardino County Fifth District Office of Supervisor Gonzales
 - San Bernardino County Sheriff
 - Probation Department
 - Department of Behavioral Health
 - Office of Homeless Services
 - Workforce Development Department
 - Housing Authority of the County of San Bernardino
 - San Bernardino County Reentry Collaborative/Department of Public Health
 - San Bernardino City Office of the Mayor
 - Veterans Administration Loma Linda
 - California Department of Corrections and Rehabilitation
 - Kelly Space and Technology, Technical Employment Training, Inc.
- Ready, Willing & Able is a residential, work and job skills training program which helps homeless individuals in their efforts to become self-sufficient, contributing members of society.
- The program will consist of three primary components: 1) permanent supportive housing; 2) job training and placement activities; and 3) supportive services.

Homeless and Policy Related News

- The National Alliance to End Homelessness has provided a PowerPoint presentation that discusses the importance of family intervention, and practices used to reunify and connect homeless youth with their parents; and a model designed to decrease risky behaviors. The presentation can be found here: <http://www.endhomelessness.org/content/article/detail/4585>
- The Department of Health and Human Services' Administration on Children, Youth and Families (ACYF) announced the availability of five competitive grants for child welfare agency and supportive housing and shelter organizations collaborations aimed at combating family homelessness. This supportive housing plan builds on a successful pilot effort, Keeping Families Together, which paired supportive housing in New York City with on-site case management for families experiencing chronic homelessness, substance abuse, mental health issues, and/or child welfare involvement. The grant application closes on July 30, 2012. To apply, download the application packet at: <http://apply07.grants.gov/apply/UpdateOffer?id=124231>



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Upland Project Connect

- The Upland Project Connect was held on Wednesday, June 27, 2012 from 10:00 am to 4:00 pm. The event was held at Upland Memorial Park.
- It is estimated there were approximately 1,000 people in attendance at the event who received goods and services from various vendors. There were over 40 vendors including 2-1-1, San Bernardino County Schools, TAD, Veterans Affairs, and the Department of Public Health.
- The Office of Homeless Services gave out over 400 bags of groceries and over 200 hygiene kits.

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM



FEMA



American
Red Cross



NATIONAL COUNCIL
OF THE CHURCHES
OF CHRIST IN THE USA

United
Way



United Jewish
Communities



The Federations of North America | Live Generously.™



Catholic
Charities
USA



AGENDA

I. WELCOME and INTRODUCTION

II. PURPOSE

III. INTENT OF EFSP AND
LRO RESPONSIBILITIES

IV. PROGRAM EXPENDITURES and
REQUIRED DOCUMENTATION

V. SUMMARY

OPERATING PRINCIPLES

- supplement and expand current available resources
- not seed money for new agencies/programs
- limited focus -- emergency not structural
 - not poverty program
 - not natural/declared disasters

OPERATING PRINCIPLES

public/private sector cooperation

local decision-making (Local Board)

determines community needs/priorities

Local Board makes funding decisions

(agencies, categories and award amounts)

sensitivity to groups with special needs

mentally and physically disabled, elderly, families with children,,

Native American, veterans

minimum, but accountable, reporting

LOCAL RECIPIENT ORGANIZATION RESPONSIBILITIES

Administration (of program)

- be familiar with guidelines
- meet requirements on the LRO certification form
 - will not discriminate
 - will not proselytize, if religiously based
 - will have an annual review/audit, if required
- use funds to extend existing resources, not an entitlement program
- may not be a vendor of services to another LRO
(exception: food banks)

LOCAL RECIPIENT ORGANIZATION RESPONSIBILITIES

Accountability

- submit required reports (including documentation if requested) in a timely manner
- must enroll for electronic funds transfer (direct deposit)
- cannot have any outstanding compliance exceptions in any jurisdiction; no funds will be issued until all exceptions are resolved
- work with Local Board to clear compliance exceptions
- maintain documentation as required

FISCAL AGENT/FISCAL CONDUIT

- fiscal agent: one to one relationship
- fiscal conduit: one to many relationship
- maintains EFSP financial records on behalf of another agency/agencies
- responsible for receipt of EFSP funds, disbursement of funds to vendors, and the documentation of expenditures (see LRO responsibilities)
- may issue checks only to vendors (no reimbursements to agencies) upon receipt of appropriate invoices

EFSP EXPENDITURES

FOOD (direct expenses and per meal)

ELIGIBLE

- food purchased from food bank (shared maintenance fee), grocery store or distributor
- gift certificates from grocery stores or restaurants
- per meal allowance for served meals
- vegetable seeds and plants

NOT ELIGIBLE

- funds on account with vendors
- cash to clients for groceries
- paying the shared maintenance fee twice
- vitamins and prescription medicines

EFSP EXPENDITURES

CONSUMABLE SUPPLIES

ELIGIBLE

- diapers
- paper goods, utensils for mass shelter/
mass feeding programs
- cleaning supplies for mass shelter/
mass feeding programs
- first aid supplies (limited) for mass shelter/
mass feeding programs
- bags for food pantry

NOT ELIGIBLE

- disaster supplies
- toilet paper, soap and laundry detergent
for a food pantry

EFSP EXPENDITURES

EQUIPMENT PURCHASES, LEASES AND REPAIRS (All repairs require Local Board approval.)

ELIGIBLE

- purchase or repair up to \$300
(essential equipment)
- lease over \$300 (essential equipment)

NOT ELIGIBLE

- repairs to client's property
(furnace, refrigerator, etc.)
- purchase or repair of
property or equipment
over \$300

EFSP EXPENDITURES

CITATION/ACCESSIBILITY IMPROVEMENT FOR MASS SHELTERS AND MASS FEEDING SITES (All repairs require prior Local Board approval.)

ELIGIBLE

- *emergency repair of leaky roof
- *emergency plumbing repair
- installation of smoke detectors
- building code violation repairs
- grab bars in restrooms
- wider door installation
- entrance ramps

NOT ELIGIBLE

- routine maintenance
- repairs to profit-making or government owned facilities
- repairs/improvements to clients' homes
- accessibility improvements to food pantries

*NOTE: Only repairs to bring a facility up to code (to continue providing services) or to make mass shelters and mass feeding sites handicapped accessible are eligible.

EFSP EXPENDITURES

MASS SHELTER (direct expenses and per diem)

ELIGIBLE

- per diem allowance for nights of lodging
- direct costs (blankets, cots, etc.)

NOT ELIGIBLE

- decorative or non-essential furnishings
- clothing, except underwear

OFF-SITE SHELTER (hotel/motel)

ELIGIBLE

- vouchers for motel stays, up to 30 days

NOT ELIGIBLE

- payment to another LRO for shelter

EFSP EXPENDITURES

RENT or MORTGAGE (one month)

ELIGIBLE

- payment of first month's rent
- payment of past due rent or mortgage
- one month's rent/mortgage payment over three month period
- past due mobile home and lot fee
- current month's rent or mortgage due within ten (10) days

NOT ELIGIBLE

- deposits
- late fees
- payment of more than one month's rent
- payments made to clients
- legal fees and court costs
- property taxes
- insurance
- revolving loan accounts

EFSP EXPENDITURES

UTILITY (one month bill)

ELIGIBLE

- payment of one month's current bill paid
no more than five (5) days before due
- payment up to \$100 for past due service
- reconnect fee
- budget billing
- delivery of coal
- fill-up of oil/propane tank
- load of firewood

NOT ELIGIBLE

- deposits
- service fees
- late fees
- telephone/cell phone bills
- cable TV bills
- agency's utility/phone bills
- payment of more than one
month's bill

EFSP EXPENDITURES

TRANSPORTATION

ELIGIBLE

- mileage log for use of agency owned/leased van/bus to transport clients to shelter/food
- public transit to shelter and food
- mileage log for van to pick-up/deliver food
- mileage rate per mile (published rate in manual)

NOT ELIGIBLE

- bus ticket to relative's home
- repair/maintenance to LRO's vehicles
- fuel/maintenance/repair to client's vehicle
- transportation to other services (i.e. medical appointment, legal system or other social services)
- fuel cost (receipts)

EFSP EXPENDITURES

ADMINISTRATION

ELIGIBLE

- postage
- staff salaries
- photocopying

NOT ELIGIBLE

- administrative cost to agencies' state or regional offices

EFSP EXPENDITURES

MISCELLANEOUS INELIGIBLE ITEMS

- CASH PAYMENTS OF ANY KIND
 - including petty cash
- payments to clients
- expenditures outside of spending period
- fee for service
- disaster related costs
- lobbying efforts
- encumbering of funds

REQUIRED DOCUMENTATION

■ Mass shelter or mass feeding

- daily per diem schedule \$12.50/night) or
- daily per meal allowance schedule (\$2.00/meal)

NOTE: If an agency is providing a per diem schedule or per meal allowance, keep in mind that the supporting documentation such as canceled checks, invoices, service records and sign-in sheets, must be retained at their office.

■ Transportation

- mileage log

■ Other EFSP expenditures

- invoice (e.g. landlord letter, utility bill)
- canceled check (both sides)

CHARACTERISTICS OF AN ACCEPTABLE INVOICE

- vendor originated
- name of vendor
- name of purchaser
- date of purchase
- itemized (description of each item, number of each item, cost of each item)
- total cost

PACKAGING DOCUMENTATION

- prepare documentation on an on-going basis (monthly)
- prepare by category
- attach copy of canceled check to receipt/
utility bill/landlord letter
- prepare adding machine tape of expenditures
- per diem schedule/per meal allowance
(prepare daily schedules only)
- transportation -- prepare mileage log

HELP

Presentation Materials
will be available at
meeting

**San Bernardino County Homeless Partnership
Interagency Council on Homelessness**

BY-LAWS

Adopted March 22, 2010

~~Amended July 27, 2011~~

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 Strategic Plan”). The ICH will focus on resource development to insure the funding of homeless projects and 10-Year Strategic Plan recommendations.

**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 Strategic Plan to End Homelessness. The ICH members are directed to report progress on the implementation of the 10-Year Strategic Plan to their colleagues and constituents following each meeting of the ICH. The ICH will promote collaborative partnerships among homeless providers and stakeholders throughout San Bernardino County in order to carry out implementation activities and will develop resources to insure the funding of homeless projects and 10-Year Strategic Plan recommendations.

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;
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 Services¹;
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 ~~Redevelopment~~Community Development and Housing for San Bernardino County;
9. One (1) representative from the Veterans Administration Health Care System;

¹ 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.

10. ~~One (1) representative from the San Bernardino County Specialty Courts system~~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;
- ~~15.~~16. Chair of the Homeless Provider Network or designee;
- ~~16.~~17. ~~Five~~Four (~~54~~) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
- ~~17.~~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.

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.² 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:

² At least ninety (90) days notice shall be given unless otherwise mutually agreed.

- 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
- 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.
 - 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:
- 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 Homeless Services Coordinator 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.

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 Homeless Services Coordinator, or designee. The Chair, and/or the Homeless Services Coordinator 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.

CERTIFICATE OF OHS

I certify that the above bylaws, consisting of seven (7) pages, including this page, are the bylaws of this body as amended by the Members.

Date: _____

By: _____
Tom Hernandez - Office of Homeless Services